



## BANNOCK COUNTY COMMISSIONERS' – MEETING

### Commissioners' Agenda

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The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1), Jeff Hough (District 2, Chair), and Ken Bullock (District 3). The BOCC generally meets twice weekly: Tuesdays & Thursdays at 9:00 a.m. Unless otherwise noted, meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho. During these public meetings, the BOCC may approve contracts, expend funds, hear testimony, make decisions on land use cases, and take care of other County matters.

Times are subject to change within 15 minutes of the stated time.

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### **TUESDAY, MAY 27, 2025**

**9:00 AM** Business Meeting (action items)

**Agenda:**

- Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)

**BOARD OF AMBULANCE DISTRICT**

- Ryan O'Hearn, Pocatello Fire Chief, regarding (1) signature on capital purchase of 3 Stryker cots and autoloader kits using a piggyback from Sourcewell, and (2) approval of and signature on request to write-off balance on deceased patient accounts (requested 5 minutes) (action item)

**BOARD OF COUNTY COMMISSIONERS**

- Karl Lewies, Idaho Legal Aid Services, requesting to discuss potential financial support from Bannock County (requested 10 minutes) (potential action item)
- Julie Hancock, Elections, requesting (1) review of and signature on Canvass of Votes from May 20, 2025, and (2) a discussion regarding mileage reimbursement (requested 5 minutes) (action item)

- Buddy Romriell, Public Works, approval of and signature (1) on Fiscal Year 2026 Mosquito Abatement Contract, and (2) on Consignment Agreement with Prime-Time Auctions (requested 5 minutes) (action item)
- Adam McKinney, 911 Communications, regarding signature on an NDA with Day Wireless to discuss the Kinport Radio Tower site (requested 5 minutes) (action item)
- Wes Jones, OEM, requesting approval of and signature on Rental and Lease Agreement with SICOG (requested 5 minutes) (action item)
- Shanda Crystal, Procurement, requesting to discuss (1) Verizon plan change savings, (2) potential approval of electronic signature to join the cooperative purchasing program Equalis Group, (3) potential signature on changer order with Teton West, and (4) presenting a procurement update (requested 10 minutes) (action item)
- Matthew K. Phillips, Human Resources and Risk Management, regarding request for signature on(1) a Career Path Internship Agreement with Idaho State University, and (2) an Internship Agreement with Weber State University (requested 5 minutes) (action item)
- Kristi Davenport, Commission Office, seeking signature on contract and approval to pay the invoice for Museum of Clean for the annual Bannock County Employee Health Fair on October 15, 2025 (requested 5 minutes) (action item)

**RESOLUTIONS AND ORDINANCES (action items):**

Resolution No. 2025-34 Authorizing Issuance of Tax Deed to Bannock County on Property for Unpaid Taxes

**LETTERS AND NOTICES (action items):**

**SIGNATURE ONLY (action items):**

Change of Address for State of Idaho Department of Water Resources

Open-End Lease Schedule

Signature on Memo requesting to dispose assets (action item)

**CONSENT and CLAIMS AGENDA (action items):**

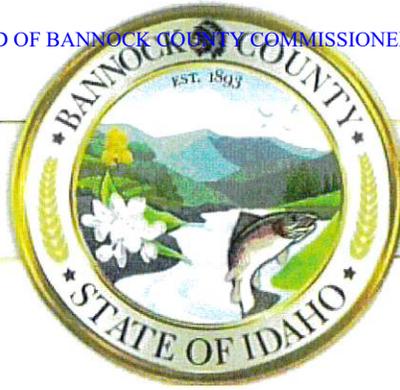
- Board of Ambulance District: Invoices and Commissioner Report
- Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications
- Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session
- Payroll Report
- Manual Checks
- Alcohol Licenses and Permits
- Certificate of Residency Approval
- Mileage Reimbursement Requests
- Technology Request Form
- Memorandum Authorization for Accounts Payable
- Cardholder User Agreement and Authorization
- Meeting Minutes for May 8, 13, and 15, 2025, and Certification of Said Minutes

