

**Minutes of Meeting**  
**Business Meeting**  
**March 21, 2023**  
**2:00 p.m.**

The Kootenai County Board of Commissioners: Chair Leslie Duncan, Commissioner Bruce Mattare and Commissioner Bill Brooks met to discuss the following agenda items. Also present were Treasurer Steve Matheson, Chief Deputy Treasurer Jill Smith, Treasury Specialist III Kelly Wuest, Clerk Jennifer Locke, Finance Director Brandi Falcon, Staff Accountant–Budget Arrow Gidney, Sheriff Robert Norris, Undersheriff Brett Nelson, Captain Stu Miller, Patrol Officer Alana Hunt, Office of Emergency Management (OEM) Director Tiffany Westbrook, Prosecutor Stanley Mortensen, Resource Management Office (RMO) Transit Program Manager Chad Ingle, Grants Manager Dorian Komberec, Solid Waste Director John Phillips, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Civil Deputy Prosecuting Attorney R. David Ferguson, BOCC Senior Business Analyst Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Sierra Hansen. Also present were Coeur d’Alene Press Reporter Kaye Thornbrugh and Kootenai County Resident Chad Holiday. Mr. Ingle and Ms. Westbrook were present via teleconference.

- A. Call to Order:** Chairman Leslie Duncan called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** Kootenai County Chief Deputy Treasurer Jill Smith led the Pledge of Allegiance.
- D. Changes to the Agenda (Action):**

*Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing.*

There were no changes to the agenda.

- E. Approve Meeting Minutes (Action):**

02/08/2023	Coeur d’Alene Economic Development Corporation Minutes
02/23/2023	Auditor Minutes
03/07/2023	Business Meeting Minutes
03/14/2023	Executive Session 74-206(1)(f) Minutes
03/14/2023	Business Meeting Minutes

Chairman Bruce Mattare moved that the Board approve items one through five, the submitted minutes. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye  
Commissioner Mattare: Aye  
Chairman Duncan: Aye

The motion carried.

**F. Approve Consent Calendar (Action)**

Assessor Allow Homeowner Exemption  
Adjustment to Tax-Valuation/ Ag land/ Millhorn Farms Inc.  
Request Additional Petty Cash Funds/ Adult Misdemeanor Probation  
Cell Phone Stipend/ New Employee/ Juvenile Diversion  
Resolution 2023-34/ Adjust Taxes to Reflect Circuit Breaker/ Winter/ AIN 225166  
Human Resources PAF/SCF Report for 2023 PP7 Week 1  
BOCC Signatures for Indigent Cases: 03/09/2023 – 03/15/2023

Commissioner Brooks moved that the Board approve items six through twelve on the agenda, the Consent Calendar. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye  
Commissioner Mattare: Aye  
Chairman Duncan: Aye

The motion carried.

**G. Approve Payables List (Action)**

Commissioner Mattare moved that the Board accept the Payables List for the week of March 13, 2023 through March 17, 2023 in the amount of \$955,999.48, with \$1,014.12 in jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Chairman Duncan called the roll:  
Commissioner Brooks: Aye  
Commissioner Mattare: Aye  
Chairman Duncan: Aye

The motion carried.

**H. Business**

**Professional Services Agreement, Leachate Treatment Pilot Project/Jacobs Engineering Solid Waste (Action)**

Solid Waste (SW) Director John Phillips reported that SW had been struggling with the future treatment of landfill waste water. SW had requested Board approval for \$50,000 in order to provide adequate treatment of the Fighting Creek landfill waste water.

Commissioner Brooks moved that the Professional Services Agreement with Jacobs Engineering be approved. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye  
Commissioner Mattare: Aye  
Chair Duncan: Aye

The motion carried.

**Contract for Treasurer’s Office Remodel/Longwell and Trapp Architects/Treasurer (Action)**

Treasurer Steve Matheson requested approval for the Treasurer’s Office Remodel and potential transition to the County Assistance Office.

Commissioner Mattare moved that the contract for the Treasurer’s Office Remodel under Longwell and Trapp Architects be approved, but not to exceed \$4,000. Commissioner Brooks seconded the motion. There being no further discussion, Ms. Hansen called the roll:

Commissioner Brooks: Abstained  
Commissioner Mattare: Aye  
Chair Duncan: Aye

The motion carried.

