

Minutes of Meeting
Business Meeting
April 4, 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 Prosecutor Stanley Mortensen, Civil Deputy Prosecuting Attorney R. David Ferguson, Human Resources (HR) Director Sylvia Proud, HR Generalist – Recruiting Zachery Newkirk, Chief Deputy Assessor Ben Crotinger, Assessor’s Office Administrative Manager Shelly Amos, Vehicle License Manager Anna Frohboese, Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder, Finance Director Brandi Falcon, Staff Accountant – Budget Arrow Gidney, KCSO 911 Communication Services Administrator Collin McRoy, Office of Emergency Management (OEM) Administrative Assistant Andrea Littlefield, Resource Management Office (RMO) Grants Technician Kaitlin Smith, BOCC Senior Business Administrator Nanci Plouffe, BOCC Communications Coordinator Jonathan Gillham and Deputy Clerk Tina Ginorio. Also present was Coeur d’Alene Press Reporter Kaye Thornbrugh. Ms. Littlefield and Ms. Smith were present via teleconference.

- A. Call to Order:** Chair Leslie Duncan called the meeting to order at 2:00 p.m.
- B. Moment of Silence**
- C. Pledge of Allegiance:** KCSO 911 Communication Services Administrator Collin McRoy 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.

Chair Duncan asked that items 2 and 4, from the Approve Meeting Minutes section, be removed from today’s agenda.

- E. Approve Meeting Minutes (Action)**

03/14/2023 University of Idaho
~~03/16/2023 Human Resources – Pulled~~
03/23/2023 Community Development
~~03/28/2023 Business Meeting – Pulled~~

Commissioner Bruce Mattare moved that the Board approve items 1 and 3, the submitted minutes. Commissioner Bill Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

F. Approve Consent Calendar (Action)

Assessor Allow Homeowner Exemption
Employee Cell Phone Stipend Request/Adam/Noxious Weed Control
Professional Service Agreement/Consulting/Torres/Information Technology Services
Human Resources PAF/SCF Report for 2023 PP8 Week 1
BOCC Signatures for Indigent Cases: 03/23/2023 – 03/29/2023

Commissioner Brooks moved that the Board approve items 5 through 9 on the agenda, the Consent Calendar. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye
Commissioner Mattare: Aye
Chair 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 27, 2023 through March 31, 2023 in the amount of \$561,747.37, with \$599.66 in jury payments. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

H. Business:

Approval of Job Advertising Contract with KXLY/KXLY/Human Resources (Action)

Human Resources (HR) Generalist – Recruiting Zachary Newkirk requested the Board’s approval of a contract with KXLY to provide job advertising services. He said that the targeted ads would be for positions at the Jail and with KCSO Patrol. He explained the mechanics of the targeting process, the media on which the ads would be displayed and the rough format of the ads.

Commissioner Mattare asked to receive weekly updates on the targeting data collected.

It was generally agreed that Commissioner Mattare would keep in contact with Mr. Newkirk to monitor the project.

Commissioner Brooks moved that the Board approve the Job Advertising Contract with KXLY and Human Resources. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Everbridge Contract Renewal/Everbridge/911 (Action)

KCSO 911 Communication Services Administrator Collin McRoy requested the Board's approval of the renewal of their contract with Everbridge for \$35,913.65. He stated this was for their mass notification system. He added that this had been included in their Budget and had experienced no change from last year.

Commissioner Mattare moved that the Board approve the renewal of the Everbridge Contract for 911. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Mr. McRoy exited the meeting at 2:10 p.m.

Grant Agreement (Use) #22SHSP055/Coer d'Alene Police Department SWAT Robot Platform/Idaho Office of Emergency Management \$59,535/No Match Requirement/Office of Emergency Mgmt (Action)

Office of Emergency Management (OEM) Administrative Assistant Andrea Littlefield requested the Board's approval of the Grant Agreement (Use) #22SHSP055 for the Coer d'Alene Police Department SWAT Robot Platform from the Idaho Office of Emergency Management in the amount of \$59,535, with no matching funds required.

Commissioner Brooks moved that the Board approve the Grant Agreement (Use) #22SHSP055 for the Coer d'Alene Police Department SWAT Robot Platform from the Idaho Office of Emergency Management in the amount of \$59,535, with no match required. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Contract – QLESS for DMV/QLESS/Assessor – Vehicle License (DMV) (Action)

Chief Deputy Assessor Ben Crotinger requested the Board's approval of the updated contract for the QLESS system at the DMV (Department of Motor Vehicles). He said the only changes from the previous contract were the dates and a 5% increase from \$12,960

to \$13,608. He pointed out that this was QLESS' first increase in two years and praised the service, which he said had shortened customer wait times and improved efficiency.

Commissioner Mattare remarked on some issues he had personally encountered using the QLESS System.

Vehicle License Manager Anna Frohboese provided additional information regarding the QLESS System.

Commissioner Mattare moved that the Board approve the contract for QLESS for DMV. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Ms. Frohboese exited the meeting at 2:13 p.m.