11:00 AM Public Hearing for Vacation of Road Easements in Chilton Subdivision (action item)

11:15 AM Public Hearing for Vacation of Rights-of-Way with in Sunnygate Subdivision (action item)

1:00 PM Fiscal Year 2026 Budget Preparation Meeting (potential action items)

**BANNOCK COUNTY COMMISSIONERS**  
 624 E. Center, Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 236-7363



**ERNIE MOSER**  
 Commissioner  
 1st District

**JEFF HOUGH**  
 Commissioner  
 2nd District

**KEN BULLOCK**  
 Commissioner  
 3rd District

**AGENDA REQUEST FORM**

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at [208-236-7210](tel:208-236-7210), three to five working days before the meeting.

**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.**

**Name/Department:**

Ryan O'Hearn/Ambulance

**Item to be considered/background:**

Capital purchase of (3) Stryker Cots and Autoload kits using piggyback Sourcewell contract.

**How much time will be needed? Meeting date requested:**

5 minutes

5/27/25

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

Ryan O'Hearn

**Please include any supporting documents with your Agenda Session Request Form.**

Commissioner Office Only:	
Date: <u>5/27/25</u>	Time: _____

408 EAST WHITMAN  
POCATELLO, ID 83201



208.234.6201  
FAX: 208.233.4043

**Ryan O'Hearn - Fire Chief**

TO: BANNOCK COUNTY COMMISSIONERS  
FROM: RYAN O'HEARN   
SUBJECT: CAPITAL PURCHASE - STRYKER KITS  
DATE: MAY 27, 2025  
CC: KRISTI DAVENPORT, KRISTI KLAUSER, AUTUMN BAKER

The Bannock County Ambulance District requests approval to piggyback using Sourcewell contract #041823\_STY for the purchase of three (3) Power Pro 2 Cot and MTS Power Load Kits as identified in the attached quote. The cost of three (3) kits is \$201,690.36. The District approved \$243,000.00 in the FY25 Capital Outlay for the purchase of Cots and Loaders.

The units we are replacing include three cots that were purchased in 2008 when we first began transitioning to power cots. The power loaders we are replacing were purchased in 2012 and 2013. The units are in need of frequent repair and are due for replacement. The kits include a cot that is hydraulic powered to lift the patient to the transport height. The cot docks into a mounted loading device to transfer that patient into the ambulance. The kits have reduced the number of injuries to ambulance district personnel and are safer for the patient.

**BANNOCK COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner 5/27/25





## EMS+ - April 2025

Quote Number: 11112843

Remit to: Stryker Sales, LLC  
21343 NETWORK PLACE  
CHICAGO IL 60673-1213  
USA

Version: 1

Prepared For: BANNOCK COUNTY AMB DISTRICT  
Attn:

Rep: Annie Hofman  
Email: annie.hofman@stryker.com  
Phone Number:  
Mobile: (208) 565-7707

Quote Date: 05/05/2025

Expiration Date: 06/30/2025

### Delivery Address

Name: BANNOCK COUNTY AMB  
DISTRICT

Account #: 20147710

Address: 408 E WHITMAN ST FL 1

POCATELLO

Idaho 83201-6450

### Sold To - Shipping

Name: BANNOCK COUNTY AMB  
DISTRICT

Account #: 20147710

Address: 408 E WHITMAN ST FL 1

POCATELLO

Idaho 83201-6450

### Bill To Account

Name: BANNOCK COUNTY

Account #: 20147519

Address:

### Equipment Products:

#	Product	Description	Qty	Discount %	Sell Price	Total
1.0	650705550001	6507 POWER PRO 2, HIGH CONFIG	3	13.0%	\$33,532.41	\$100,597.23
2.0	650707000002	KIT, ALVARIUM BATTERY, SERVICE	3	13.0%	\$982.23	\$2,946.69
3.0	650700450102	ASSEMBLY, POWER CORD, NORTH AM	3	13.0%	\$32.19	\$96.57
4.0	650700450301	ASSEMBLY, BATTERY CHARGER	3	13.0%	\$1,405.92	\$4,217.76
5.0	650700450053	O2 BOTTLE HOLDER, FOWLER	3	13.0%	\$342.78	\$1,028.34
6.0	639005550001	MTS POWER LOAD	3	13.0%	\$30,934.59	\$92,803.77
Equipment Total:						\$201,690.36