**Board Approval Request: Kootenai County Public Transportation Proposed FY24 Program of Projects – FY23 5307 Apportionment/Resource Management Office (Action)**

Resource Management Office (RMO) Transit Program Manager Chad Ingle presented to the Board the Program of Projects for Fiscal Years 2024 through 2028. He stated that if this was approved, the RMO would publish a notice in the Coeur d’Alene Press for a Public Hearing on May 2, 2023. This information would then be carried forward to the Transportation Improvement Plan (TIP) with the Kootenai County Metropolitan Planning Board (KMPO) and the Idaho Transportation Department (ITD) for the State Transportation Improvement Plan (STIP). Once this was completed, the RMO would be able to apply for their 5307 Apportionment funds with the Federal Transit Administration (FTA).

Commissioner Brooks moved that the Proposed FY24 Program of Projects for the FY23 5307 Apportionment be approved. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye  
Commissioner Mattare: Aye  
Chair Duncan: Aye

The motion carried.

**Board Approval Request: Hazard Mitigation Grant Program (HMGP) Certifications and Assurances/Office of Emergency Mgmt (Action)**

Office of Emergency Management (OEM) Director Tiffany Westbrook brought forward additional documents to the Board for the approval of the application for the generator at the Admin Building through the Hazard Mitigation Grant Program (HMGP).

Commissioner Mattare moved that the HMGP Certifications and Assurances be approved. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks:           Aye  
Commissioner Mattare:        Aye  
Chair Duncan:                 Aye

The motion carried.

**Development and Ground Lease AAL-2023-100 Hangar Development/CDA Northwest, LLC / Airport (Action)**

Airport Administrative Secretary Kim Stevenson was not present for this segment of the Business Meeting. The Board moved forward to motion.

Commissioner Brooks moved that the Development and Ground Lease AAL-2023-100 Hangar Development for CDA Northwest, LLC be approved. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks:           Aye  
Commissioner Mattare:        Aye  
Chairman Duncan:             Aye

The motion carried.

**Jail Discussion (Discussion)**

KCSO Sherriff Robert Norris led the discussion surrounding the over-capacity of Kootenai County Jail. He stated that understaffing now caused a risk to officer safety when performing safety checks with each inmate.

KCSO Captain Stuart Miller informed the Board that the last time the jail had been under 500 inmates was March 2, 2023 with their maximum capacity being 451. The jail currently had 535 inmates. He said there were no other ways to mitigate this without causing problems in other areas, such as increased rate in minor drug offenses, or lag in transportation between justice facilities.

Sheriff Norris and Captain Miller indicated that they both hoped to seek an expansion of the Jail facilities along with onboarding more officers.

Chairman Duncan responded that she was on board with expanding the Jail, with one pod for medical holds and the other for general population, so long as the Sherriff's Office could provide the employees to fill the space. She also specified that she would like to have the estimated cost for the expansion along with the staffing.

**Admin Building Staffing/Sheriff (Discussion)**

KCSO Undersheriff Brett Nelson presented a possible alternative to the current hired security at the Administration Building. He explained that, due to the chronic understaffing of deputies available to patrol, pulling one per week to watch over the Administration Building was no longer feasible. He further explained that there was a requirement to have five available deputies per 1,316 square miles to patrol at all times.

Chairman Duncan recalled having hired private security in years past, and said that she would be in favor of turning to that method again. However, she was also clear the Administration Building did need some measure of security from now until the alternative plan came into action. Chairman Duncan recommended seeking out help from retired officers willing to step back into the field to fill that position in the interim.

Undersheriff Nelson indicated he was receptive to this and commented that there were already some individuals he had in mind.

**Offer to Purchase Tax Deed – Sealed Bid/AIN# 314675/Ross (Action)**

Chair Duncan noted that the party of Ross was present.

Commissioner Mattare opened the sealed bid.

Chair Duncan confirmed that Chad Holiday was the contiguous owner of the listed property and Mr. Ross was purchasing the land on behalf of Mr. Holiday. She said the amount offered was \$126.97, however costs associated with the property were \$890, which included taxes of \$146.37, fees of \$466, penalties and interest of about \$193.

Commissioner Brooks stated that they should seek to negotiate the offered amount closer to what was owed for the property.

