



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Friday, September 27, 2024
Commissioners present:	Ernie Moser, Jeff Hough, and John Crowder
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Attorney Brian Trammell

Agenda Details

AGENDA	
Claims Meeting and Work Session (action items)	
Claims Agenda:	
1	<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 • Annual Recurring Entries for FY2025 • ARPA Invoices
Work Session Agenda:	
2	<ul style="list-style-type: none"> • Scott Crowther, Business Manager and Event Director, requesting a fee waiver for contract for the New Horizon High School Graduation on May 29, 2025 (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> • Julie Hancock, Elections Administrator, seeking approval of and signature on the purchase of additional ePoll Books using HAVA Grant Funding (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> • Melissa Hartman, Veteran Services, requesting signature on (1) signature on Meeting Facility Use Request Form, and; (2) a Veteran Support Fund Grant (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Adam McKinney, Chief Technical Officer, seeking signature on (1) an updated MOU with AlertWest/Idaho Power, and; (2) IPSCC Grant Award to upgrade VEST/911 infrastructure (requested 5 minutes) (action item)
6	<ul style="list-style-type: none"> • Charity Staggs, SICO, requesting acceptance of award of the BLM – Good Neighbor Authority Grant (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, regarding (1) potential signature on Independent Contractor Agreement for Annex fire suppression project with Legacy Fire Protection, LLC; (2) potential signature on Independent Contractor Agreement for Annex HVAC project with Beck's Heating and Air Conditioning; (3) potential signature on change order(s) with CM Company; (4) recommendation to award Winter Road Salt Invitation to Bid, and; (5) procurement update (requested 10 minutes) (action items)

8	<ul style="list-style-type: none"> Request to discuss and potential signature on Enterprise Bill of Sale payment (requested 10 minutes) (action item)
9	<ul style="list-style-type: none"> Todd Mauger, Juvenile Justice, regarding approval of and signature on FY21 Restorative Justice Grant Award through the Idaho Department of Juvenile Corrections (requested 5 minutes) (action item)
10	<ul style="list-style-type: none"> Dillon Evans, Bannock County Landfill, seeking to discuss (1) signature on CDM Smith Task Order 13 for remediation; (2) approval for Gas to Energy on call compensation and Landfill Saturday shift differential, and; (3) approval for employee's leave without pay (requested 10 minutes) (action item)
11	<ul style="list-style-type: none"> Kristi Klauser, Comptroller, regarding (1) signature on vehicle title; (2) ARPA update; (3) approval to apply for the Edward Byrne Memorial Equipment Grant, and; (4) signature on closeout for the 2022 EMPG Grant (requested 10 minutes) (action item)
12	<ul style="list-style-type: none"> Ratification of Signature on vehicle for Noxious Weed Department (action item)
13	<ul style="list-style-type: none"> Discussion pertaining to publishing fees for Forensic Pathology (action item)
14	<ul style="list-style-type: none"> Hal Jensen, Planning and Development Director, seeking (1) a discussion pertaining to a proposed utility easement, and; (2) review updated Comprehensive Plan draft (requested 25 minutes) (action items)
15	ISU President Wagner presenting a quarterly update for Idaho State University

Meeting Notes

- 8:59 AM Moser called the meeting to order. Discussion ensued on using \$3,026.30 from contingency for IT. Hough moved to approve the Presidio invoice and authorize the use of contingency funds. The motion passed. Hough moved to approve the invoices. The motion passed. Hough moved to approve the salary forms. The motion passed. Hough moved to approve the alcohol licenses. The motion passed. Hough moved to approve the certificate of residency. The motion passed. Hough moved to approve the sponsorship agreement. The motion passed.
- 9:08 AM Sue Pettit from the School District also appeared. The New Horizon graduation was reviewed. Hough moved to approve the fee waiver request. The motion passed.
- 9:11 AM Hancock requested to purchase 20 more ePoll books with grant funds. Discussion ensued on how they work encrypted data transfer. Hough moved to approve the ePoll books and HAVA funding. The motion passed.
- 9:16 AM Hartman requested approval to use the Chubbuck meeting space. Hough moved to approve the rental agreement. The motion passed.
9:19 AM Hartman reviewed the Veteran Support grant request and the plan for the funds. Hough moved to approve the request and authorize the Chair's signature. The motion passed.
- 9:24 AM McKinney reviewed Idaho Power's request for additional camera. Hough moved to approve the MOU. The motion passed.
9:25 AM McKinney requested acceptance of the IPSCC grant award of \$1.05 million to upgrade the Vesta system. Hough moved to approve the grant acceptance. The motion passed.
- 9:27 AM Staggs explained the award does not require a signature for acceptance, which will be accomplished by spending funds. Hough moved to approve the Good Neighbor Authority award. The motion passed.
- 9:28 AM Crystal requested approval of the contract with Legacy Fire Protection for the annex fire suppression project. Hough moved to approve the contract. The motion passed.
9:29 AM Crystal requested approval of the contract with Beck's Heating and Air Conditioning for the annex HVAC project. Hough moved to approve the contract. The motion passed.