### Trade In Credit:

Product	Description	Qty	Credit Ea.	Total Credit
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**EMS+ - April 2025**

Quote Number: 11112843

Remit to: Stryker Sales, LLC  
21343 NETWORK PLACE  
CHICAGO IL 60673-1213  
USA

Version: 1

Prepared For: BANNOCK COUNTY AMB DISTRICT  
Attn:

Rep: Annie Hofman  
Email: annie.hofman@stryker.com  
Phone Number:  
Mobile: (208) 565-7707

Quote Date: 05/05/2025

Expiration Date: 06/30/2025

**Price Totals:**

Estimated Sales Tax (0.000%):	\$0.00
Freight/Shipping:	\$0.00
<b>Grand Total:</b>	<b>\$201,690.36</b>

**Comments:**

Sourcewell Pricing - 041823-STY

Prices: In effect for 30 days

Terms: Net 30 Days

**Terms and Conditions:**

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at [https://techweb.stryker.com/Terms\\_Conditions/index.html](https://techweb.stryker.com/Terms_Conditions/index.html).

**Bannock County Ambulance District**

*Billing and Collections*

408 E. Whitman

Pocatello, ID 83201

208-234-6200

Date: May 22, 2025

To: Board of County Commissioners

Re: Request to Write-off Balance on Deceased Patient Accounts

The Bannock County Ambulance District would like to present the following list of accounts for deceased patients to request the Board's permission to write-off the remaining balance due.

Number of Accounts: 45

Total Balance Due: \$ 12,785.10

All patients on the attached list are deceased and no others means of payment for the Emergency Medical Services received have been identified. Collection efforts by the Bannock County Ambulance District have been exhausted.

**BANNOCK COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner 5/27/25

BANNOCK COUNTY COMMISSIONERS  
 624 E. Center, Pocatello, ID 83201  
 Phone: 208-236-7210 • Fax: 208-236-7211



ERNIE MOSER  
 Commissioner  
 1st District

JEFF HOUGH  
 Commissioner  
 2nd District

KEN BULLOCK  
 Commissioner  
 3rd District

**CONCERNS/ISSUES REQUEST FORM**

Once you have filled out this form, you can email the completed form to [commission@bannockcounty.us](mailto:commission@bannockcounty.us); fax it to 208-236-7363; or send it by mail to: Bannock County Commissioners, 624 E. Center St., Room 101, Pocatello, ID 83201. *Please be sure to include any supporting documents.* If you have any questions, feel free to call 208-236-7210.

**Name:** Karl H. Lewies, Esq.  
 IDAHO LEGAL AID

**Phone/Email:** (208) 746-7541, ext. 700/701

**Concern/issue/question:**

Idaho Legal Aid is anticipating significant funding cuts as the Trump administration's proposed budget for 2026 totally eliminates funding for legal aid services nationwide. Further, the Department of Government Efficiency (DOGE) recently contacted the Legal Services Corporation and may or may not cut its funding, which in turn, would cut Idaho Legal Aid's funding.

**Suggested solution?**

To keep serving Bannock County's most vulnerable, Idaho Legal Aid is exploring possible funding sources other than Congress and the Legal Services Corporation, including Bannock County.