Mr. Ross responded by stating that he based his price off of the publicly available tax information at the time of sale. He then stated that he would like to keep his current offer.

The Commissioners agreed to table to the final decision until the following week.

**Offer to Purchase Tax Deed – Sealed Bid/AIN #140940/Plass (Action)**

Chair Duncan noted that the party of Plass was not present.

Commissioner Mattare opened the sealed bid.

Chair Duncan stated that Keith and Timothy Plass had included a bid of \$150, however the costs associated with the property were about \$4,756. She reported that they were not contiguous property owners.

Commissioner Brooks moved that the bid for AIN#140940 be rejected, due to the bidders being noncontiguous owners of the property and the low offer of their bid. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye  
Commissioner Mattare: Aye  
Chairman Duncan: Aye

The motion carried.

**Resolution 2023-36/Designation of Fair Housing Officer/Resource Management Office (Action)**

RMO Grants Manager Dorian Komberec requested the Board's approval of Resolution 2023-36 and explained that Kootenai County was the recipient of an Idaho Community Development Block Grant for the Panhandle Village Water System Improvement Phase II Project. She explained that the Fair Housing Resource Officer would be required to oversee all housing efforts required by the grant.

Ms. Komberec stated that she had been in charge of coordinating all grant activities for this project and that RMO had recommended that she be designated the Fair Housing Resource Officer. She offered the official document of this appointment to be signed by the Board.

Commissioner Mattare moved that the Resolution 2023-36 for the Designation of a Fair Housing Officer for the Resource Management Office be approved. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye  
Commissioner Mattare: Aye  
Chairman Duncan: Aye

The motion carried.

**Financial/Budget: Authorization to Purchase Program Snowmobiles and Retain Surplus Funds/Snowgroomers (Action)**

Parks and Waterways Director Nick Snyder requested authorization for purchasing two program snowmobiles using the proceeds from existing program fund balance. Mr. Snyder stated that it would not be General Fund tax dollars but would be derived from fees and sales of department equipment. He also requested that retired snowmobiles be sold and to have the proceeds from those sales be deposited to program accounts.

Commissioner Brooks moved that the authorization of purchasing program snowmobiles and retain surplus funds be approved. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye  
Commissioner Mattare: Aye  
Chairman Duncan: Aye

The motion carried.

**Resolution 2023-22/Public Hearing/Kootenai County Waterways Ordinance Amendment, Moorage Limitation/Parks & Waterways (Action)**

Mr. Snyder called the Board’s attention to the issue of rising boating population in local waterways which had caused a significant increase of people using county docks to store their boats. He said this had prevented boaters from using these docks and boat launches as intended. He explained that these County Marine Facilities were intended to be short term storage, not long term.

Chair Duncan opened the floor for public comment for or against this ordinance. There being no public comment, it was then moved to motion.

Commissioner Mattare moved to end public testimony for Resolution 2023-22 and enter into deliberations. Commissioner Brook seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye  
Commissioner Mattare: Aye  
Commissioner Duncan: Aye

The motion carried.

Commissioner Mattare moved to approve Resolution 2023-22 for the Kootenai County Waterways Ordinance Amendment for Moorage Limitation. Commissioner Brook seconded the motion. There being no further discussion, Deputy Clerk Hansen called the roll:

Commissioner Brooks: Aye  
Commissioner Mattare: Aye  
Commissioner Duncan: Aye

The motion carried.

**Status Update Pending Items (Discussion)**

Facilities Expansion

Chair Duncan stated that the Board would be moving forward with the building expansion, even though the additional costs would have to come from County Fund Balance.

Impact Fees

Commissioner Brooks forwarded an email from Anne Westcott to Chair Duncan and Commissioner Mattare. It was generally agreed that once they had reviewed the information, they would discuss it at next week’s Business Meeting.

- I. **Public Comment (Discussion):** This section is reserved for citizens wishing to address the Board regarding a County related issue. Idaho Law prohibits Board action on items brought under this section except in an emergency circumstance. Comments related to future public hearings should be held for that public hearing. There were no public comments.

J. **Adjournment (Action):** Chairman Duncan adjourned the meeting at 2:56 p.m.

Respectfully submitted,

JENNIFER LOCKE

BOCC SIGNATURE

BY: \_\_\_\_\_  
Sierra Hansen, Deputy Clerk