



# MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

## Meeting Details

Date of Meeting:	Thursday, June 20, 2024
Commissioners present:	Ernie Moser and John Crowder
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Attorney Brian Trammell

## Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action items)</p> <p><b>Claims 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>• Daniel Kendall, Facilities Director, providing a monthly facilities update (requested 10 minutes)</li> </ul>
3	<ul style="list-style-type: none"> <li>• Charity Staggs, SICO, regarding the Lava Ranches Fuels Reduction Project (requested 5 minutes) (potential action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>• Matt Olsen, Juvenile Justice, regarding 1) approval of and signature on a Memorandum of Agreement to support the Community Based Alternative Services Program and 2) request approval to donate the following Raleigh M50 Mountain Bikes to a non-profit organization (requested 10 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>• Nikola Ennis, AG Extension, seeking approval to dispose of 6 large filing cabinets (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Kristi Klauser, Comptroller, regarding 1) potential signature on Tyler credit card Amendment to Access Idaho Services Agreement; already approved 6/7/24, 2) discuss and request to approve Tyler Professional services agreement for Tyler Munis, and 3) ARPA update (requested 20 minutes) (action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Shanda Crystal, Chief Procurement Officer, request to discuss a procurement update (requested 5 minutes)</li> </ul>
8	<ul style="list-style-type: none"> <li>• Dillon Evans, Solid Waste Operations Manager, request to discuss and potential signature on Western States contract for 1) D6 Dozer and 2) 150 Motor Grader (requested 10 minutes) (action item)</li> </ul>

9	<ul style="list-style-type: none"> <li>Hal Jensen, Planning &amp; Development Director, discuss the relative issues of “simple fee” land uses within the Shoshone Bannock Tribe area but within Bannock County jurisdiction. (requested 15 minutes) (action item)</li> </ul>
10	<ul style="list-style-type: none"> <li>Assessor, request signature on tax cancellation (requested 5 minutes)</li> </ul>
11	Fiscal Year 2025 budget meetings possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item)

## Meeting Notes

- 1 9:00 AM Moser called the meeting to order and explained it was determined to no longer go into the Board of Ambulance to approve the bills as it is the Commissioners paying them. Moser pointed out that Hope and Recovery is given a donation through Wood Court and to keep in mind with budget process. Crowder moved to approve to the invoices and credit card report. The motion passed. Crowder moved to approve the salary forms. The motion passed.
- 2 9:03 AM Ashley Ford, Office Maintenance Coordinator, also appeared. Kendall gave updates on projects.
- 3 9:16 AM Emergency Management Director Wes Jones also appeared. Staggs reported on feedback from potential vendors regarding the bid. She recommended awarding the bid to CR Fence Company. Crowder moved to award the contract. The motion passed.
- 4 9:20 AM Olsen reviewed an MOA with the Juvenile Department of Corrections regarding funds for services for sex offender treatment. Crowder moved to approve the memorandum of agreement. The motion passed.  
9:23 AM Olsen requested to dispose of old mountain bikes purchased in 2012 by donating them to Bikes for Recovery. Crowder moved to approve donating the bikes. The motion passed.
- 5 9:18 AM Ennis reviewed surplus file cabinets for disposal. Crowder moved to authorize disposal of the items by auction. The motion passed.
- 6 9:49 AM Klauser reviewed an amendment to the Tyler agreement for Access Idaho Services. Crowder moved to approve the contract. The motion passed. Klauser explained some glitches in Tyler and they will expire the assets and start over. Crowder moved to approve the agreement. The motion passed.  
9:51 AM Klauser gave updates on ARPA projects.
- 7 9:46 AM Crystal gave updates on procurement projects.
- 8 9:35 AM Evans reviewed the contracts and that possession can take place now with no payment until October. Klauser explained with leasing, the equipment becomes right of use assets, which will require a resolution showing the trade for a paper trail. Crowder moved to approve both sales agreements and authorize the Chair’s signature. The motion passed.
- 9 9:25 AM Alisse Foster, Subdivision Planner, also appeared. Jensen reported conversations are beginning with the planner of the Shoshone-Bannock Tribe regarding fee simple ground regarding an application that was received for a gravel pit. A meeting is scheduled with the planning commission of the Shohone Bannock Tribe to open dialogue and potentially work together.
- 10 9:57 AM Crowder moved to approve the tax cancellation requests. The motion passed.
- 11 12:58 PM Facilities Director Dan Kendall requested a step increase for staff and reviewed janitorial supplies, building repairs, capital acquisitions trust, and power.  
  
1:05 PM Fire Chief Ryan O’Hearn and Administrative Assistant Autumn Baker appeared. Essentially, the contract budget was built with a 3% increase and planned for service expansion for a partial year of service in McCammon. Discussion ensued on the fund balance, capital requests, and grants.

1:15 PM Comptroller Kristi Klauser did not have any big changes, reduced education, and is no longer doing the lease reporting.

1:21 PM Keri Povey, Chief Deputy Clerk, the document project has not been not completed in the current budget, but it might. Increases include a plat filing cabinet, membership added, and software. Discussion ensued on an Eagle Recording module for fraud alerts that citizens sign up for that sends notification when something is recorded in their name. The costs are \$7,500 for implementation and \$800 per year.

1:28 PM Julie Hancock, Elections Administrator, reduced extra help, overtime, supplies, postage, ballots, and advertising; and increased travel, education, and hot spot.

1:35 PM Crowder moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. 1:44 PM Crowder moved to exit executive session. The motion passed.

2:25 PM Veterans Memorial representatives VP Phil Clifton, President Teresa Vialpando, Treasurer Denise Munsee, and Historian Miguel Dominic appeared. The budget had minor adjustments. Discussion ensued on special projects and the current brick project.

2:59 PM D'Lyn Evans, Alex Hauser, Cody Miller, and Jamie Pehrson appeared to review the Fair budget had an increase for entertainment. Discussion ensued on delegated ARPA funds and the need for a water truck in the future.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, credit card report, and salary forms.	Auditing
Awarded Lava Ranches Fuels Reduction bid to CR Fence Company.	Procurement/Emergency Management
Approved MOA with JDOC for Community Based Alternative Services Program and donating mountain bikes to Bikes for Recovery.	Juvenile/Resolution
Approved disposing of file cabinets at auction.	Ag/4H/Resolution
Approved amended Tyler agreement for Access Idaho and Tyler agreement for Munis assets.	Auditing
Approved leases for D6 dozer and Grader with Western States CAT.	Landfill/Auditing
Approved tax cancellation requests.	Assessor/Treasurer/Resolution
FY25 budget meetings with Maintenance, Ambulance, Auditor, Clerk, Elections, Veterans Memorial, and Fair.	Auditing/Clerk
Approved entry/exit executive session – personnel.	Clerk