**Please include any supporting documents with your Concerns/Issues Request Form.**

<b>Commission Office Only:</b>	
Date: 5/27/25	Department: _____

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## Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Julie Hancock

Department:

Elections

Requestor Email:

julieh@bannockcounty.gov

Item(s) to be considered:

Canvass the May 20th Election

Date of meeting being requested:

05/27/2025

Time requested:

10 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

Other

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

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Requestor Name:

Julie Hancock

Department:

Elections

Requestor Email:

julieh@bannockcounty.us

Item(s) to be considered:

Conversation regarding mileage reimbursement

Date of meeting being requested:

05/27/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:



FOR COMMISSION OFFICE USE:	
DATE <u>5/27/25</u>	TIME _____

### Agenda Request Form

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**Email this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by 5:00 PM the Wednesday prior to the scheduled meeting.**

Name/Department: Bobette Mosquito Abatement  Phone/Email: bobetteb@bannockcounty.c

Item to be considered: FY26 Mosquito Abatement Contract

Informational background:

FY26 H&W Mosquito Abatement Surveillance Contract approval 4/2

1. What meeting are you requesting? 5/27/20
2. How much time will be needed for this agenda item? 5 minutes or less
3. Is Commission action requested (decision, approval, signature, or guidance)? Signature
4. Does this request involve a contract, agreement, external funding source, or award acceptance? YES
5. What is the potential financial impact of this request? \$4K
6. Have all supporting documents been included with this form? YES
7. Will you be using presentation software or have other presentation needs? (if YES, provide presentation with this form) NO
8. Name and contact information for others who should be invited to attend:

Buddy Romriell-Public Works Asst Director



### State of Idaho Contract Number HC7358

#### Parties

Agency	Contractor
Department of Health and Welfare 450 W State Street Boise, ID 83702	BANNOCK COUNTY 624 E CENTER ST POCATELLO, ID 83201

#### Contract Summary

<b>Contract Name:</b> Bannock County Mosquito Abatement District <b>Contract Description:</b> Mosquito Abatement Surveillance  <b>Original Effective Date:</b> May 15, 2025 <b>Current Expiration Date:</b> July 31, 2025	<b>Contract Amount:</b> \$ 4,000.00 <b>Contract Usage Type:</b> AGENCY
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#### Agency Contacts

Contact Name	Contact Type	Contact Email
SAMANTHA KIRKENDALL	CONTRACT MONITOR	SAMANTHA.KIRKENDALL@DHW.IDAHO.GOV
KATHRYN TURNER	CONTRACT MANAGER	KATHRYN.TURNER@DHW.IDAHO.GOV

#### Contractor Contacts

Contact Name	Contact Phone	Contact Email
LUANN LOSEE	2082367335	LUANNS@BANNOCKCOUNTY.GOV

#### Recitals

1. This Contract number HC7358 for Bannock County Mosquito Abatement District ("the Contract") is for services to the Department of Health and Welfare ("Department")
2. The Contract is issued under the authority provided by the Department pursuant to the State Procurement Act, title 67, chapter 92, Idaho Code. The CONTRACTOR agrees to undertake performance of this Contract under the terms and conditions set forth herein.
3. BANNOCK COUNTY ("Contractor") agrees to provide the Services identified in the line item(s) below as detailed herein.
4. It is understood that this Contract is effective when it is signed by both parties, or at a later date if specified in the Contract. The Contractor must not render services to the Department until the Contract has become effective. The Department will not pay for any services rendered prior to the effective date of the Contract.

**Agreement**

The following Attachments are hereby incorporated and made a part of this Agreement:

- Cover Sheet
- Terms and Conditions
- Riders
- Scope of Work
- Cost/Billing Procedure
- Reports

IN WITNESS WHEREOF, the parties have executed this agreement.

**BANNOCK COUNTY**

**Idaho Department of Health and Welfare**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Jeff Hough

Name: \_\_\_\_\_

Title: Commissioner, Chairman

Title: \_\_\_\_\_

Date: May 27, 2025

Date: \_\_\_\_\_

**Contract # HC7358**

## General Terms and Conditions

- I. PURPOSE. The purpose of this Contract is to set forth the terms and conditions upon which the Contractor will perform those services described in the attached Scope of Work in exchange for payment from the Department as described in the attached Cost/Billing Procedure.
  