- 9:31 AM Crystal reviewed the CM Company change orders. Hough moved to approve the change orders. The motion passed.
- 9:33 AM Crystal recommended awarding the road salt bid to Compass Minerals America for delivery at \$47.20 per ton. Hough moved to approve the bid award to Compass Minerals America. The motion passed.
- 9:35 AM Crystal gave an update on procurement projects.
- 8** 9:42 AM Crystal reviewed the Enterprise bill to release 20 titles. The matter will be scheduled for further discussion.
- 9** 9:47 AM Mauger requested acceptance of the Restorative Justice Grant award. Hough moved to approve the grant award. The motion passed.
- 10** 9:50 AM Evans reviewed the task order. Hough moved to approve the CDM task order 13. The motion passed.
- 9:53 AM Evans reviewed the on-call and shift differential requests. Hough moved to approve the request. The motion passed.
- 9:55 AM Evans reviewed a request for unpaid leave for an employee. Hough moved to approve leave without pay. The motion passed.
- 11** 10:24 AM Klauser explained the Edward Byrne grant has been pulled to allow IT to look into potentially applying. McKinney relayed that not many grants allow for interoperability. The project would be an MPLS upgrade for the internet.
- 10:32 AM Klauser requested signature on the vehicle title from public defense to allow transfer to the state. Hough moved to approve the Chair to sign the title. The motion passed.
- 10:33 AM Klauser gave updates on ARPA projects.
- 10:40 AM Klauser reviewed the closeout for the EMPG grant. Hough moved to approve the closeout. The motion passed.
- 12** 10:21 AM Hough moved to ratify signature for a Noxious Weed vehicle. The motion passed.
- 13** 10:41 AM Hough relayed he was approached and requested to attempt the trial of autopsies again with state assistance. Discussion ensued on costs. Crowder opposed the proposal as the County would be subsidizing others. Hough moved to publish the fees. The motion passed with Hough and Moser voting for and Crowder against.
- 14** 10:21 AM Chubbuck Public Works Director Bridger Morrison also appeared. Jensen reviewed the easement request. Morrison will bring back the easement for signature.
- 15** 9:59 AM ISU President Robert Wagner reviewed activities, enrolment, the pharmacy in Chubbuck, and staffing.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved Presidio invoice and use of contingency funds, invoices, salary forms, alcohol licenses, certificate of residency, and sponsorship agreement.	Auditing/Clerk/Resolution
Approved fee waiver for New Horizon graduation.	Parks & Rec
Approved ePoll book purchase with HAVA grant funds.	Elections/Grant Team
Approved Chubbuck facility use agreement and Veteran Support funding request.	Veterans/Grant Team
Approved updated MOU with Idaho Power and IPSCC grant award.	IT
Approved award of BLM Good Neighbor Authority Grant.	OEM/Grant Team

Approved annex project contracts with Legacy Fire Protection and Beck's Heating and Air Conditioning, CM Company's change orders, and awarding road salt bid to Compass Minerals America.	Procurement/Facilities/ Public Works
Approved Restorative Justice Grant award.	Juvenile/Grant Team
Approved CDM Smith Task Order 13; on-call and shift differential compensations, and leave without pay.	Landfill
Approved Chair's signature on public defense vehicle title and on the closeout for 2022 EMPG grant.	Auditing/OEM/ Grant Team
Ratified signature for Noxious Weed vehicle.	Public Works
Approved publishing hearing notice for Forensic Pathology fees.	Commission/Clerk