



20241114 Minutes
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MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, November 21, 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 and Comptroller Kristi Klauser

Agenda Details

AGENDA	
1	Claims Meeting and Work Session (action items) Claims Agenda: <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
2	Work Session Agenda: <ul style="list-style-type: none"> • David Martinez, Public Defender – State of Idaho, providing a State Public Defender update
3	<ul style="list-style-type: none"> • Charity Staggs, SICO, seeking to review and potential signature on Lava Ranches phase 2 award to Idaho Department of Lands (requesting 5 minutes) (action item)
4	<ul style="list-style-type: none"> • Daniel Kendall, Facilities Director, providing a monthly facilities update
5	<ul style="list-style-type: none"> • Emma Iannacone, Public Information Officer, seeking to review the 2024 Household Hazardous Waste season
6	<ul style="list-style-type: none"> • Dillon Evans, Solid Waste, requesting to discuss the possibility of rebuilding our D7 dozer (requesting 5 minutes) (action item)
7	<ul style="list-style-type: none"> • Kristi Klauser, Comptroller, seeking signature on EMAC reimbursement for deployment to North Carolina (requested 5 minutes) (action item)
8	<ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, seeking (2) signature on Independent Contractor Agreement with Headwaters, and; (2) to providing a procurement update
9	<ul style="list-style-type: none"> • Signature on Memo for gift of paid time off for Bannock County Employees (action item)
10	<ul style="list-style-type: none"> • Signature on Quit Claim Deed for sale of Bannock County Property (action item)
11	<ul style="list-style-type: none"> • Seth Scott, Juvenile Detention, requesting approval of Leave without Pay with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
12	<ul style="list-style-type: none"> • Buddy Romriell, Assistant Public Works Director, requesting approval of Leave without Pay with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)

Meeting Notes

- 1 8:59 AM Moser called the meeting to order. Hough moved to approve the invoices and Commissioner report. The motion passed. Hough moved to approve the check request and the alcohol license. The motion passed. Hough moved to approve the salary forms. The motion passed.
- 2 9:03 AM Martinez gave updates on the 6th District Office of the State Public Defender.
- 3 9:01 AM Staggs reviewed additional documents for the Department of Lands for the development of an MOU. Discussion ensued on the point of contact. Hough moved to approve the Lava Ranches contract. The motion passed.
- 4 9:10 AM Kendall gave updates on projects.
- 5 9:17 AM Landfill Manager Dillon Evans and Management Assistant Aubri Lewis also appeared. Lewis reviewed the increased participation for hazardous waste collection. Iannacone reviewed statistics.
- 6 9:35 AM Evans reviewed costs to fix the D7 motor, a certified rebuild, and a new dozer. This expenditure was not anticipated so it was not budgeted. Klauser explained potential savings on current projects and pushing some items to next year. Evans has been looking for grants on recycling. 9:40 AM Assistant Public Works Director Buddy Romriell appeared and shared the department's dozer use. Further discussion will be scheduled after obtaining a direct cost to rebuild and identify the funding.
- 7 9:45 AM Klauser reviewed the EMAC reimbursement request for deployment to North Carolina. Hough moved to approve the reimbursement request. The motion passed.
- 8 9:46 AM Crystal requested approval of a contract with Headwaters Construction for the YDC/Event Center building bid award in the amount of \$2,346,483. She has discussed finding possible savings with them. Hough moved to approve the contract. The motion passed.
9:48 AM Crystal gave updates on procurement projects.
- 9 9:53 AM Hough moved to approve the memo for gifted time off. The motion passed.
- 10 9:53 AM Hough moved to approve the Quit Claim Deeds. The motion passed.
- 11 9:54 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote.
9:56 AM Scott exited.
- 12 9:56 AM Romriell entered the executive session. 9:59 AM Hough moved to exit executive session. The motion passed. Hough moved to approve two requests for leave without pay. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved invoices, Commissioner report, check request and alcohol license, and salary forms.	Auditing/Resolution
Approved IDOL award for Lava Ranches Phase 2.	OEM
Obtain quote for D7 rebuild and identify funding for further discussion.	Landfill/Auditing
Approved reimbursement request for EMAC deployment.	OEM/Auditing
Approved contract with Headwaters Construction for YDC/Event Center bid award.	Procurement/Facilities
Approved memo to gift time off.	Commissioners

Approved Quit Claim Deed.	Commissioners
Approved entry/exit executive session and two requests for leave without pay.	Clerk/HR