- II. DEFINITIONS. As used in the Contract, the following terms shall have the meanings set forth below:
  - A. Contract shall mean the Contract Cover Sheet, these General Terms and Conditions, and all Attachments identified on the Contract Cover Sheet. The Contract shall also include any negotiated and executed amendment to the Contract.
  
  - B. Contract Manager shall mean that person appointed by the Department to administer the Contract on behalf of the Department. "Contract Manager" includes, except as otherwise provided in the Contract, an authorized representative of the Contract Manager acting within the scope of his or her authority. The Department may change the designated Contract Manager from time to time by providing notice to the Contractor as provided in the Contract.
  
  - C. Contractor shall mean an entity that executes the Contract or performs services under the Contract, including any subcontractor retained by the Contractor as permitted under the terms of the Contract.
  
  - D. Department shall mean the State of Idaho, Department of Health and Welfare, its divisions, sections, offices, units, or other subdivisions, and its officers, employees, and agents.
  
- III. CONTRACT EFFECTIVENESS. It is understood that this Contract or any Amendment is effective when it is signed by all parties, or at a later date if specified in the Contract or Amendment. The Contractor shall not render services to the Department until the Contract or Amendment has become effective. The Department will not pay for any services rendered prior to the effective date of the Contract or Amendment.
  
- IV. AUTHORITY AND LIMITATIONS. The legal authority for this Contract includes Idaho Code sections 67-2332 and 67-2333 and any other provisions of state law or regulation that authorize Idaho agencies to enter into contracts to perform any governmental service, activity or undertaking that each agency is authorized by law to perform. This Contract does not create or give either party any powers it would not have otherwise. This Contract only provides for the exercise of existing powers so as to achieve a more efficient operation of government. For this reason, this Contract sets forth the understanding of the parties in achieving a common purpose, and is not intended to provide a basis for legal action upon breach of any of its provisions.
  
- V. RENEWAL. The parties may extend this contract for additional periods, not anticipated to exceed a total of four (4) years, provided the Contractor has demonstrated satisfactory performance in the previous year. Any extension or amendment of this contract shall be in writing, signed by both parties.
  
- VI. CONTRACTOR STATUS.

- A. Status The Contractor's status under the Contract shall be that of a separate state agency of the State of Idaho. The Contractor shall be responsible for paying all employment-related taxes and benefits, such as federal and state income tax withholding, social security contributions, worker's compensation and unemployment insurance premiums, health and life insurance premiums, pension contributions and similar items.
- VII. NO AUTHORITY TO BIND OTHER PARTY. One party under this Contract shall have no authority to enter into contracts or agreements on behalf of the other party. All contracts or agreements shall be entered on behalf of the executing party or executed jointly by both parties. The procedures set forth in this Contract are intended for the sole use and benefit of the Department and the Contractor. No third party or other State entity may rely on these procedures. Any failure of the Department or the Contractor to follow any or all of these procedures, or any future amendment or modification of these procedures, shall not establish any liability of the Department or the Contractor to any third party or other entity of the State of Idaho.
- VIII. ASSIGNMENT AND SUBCONTRACTING. The parties' respective obligations and duties as set forth herein are to be performed by the parties and may not be assigned or subcontracted by either party without the written consent of the other party.
- IX. RECORDS AND DATA.
- A. Records Maintenance The Contractor shall maintain all records and documents relevant to the Contract for three (3) years from the date of final payment to the Contractor. If an audit, litigation or other action involving records is initiated before the three (3) year period has expired, the Contractor shall maintain records until all issues arising out of such actions are resolved, or until an additional three (3) year period has passed, whichever is later.
- B. Records Review Unless otherwise exempt from disclosure under the Idaho Public Records Law, all records and documents relevant to the Contract, including but not limited to fiscal records, shall be available for and subject to inspection, review or audit, and copying by the Department and other personnel duly authorized by the Department, and by federal inspectors or auditors. The Contractor shall make its records available to such parties at all reasonable times, at either the Contractor's principal place of business or upon premises mutually agreed to by the parties.
- C. Subcontracts The Contractor shall include the requirements of this section in all approved subcontracts and assignments.
- X. CONFIDENTIALITY. Each party shall comply with all applicable state and federal laws, rules, and regulations concerning confidentiality.
- XI. AUDIT EXCEPTIONS. If a federal or state audit indicates that payments made to the Contractor for goods or services that do not comply with the terms of the Contract or applicable federal or state laws, rules or regulations, the Contractor shall refund any compensation paid to the Contractor arising from such noncompliance.
- XII. COMPLIANCE WITH CERTAIN LAWS, LICENSING, AND CERTIFICATIONS. The Contractor shall comply with ALL requirements of federal, state, and local laws and regulations applicable to the Contractor pursuant to the Contract. For the duration of the Contract, the Contractor shall maintain

