



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, January 18, 2024
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, HR Director Ryan Belnap, Chief of Staff Braeden Clayson, and (9:12 AM) Attorney Brian Trammell

Agenda Details

AGENDA	
1	<p>Claims Meeting (action item) Agenda:</p> <ul style="list-style-type: none"> • Board of Ambulance District: Invoices and Commissioner Report • Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications • Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session • Payroll Report • Alcohol Licenses and Permits • Certificate of Residency Approval • Mileage Reimbursement Requests • Technology Request Form • Memorandum Authorization for Accounts Payable • Cardholder User Agreement and Authorization
	<p>Work Session (potential action items) Agenda:</p>
2	<ul style="list-style-type: none"> • JoAnn Martinez, Idaho State University, seeking approval of and signature on an Affiliation Agreement with Idaho State University (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> • Presentation by SICOG pertaining to a proposal for grant writing services (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> • Portneuf Soil and Water District, requesting support funds for Fiscal Year 2024 (requested 15 minutes) (action item)
5	<ul style="list-style-type: none"> • Daniel Kendall, Facilities Director, providing a monthly facilities update
6	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, presenting a procurement update
7	<ul style="list-style-type: none"> • Ryan Belnap, Human Resources and Risk Management, discussion of operational steps for communication and coordination in response to severe inclement weather situations (requested 15 minutes) (action item)
8	<ul style="list-style-type: none"> • Signature on Contract with Portneuf Medical Center (action item)
9	<p>Executive Session under Idaho Code §74-206(1)(e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations with potential action following adjournment of Executive Session (action item)</p>

Meeting Notes

- 1 9:01 AM Moser called the meeting to order. Hough moved to enter into the Board of Ambulance. The motion passed. Hough moved to approve the invoices and exit the Board of Ambulance. The motion passed. Discussion ensued on clothing and coffee purchases. Hough moved to approve the claims. The motion passed. Hough moved to approve the salary form. The motion passed.
- 2 9:05 AM Martinez requested an update to the affiliation agreement for intern students. Departments that interns have worked in were reviewed. Hough moved to approve the agreement. The motion passed.
- 3 9:09 AM Charity Staggs appeared and presented a proposal for grant writing to extend to other departments. She reviewed the handout with the proposal. A list of priorities would be developed after meeting with departments. Working with the grant team would be crucial to determine prioritization of the list and those things that warrant going after.
9:19 AM Dixon reported grants are sent out to departments, the proposal would be redundant, and the lack of budget for this year. Discussion ensued on pros and cons, and that the risk is low as there would be no cost until an application is submitted. The matter will be tabled to think it over and speak to staff.
- 4 9:30 AM Kevin Koester appeared and gave updates on projects and accomplishments. Allen exited and Deputy Clerk Shantal Laulu entered. Koester fielded questions regarding projects. 9:44 AM Discussion ensued on PS&WCD's partnership with SICOG. Koester requested \$15,000 for administration costs. Hough moved to approve the request for \$15,000 for the Portneuf Water and Soil District. The motion passed.
- 5 9:53 AM Facilities Operations Specialist John Hoxit and Maintenance Technician Ashley Ford were also present. Kendall discussed challenges with the recent weather. Kendall gave updates on the Lander building, janitorial contract, and sidewalk ADA ramps. He reported the city engineer contacted him and reported they received a grant to reconstruct ramps and they will replace ours next summer. Updates continued on the Juvenile probation project and potential remodel ideas, courtroom remodel, DMV counter, museum closure for mold removal, and the jail boiler.
- 6 Cancelled.
- 7 10:08 AM Wes Jones, Emergency Management, also appeared. Belnap reviewed they co-chair the safety committee and with the recent weather situation, Jones created a guide for closing down and the safety committee recommended it be included in the emergency preparedness plan. Jones explained the document preparation. Dixon and the Board expressed concerns regarding the ADJ not being included in the document and explained the process for closing the courthouse. Discussion ensued on whether the policy is needed, guidance for future boards, those with authority for determinations, and determining essential employees. Modifications to the guide will be made for further discussion.
- 8 Cancelled.
- 9 11:00 AM Events Director Scott Crowther, Event Manager Chaney Colter, and Operations Manager Jake Crump appeared. Hough moved to enter into executive session under Idaho Code §74-206(1)(e) regarding preliminary negotiations. The motion passed by roll call vote.
12:08 PM Hough moved to exit executive session. The motion passed. Hough moved to approve the nondisclosure agreement with Nederlander Entertainment. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved entry/exit Board of Ambulance and claims; salary form; and invoices.	Clerk/Auditing
Approved Affiliation Agreement with ISU for interns.	HR
Grant writing proposal from SICOG tabled.	Staff
Approved \$15,000 contribution to Portneuf Soil.	Auditing

Weather closure guide tabled for modifications and further discussion.	HR/Emergency Services/Staff
Approved entry/exit executive session – negotiations and nondisclosure agreement with Nederlander Entertainment.	Clerk/Parks & Rec