



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, October 31, 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 HR Director Matthew Phillips

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"> • Alisse Foster, Subdivision Planner, requesting approval to change Mornington Drive to Angileen’s Way. This is a County maintained road in the Canyon Creek Subdivision Phase 1 (requested 15 minutes) (action item)
3	<ul style="list-style-type: none"> • Dan Kendall, Facilities, requesting (1) permission to reallocate funds within the A budget for a cell phone stipend, and; (2) approval for a new job description that allows for advancement within an existing open position (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> • Dillon Evans, Solid Waste, requesting signature on Great West Task Order No. 2 (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> • Update from Emma Iannacone and Karen Trumbull on their deployment to North Carolina for hurricane relief support (requested 15 minutes) (action item)
6	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, regarding (1) request for Commission to certify the 2024 levies, and; (2) review budget to actual revenue and expenditures for the quarter ending September 30, 2024 per Idaho Code §31-1611 (requested 5 minutes) (action item)
7	<ul style="list-style-type: none"> • (AMENDED) Executive Session under Idaho Code § 74-206(1)(b) to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student, and/or Idaho Code § 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session

	does not satisfy this requirement with potential action following adjournment of Executive Session (action item)
8	• Signature on Letter of Cancellation (action item)
9	• (AMENDED) Signature on Letter of Engagement with WIPFLI (action item)

Meeting Notes

- 1 9:00 AM Moser called the meeting to order. Hough moved to approve invoices, Commission report, and credit applications. The motion passed. Hough moved to approve the payroll report. The motion passed. Hough moved to approve the alcohol licenses. The motion passed.
- 2 9:05 AM Geoffrey Williams also appeared. Foster reviewed the application to change the name of Mornington Drive to Angileen’s Way. Williams reviewed the subdivision was approved two years ago. Foster recommended approval as other owners living adjacent to the road have signed in support and the name proposed is not already used. Hough moved to approve the name change. The motion passed.
- 3 9:02 AM Kendall requested a cell phone stipend for an employee. Klauser reported funds could be reallocated from a vacant line. Hough moved to approve the reallocation. The motion passed.
9:04 AM Kendall reviewed a changed job description that starts at a lower pay and have the flexibility to move up with improvement and growth. The Board agreed.
- 4 9:07 AM Evans reviewed a task order for the scale house. Hough moved to approve Task Order 2 for Great West Engineering. The motion passed.
- 5 9:09 AM Emergency Management Director Wes Jones, Idaho OEM Representative Darin Letzring, Administrative Manager Karen Trumball, and Parker appeared. Hough reviewed hurricane relief efforts and the deployment to North Carolina. Trumball and Parker Williams reviewed their respective duties and accomplishments on the deployment. Hough awarded Trumball and Williams a Commissioner coin for going above and beyond.
- 6 9:34 AM Klauser reviewed the certified levies for FY25. Hough moved to accept and approve the levies. The motion passed.
9:34 AM Klauser reviewed budget-to-actual reports.
- 7 Cancelled.
- 8 9:38 AM Hough moved to approve the cancellation requests. The motion passed.
- 9 9:38 AM Klauser explained the changes made for the WIPFLI engagement letter. Hough moved to sign the WIPFLI contract. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, Commission report, credit applications, payroll report, and alcohol licenses.	Auditing/Resolution
Approved road name change.	Planning/Resolution
Approved reallocation for cell phone and job description.	Auditing/Facilities/Resolution
Approved Task Order 2 with Great West Engineering for scale house project.	Landfill
Approved certified levies for FY25.	Resolution
Approved tax cancellation requests.	Treasurer/Resolution
Approved contract with WIPFLI.	Auditing