



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, September 5, 2024
Commissioners present:	Jeff Hough and John Crowder
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Ernie Moser
Staff present:	Deputy Clerk Nancy Allen

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"> • Scott Crowther, Business Manager and Event Director, seeking approval of and signature on (1) a contract requesting fee waiver for Idaho Army National Guard Medical Instruction, and; (2) contract requesting fee waiver for Marsh Valley High School (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, seeking (1) signature on an Independent Contractor Agreement with Voltstar Productions, Inc., and; (2) procurement update (requested 5 minutes) (action item)
4	<ul style="list-style-type: none"> • Teri Johnson, Agricultural Extension, regarding (1) signature on Cooperative Agreement for University of Idaho; (2) signature on an Independent Contractor Agreement for fair judge, and; (3) approval to destroy Fiscal Year 2015 and 2016 budget records (requested 5 minutes) (action item)

Meeting Notes

- 1 8:59 AM Hough called the meeting to order. Crowder moved to approve the Commissioner report. The motion passed. Crowder moved to approve the payroll report. The motion passed. Crowder moved to approve the salary forms. The motion passed. Hough moved to approve Matt Olsen's credit card authorization. The motion passed. Hough moved to approve the alcohol licenses. The motion passed. Hough moved to approve the ARPA invoice. The motion passed. Discussion ensued on signing authority

for invoices. Crowder moved to approve designating Kristi Davenport in the interim to sign Commission invoices. The motion passed.

- 2 9:02 AM SFC Caleb VanDeren appeared and requested using Building B and a fee waiver for medical recertification. Crowther reported there have been no issues in the past and they leave the building clean. Hough moved to approve the request. The motion passed.
9:04 AM Fair Coordinator Jamie Pehrson, Fair Board Member D'Lyn Moser-Evans, Grounds Coordinator Alex Hauser, and Marsh Valley Athletic Director Kent Howell appeared. Howell reviewed the request for a fee waiver for the portable bleachers. The full fee has been paid in the past, but there have been some unforeseen expenses. Crowder moved to approve the request. The motion passed.
- 3 9:12 AM Crystal requested approval of a contract for concert production services with Voltstar Production, Inc. This is a master contract that will have contracts for individual concerts as there are too many unknown factors. Crowder moved to approve the contract with Voltstar. The motion passed.
9:15 AM Crystal gave updates on procurement projects. Discussion ensued on the progress of developing a rental contract delegation of authority for signature. Change orders for the 6th Street renovation are forthcoming.
- 4 9:08 AM Extension Educator Nikki Ennis also appeared. Johnson explained the cooperative agreement is signed each year with the approved County budget and sent to the state. Crowder moved to approve the cooperative agreement with the University of Idaho. The motion passed.
9:09 AM Ennis explained the 4-H judge failed to submit the contract before the fair. Hough moved to approve the contract. The motion passed.
9:11 AM Johnson requested old budget records from FY15 and FY16 be destroyed. Hough moved to authorize destruction of records. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Commission report, payroll report, salary forms, credit card authorization, alcohol licenses, and ARPA invoice.	Auditing/Clerk/Resolution
Designated interim signing authority for Commission invoices to KD.	Auditing/Commission
Approved fee waiver requests for National Guard and Marsh Valley School.	Parks & Rec/Fairgrounds
Approved concert production services contract with Voltstar Production, Inc.	Procurement/Parks & Rec
Approved Cooperative Agreement for University of Idaho Extension Programs; IC Agreement for 4-H fair judge; and destruction of records.	Ag Extension/Resolution