



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, August 29, 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 Chief of Staff Braeden Clayson

Agenda Details

AGENDA	
1	<p>Claims Meeting and Work Session (action items)</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"> • Charity Staggs, SICO, presenting (1) the BLM Good Neighbor Authority award for review and acceptance and (2) requesting a deadline extension to the Idaho Department of Lands for the Lava Ranches Fuels Reduction project (requested 10 minutes) (action item)
3	<ul style="list-style-type: none"> • Scott Crowther, Business Manager and Event Director, regarding approval of and signature on contracts requesting waived fees for (1) the Bannock County Thanksgiving Distribution with the Idaho Food Bank, and; (2) the Army North CSTA Collective Lanes Training with the Utah Army National Guard (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> • Alisse Foster, Assistant Planner – Subdivisions, regarding review and signature on plat for Mount Bonneville Estates Phase 3 (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Hal Jensen, Planning Director, requesting to discuss the hiring process to fill new position “Code Enforcement Officer” and approval to advertise and potentially interview prior to the new fiscal year (request 10 minutes) (action item)
6	<ul style="list-style-type: none"> • Daniel Kendall, Facilities Director, request to discuss Freon building at the landfill and the potential ideas for replacing the building (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, request to discuss (1) review and potential signature on contract for Detention Center Landscaping project with M&S Development and (2) a procurement update (requested 5 minutes) (action item)
8	<ul style="list-style-type: none"> • Matthew Phillips, Human Resources and Risk Management Director, (1) requesting approval and potential signature on ICRMP multi-lines insurance policy renewal effective 10-1-24, (2) requesting approval and potential signature on GemPlan Program Manager/Broker renewal of

	medical, dental, and vision plan effective 10-1-24, (3) requesting approval and potential signature on Personnel Policy Holiday policy amendment as described, (4) request to approve the use of \$650 for HR to subscribe to JotForm survey platform to determine training needs, (5) discussion of FY24-25 Leadership Development plan draft, and (6) seeking approval of additional unpaid leave of absence according to Section XII. E of Bannock County Personnel Policy with potential executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 25 minutes) (action item)
9	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, requesting (1) potential signature on fiscal year 2025 L2 and (2) review of FY24 budget to actual expenditures for funds that may require open budget or move funds (requested 15 minutes) (action item)
10	<ul style="list-style-type: none"> • Braeden Clayson, Chief of Staff, requesting approval and potential signature on Public Defenders request to transfer property as part of the transition to the State Offices (requested 5 minutes) (action item)
11	<ul style="list-style-type: none"> • (AMENDED to include) Signature on Sales Agreement (action item)
12	Wipfli Exit Conference FY23 Financials (action items)

Meeting Notes

- 1 8:59 AM Moser called the meeting to order. Crowder moved to approve the Commission report. The motion passed. Crowder moved to approve the invoices. The motion passed. Crowder moved to approve the alcohol license. The motion passed.
- 2 9:01 AM Staggs reviewed the request to extend deadline for contractor, which has to go through IDL. Crowder moved to approve the contract extension request. The motion passed.
- 3 9:03 AM Kia Shaw, manager of The Idaho Foodbank, also appeared reviewed past facility usage. Crowder moved to approve the fee waiver. The motion passed.
9:05 AM Crowther reviewed the fee waiver request for the Idaho and Utah National Guard for training. Crowder moved to approve the request. The motion passed.
- 4 9:07 AM Planning Director Hal Jensen appeared and reviewed the plat for Mount Bonneville Estates Phase 3. Crowder moved to approve and authorize signature on the plat. The motion passed.
- 5 9:09 AM Jensen requested to post the code enforcement position approved in the FY25 budget. Crowder moved to approve the request. The motion passed.
- 6 9:10 AM Landfill Manager Dillon Evans also appeared. Kendall explained the freon trailer at the Landfill is old and requested to purchase a pole barn for replacement. Kendall will seek a bid for further discussion.
- 7 9:50 AM Facilities Director Dan Kendall also appeared. Crystal relayed the HVAC installation will occur in the spring due to the anticipated delivery date. Crystal gave updates on procurement projects.
9:58 AM Crystal reviewed the M&S Development contract for the landscaping bid award for \$133,805. Crowder moved to approve the landscaping agreement. The motion passed.
- 8 9:13 AM Phillips reviewed the ICRMP insurance renewal with an increase in premium of 22%. The deductible is also increasing. Crowder moved to approve the request. The motion passed.
9:18 AM Phillips reviewed the request to approve the GemPlan renewal with Mutual Insurance to be the broker with Blue Cross. Crowder moved to approve the request. The motion passed.
9:20 AM Phillips reviewed the policy amendment request to clarify holiday pay. Crowder moved to approve the policy amendment. The motion passed.
9:22 AM Phillips requested to use the budget for library trainings for JotForm survey platform to send out training options to departments. The platform offers HIPAA compliance. Legal and IT have reviewed the request. Crowder moved to approve the request. The motion passed.

9:27 AM Phillips reviewed the Leadership Development plan and recommended developing an MOU with Black River for a kick-off leadership training, and determine future training and assessments costs.
 9:29 AM Court Supervisor Diane Cano and Chief Deputy Clerk Keri Povey appeared. Crowder moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. 9:36 AM Cano was excused. 9:50 AM Crowder moved to exit executive session. The motion passed. Crowder moved to approve unpaid leave as requested. The motion passed.

- 9 9:59 AM Klauser reviewed the L2 forms to submit to the State Tax Commission. Crowder moved to authorize signature. The motion passed.
 10:00 AM Klauser reviewed budgets that exceeded allocation and sources of reallocations or excess revenues. A public hearing will be scheduled to open the FY24 budget.
 10:05 AM Klauser reviewed the Taylor Grazing Act, Idaho Code §57-1203 and recommended to transfer the excess accumulated funds to noxious weed.
- 10 10:09 AM Clayson reviewed an inventory list of items purchased with the State’s grant funds that will be transferred to the State for the public defenders. Crowder moved to authorize the transfer. The motion passed.
- 11 10:12 AM Crowder moved to authorize signature on the sales agreement for the Lander building. The motion passed.
- 12 1:28 PM CPA Fred Goodworth appeared and reviewed the audit provides an opinion of the annual report. Discussion ensued on internal controls, annual report award, highlights, reports, data testing, and the management letter.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Commission report, invoices, and alcohol license.	Auditing/Resolution
Approved requesting extension from IDL for Lava Ranches Fuels Reduction.	OEM
Approved fee waivers for The Idaho Foodbank and National Guard.	Parks and Rec
Approved plat for Mount Bonneville Estates Phase 3.	Planning
Approved posting code enforcement position.	HR/Planning
Obtain quote/bid for pole barn at Landfill.	Facilities/Procurement
Approved landscaping bid award contract with M&S Development.	Procurement/Sheriff
Approved ICRMP renewal, GemPlan renewal, personnel policy holiday pay amendment, JotForm subscription, entry/exit of executive session – personnel, and unpaid leave.	HR/Clerk
Develop MOU with Black River for leadership training.	HR
Approved FY25 L2 forms.	Auditing
Public hearing to be held to open FY24 budget.	Clerk/Auditing
Excess funds from Taylor Grazing Act to be sent to noxious weed.	Auditing
Authorized transfer of public defense items to state.	Auditing/Resolution
Approved sales agreement for Lander building.	Clerk