Board Approval Request: Justice Building Addition – Proceed to Design Development Phase/Resource Management Office (Action)

Chair Duncan reported that LCA (Lombard Conrad Architects) contract included language that required the BOCC's approval for the movement Phase I to Phase II. She said that the Board of Commissioners needed to approve that transition. She explained that this specifically allowed for Bouten Construction's participation in revising the exterior of the building to a more cost-effective design and to go deeper into structural systems to seek more efficiencies.

Commissioner Brooks moved that the Board approve the request for the Justice Building addition, to proceed to the design development phase for the Resource Management Office. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Nay

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

Board Approval Request: First Amendment to Independent Contractor Agreement/Dunau Associates/Kootenai County Aquifer Protection District/BOCC (Action)

Chair Duncan reported that this did not involve any change in money; it just extended the date out to September 30, 2023 for the Master Plan development.

Commissioner Mattare moved that the Board approve the First Amendment to the Independent Contractor Agreement with Dunau Associates for the Kootenai County Aquifer Protection District, to extend it to September 30, 2023. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

**Financial/Budget: Authorization to Expend Budgeted Funding for Equipment Repair/
Snowgroomers (Action)**

Parks & Waterways (P&W)/Noxious Weeds/Snowgroomers Director Nick Snyder requested the Board's approval to purchase a primary drive gear for the 2015 snowgroomer machine. He noted that Policy 930 required such permission to be sought for purchases over \$10,000 and the item would cost \$11,292.03. He reported that the cost was included in their Budget.

Commissioner Brooks moved that the Board authorize expending the budgeted funding for equipment repair for the Snowgroomers, as described, for \$11,292.03. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

Commissioner Brooks: Aye

Commissioner Mattare: Aye

Chair Duncan: Aye

The motion carried.

**Advisory Board – Appointment/Jennifer Luoma/Noxious Weeds – Term Expiring
12/31/2023/BOCC (Action)**

Chair Duncan announced that the applicant had withdrawn her application for the position with the Noxious Weeds Advisory Board.

No motion was required.

Mr. Snyder exited the meeting at 2:18 p.m.

**Advisory Board – Appointment/Tamara Bateson/Noxious Weeds – Term Expiring
12/31/2023/BOCC (Action)**

Chair Duncan stated that Tamara Bateson had not been interviewed for the Noxious Weeds Advisory Board opening because the Commissioners were already familiar with her qualifications from her prior participation in other Advisory Boards.

Commissioner Brooks moved that the Board appoint Tamara Bateson to the Noxious Weeds Advisory Board for a term to expire December 31, 2023. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Board Approval Request: Ratify/Subdivision Participation and Release Forms/Opioid Settlement/Walgreens/Teva/CVS/Allergan/Walmart/Idaho Attorney General/BOCC (Action)

BOCC Senior Business Analyst Nanci Plouffe reported that the forms submitted had been modified at the last moment, requiring additional action by the Board to ratify their agreement. She said the changes were not material in nature but the documents still had to be signed again.

Chair Duncan said she had signed the documents this past Friday, since that had been the deadline. She asked that the Board ratify her action.

Commissioner Mattare moved that the Board approve the request for ratification of the Subdivision Participation and Release Forms related to the Opioid Settlement, with Walgreens, Teva, CVS, Allergan, Walmart and the Idaho Attorney General. Commissioner Brooks seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Resolution 2023-39/FY23 Assigned Fund Balance Resolution/Auditor (Action)

Finance Director Brandi Falcon requested the Board's approval of Resolution 2023-39, for the FY23 Assigned Fund Balance.

Clerk Jennifer Locke entered the meeting at 2:21 p.m.

Ms. Falcon explained that this resolution formalized the assignments of surplus fund balance that the BOCC had discussed last week. She noted that they had decided to allocate two and a half months of emergency reserves, about \$20 million, and to allocate the remaining surplus of about \$4.5 million among capital projects in Fund 11.

Commissioner Brooks moved that the Board approve Resolution 2023-39, for the FY23 Assigned Fund Balance. Commissioner Mattare seconded the motion. There being no further discussion, Deputy Clerk Ginorio called the roll:

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

The motion carried.

Status Update Pending Items (Discussion)

Facilities Expansion

Chair Duncan noted that LCA's direction to go ahead and work with Bouten Construction had been approved in today's meeting. She predicted that the Board would receive updated information in less than a month.

Impact Fees

Commissioner Brooks reported that he had been speaking with Anne Wescott and the question had arisen of whether the Coroner's Office would be included in the Impact Fee arrangements.

Chair Duncan stated that the Board would receive a short presentation next Tuesday from the Coroner related to a proposed project. She said that, if the BOCC decided the project merited inclusion in Impact Fees, he would then bring it to Ms. Wescott.

Commissioner Brooks said he would like to meet with the other Commissioners for further discussion of the project. He remarked that he would like to pursue whatever impact fees the Board approves but wanted to do it in a politically tactful way.

- 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):** Chair Duncan adjourned the meeting at 2:25 p.m.

Respectfully submitted,

JENNIFER LOCKE, CLERK

BOCC SIGNATURE

BY: _____
Tina Ginorio, Deputy Clerk