



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, May 2, 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, and Chief of Staff Braeden Clayson

Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action item)</p> <p>Claims 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 Agenda:</p>
2	<ul style="list-style-type: none"> • Brian Murdock – seeking to discuss delinquent property taxes and payment possibilities (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> • Nancy Epeseth, Center for Hope South, requesting funding to assist in compensating a part-time recovery coach (requested 15 minutes) (action item)
4	<ul style="list-style-type: none"> • Tony Manu, Sheriff, regarding Sheriff’s Office leases and the possibility of purchasing a leased van that is currently being used by the Jail (requested 15 minutes) (action item)
5	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, providing a review of budget to actual revenue and expenditures for 2nd quarter Fiscal Year 2024 (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, providing a procurement update (requested 5 minutes)
7	<ul style="list-style-type: none"> • Follow-up on Property Tax Exemption application for Portneuf Health Trust (action item)
8	<ul style="list-style-type: none"> • Opening Concert Production Services Request for Proposal (action item)

Meeting Notes

- 9:00 AM Moser called the meeting to order. Hough moved to approve the invoices, Commission report and credit applications. The motion passed. Hough moved to approve the salary forms. The motion

passed. Hough moved to approve the payroll report. The motion passed. Hough moved to approve the alcohol licenses. The motion passed. Hough moved to approve the certificate of residency. The motion passed.

- 2 11:02 AM Management Assistant Kristi Davenport appeared. The parcel owner did not show. The 2020 taxes were paid. The Treasurer recommended, since the owner did not show, to not make any payment plan. Hough moved to accept the Treasurer’s recommendation and deny the request for any tax payment plan for parcel RPR3803015900. The motion passed.
- 3 9:06 AM Devere Hunt, Heather Moore, and Nancy Epeseth appeared. Hunt explained funding support was historically provided for Hope and Recovery Center. Best LLC took over the contract under the current name. The goal is to increase recovery coach services and it was requested to help with funding utilizing opioid funds. Epeseth shared the services are free and explained the services provided. Concerns were expressed of using one-time funds. Hunt explained his staff are informed that employment is based on one year of funding and that it is administration’s job to chase funding. 9:17 AM Sheriff Tony Manu explained the need for a warm handoff when inmates are released after being in the MOUD program in order to continue treatment. Klauser questioned ensuring the funds would be used for opioid related matters. Klauser will look at funding restrictions. Discussion ensued on funding being used to work directly with released inmates and another discussion will be scheduled.
- 4 9:35 AM Captain Andy Iverson also appeared. Manu reported that it was missed with the new employee for the parks to budget for a vehicle and requested \$7,000. Discussion on vehicle choice, comparisons. 9:46 AM A solution is to pay off the lease for the jail van for \$22,000 which will leave \$7,655 over the next two years. Hough moved to authorize the budget revision to purchase the jail van and lease a patrol vehicle. The motion passed.
- 5 9:49 AM Klauser reviewed the budget to actual revenue and expenses.
- 6 9:54 AM Crystal gave updates on procurement projects.
- 7 9:58 AM Assessor Anita Hymas was present. Moser pointed out there was insufficient information provided to show qualification for the exemptions. Hough moved to deny the exemption requests for Portneuf Health Trust. The motion passed.
- 8 10:59 AM Moser reviewed the RFP solicitation for concert production services. Procurement Officer Shanda Crystal unsealed the responses. Hough reviewed there was one submission from Voltstar Productions Inc for \$88,648 for the concert season. Hough moved to accept the bid for review. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, Commission report, credit applications, salary forms, payroll report, alcohol licenses and certificate of residency.	Clerk/Auditing
Denied tax payment plan for parcel RPR3803015900.	Treasurer
Schedule Hope and Recovery funding follow up.	Staff
Approved budget revision to purchase the jail van and lease a patrol vehicle.	Sheriff/Auditing
Denied PHT exemption requests.	Assessor
Accepted bid for review from Voltstar for concert production services.	Procurement/Parks & Rec