



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, March 14, 2024
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Jason C. Dixon (9:16 am)
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Chief of Staff Braeden Clayson

## Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action item)</p> <p><b>Agenda:</b></p> <ul style="list-style-type: none"> <li>• Board of Ambulance District: Invoices and Commissioner Report</li> <li>• Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li> <li>• Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>• Payroll Report</li> <li>• Alcohol Licenses and Permits</li> <li>• Certificate of Residency Approval</li> <li>• Mileage Reimbursement Requests</li> <li>• Technology Request Form</li> <li>• Memorandum Authorization for Accounts Payable</li> <li>• Cardholder User Agreement and Authorization</li> </ul>
	<p><b>Work Session Agenda:</b></p>
2	<ul style="list-style-type: none"> <li>• Maggie Mann, Southeast Idaho Public Health, presenting a quarterly update (requested 15 minutes)</li> </ul>
3	<ul style="list-style-type: none"> <li>• Shanda Crystal, Chief Procurement Officer, regarding (1) a recommendation to award the Architectural Services for 1-Year Request for Qualifications, and; (2) a potential signature on a contract for architectural services, and; (3) a procurement update (requested 10 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>• Julie Hancock, Elections, requesting approval of and signature on EVS Reporting Standard Upgrade System Purchase Order (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>• <del>Emma Iannacone, Public Information Officer, seeking to discuss potential ways to improve community outreach (requested 15 minutes) (action item)</del></li> </ul>
6	<ul style="list-style-type: none"> <li>• Kristi Klauser, Comptroller, seeking (1) to discuss potential leave payout for public defenders, and; (2) ARPA discussion (requested 15 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Kiel Burmester, Public Works Director, requesting (1) signature on a Sales Agreement and Lease with Western States CAT, and; (2) a Landfill Remediation update presented by CDM Smith (requested 35 minutes) (action item)</li> </ul>
8	<p>Bid Opening Forensic Pathology Center Steel Building Invitation to Bid (action item)</p>

# Meeting Notes

- 1 9:00 AM Moser called the meeting to order. Hough moved to approve the invoices and Commissioner report. The motion passed.
- 2 9:13 AM Mann gave updates on the SIPH programs Give Kids a Smile, Women’s Health Check, and the Diaper Bank. She thanked PIO Emma Iannacone’s work heading into child abuse prevention month. SIPH provides outreach on social media, their website, advertising in the paper and on the radio, and flyers given at schools.
- 3 9:25 AM Crystal gave an update on procurement projects. The rates were received from architects and sent to the evaluation team this morning and a contract will likely be ready next week. Discussion ensued on ARPA funding for Parks and Rec.
- 4 9:58 AM Dixon explained the need to send the laptop to ES&S for a cybersecurity update, which has been approved and vetted through the Secretary of State and the INL. Hough moved to approve the request. The motion passed.
- 5 Cancelled.
- 6 10:02 AM Klauser explained the state will transfer 40 vacation hours for public defender staff, but we have to submit those funds to the state and still pay out the remainder of their accrued time. The estimates are \$270,000 for public defender, \$12,000 for conflict, and \$89,000 in grants. There are some vacant positions that may be able to cover some, but those positions are posted for recruitment. The conflict budget will cover that balance. The grant fund has potential to pay, but if use workload funds, we will have to ask the state to reallocate those funds. There is potential for unanticipated excess sales tax, but the goal is to cover the pay outs in the budget. Additionally, notification came that the County will be responsible for the public defender’s rent through 2029, which is currently paid by the state through the grant.

10:07 AM The updated ARPA project list was reviewed. Project scopes are still needed for some projects. Moser would like to include fairgrounds security. There are funds that still need allocated, and expenditure category designations made. A meeting will be scheduled next week to bring other project ideas and to finalize some project plans.

- 7 9:03 AM Landfill Manager Dillon Evans also appeared. Burmester reviewed the contract for the compactor is not ready to be signed yet. The hours on the lease are too low. One small unit has already been turned over for trade in. Discussion ensued on hours and air space. Will come back.  
9:31 AM Tamzen Macbeth and Adria Mead from CDM Smith appeared. Macbeth reviewed the ongoing remediation project over the last two years under a consent order from DEQ to address contaminants leaking into ground water. She reviewed the contamination area, the original pump and treat system failure, addressing deficiencies, a pilot study, and offsite contaminant plume affecting potable wells.
- 8 10:59 AM Moser reviewed the bid solicitation with four addendums. Crystal explained there were five bids received and unsealed the bids. Hough reviewed the bids from:

CM Company Inc \$503,000	Peterson Brothers Construction \$813,534	Teton West of Idaho \$418,074
EKC Inc \$536,639	Steel Design LLC \$479,938.37	

Hough moved to accept the bids and take them under advisement. The motion passed. Moser clarified this is for the building shell only. Hough explained the rough number we needed, was to come in under \$550,000. The other bid projects are estimated at \$2.5 million and site work at \$500,000. Based on these numbers, we are within the scope of the \$3.5 million allocated.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices and Commissioner report.	Auditing
Approved EVS reporting system upgrade.	Elections
Schedule ARPA discussion next week to discuss additional projects/backup list.	Staff
Accepted bids for review for Forensic Pathology Center building.	Procurement/Staff