in effect and have in its possession all licenses and certifications required by federal, state, and local laws and rules, including but not limited to:

- A. Nondiscrimination The Contractor shall provide all services funded through or affected by the Contract without discrimination on the basis of race, color, national origin, religion, sex, age, and physical or mental impairment, and shall comply with all relevant sections of the following: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination Act of 1975; and, The Americans with Disabilities Act of 1990. The Contractor shall comply with pertinent amendments to such laws made during the term of the Contract and with all federal and state rules and regulations implementing such laws.
  
- B. HIPAA The Contractor acknowledges that it may have an obligation, independent of this contract, to comply with the Health Insurance Portability and Accountability Act (HIPAA), Sections 262 and 264 of Public Law 104-191, 42 USC Section 1320d, and federal regulations at 45 CFR Parts 160, 162 and 164. If applicable, the Contractor shall comply with all amendments to the law and federal regulations made during the term of the Contract.
  
- C. Single Audit Act The Contractor acknowledges that it may have an obligation; independent of this contract, to comply with the terms of the "Single Audit Act" of 1984. Funds provided under the Contract may be used to pay for compliance with this act in proportion to other funding sources available to the Contractor for the services provided pursuant to the Contract.

#### XIII. CONFLICT OF INTEREST.

- A. Contractor The Contractor and its agents shall have no present or future interest, direct or indirect, that would prevent or interfere with the Contractor's ability to perform services provided pursuant to this Contract.

#### XIV. REMEDIES.

- A. Remedial Action If any of the Contractor's responsibilities do not conform to Contract requirements, the Department shall consult with the Contractor and may at its sole discretion require any of the following remedial actions, taking into account the nature of the deficiency: (1) require the Contractor to take corrective action to ensure that performance conforms to Contract requirements; (2) reduce payment to reflect the reduced value of services received; (3) require the Contractor to subcontract all or part of the service at no additional cost to the Department; or (4) terminate the Contract.
  
- B. Mutual Termination for Convenience Either party may cancel the Contract at any time, without cause, upon written notice to the other party specifying the date of termination; provided that the parties shall agree on a reasonable termination date that ensures continuity of business upon termination of the Contract, but shall not be less than thirty (30) calendar days.
  
- C. Survival of Terms Any termination, cancellation, or expiration of the Contract notwithstanding, provisions which are intended to survive and continue shall survive and continue, including, the provisions of Sections VI (Contractor Status), IX (Records and Data), XI (Audit Exceptions), and XII (Compliance with Certain Laws, Licensing, and Certifications).

#### XV. FORCE MAJEURE. Neither party shall be liable or deemed to be in default for any Force Majeure

delay in shipment or performance occasioned by unforeseeable causes beyond the control and without the fault or negligence of either party, including, but not restricted to, acts of God or the public enemy, fires, floods, epidemics, pandemics, quarantine, restrictions, strikes, freight embargoes, or unusually severe weather, provided that in all cases either party shall notify the other party promptly in writing of any cause for delay and the parties concur that any of the delays identified above were beyond their control and without the fault or negligence of either party. The period for the performance shall be extended for a period equivalent to the period of the Force Majeure.

#### XVI. MISCELLANEOUS.

- A. Governing Law The Contract shall be governed by and construed under the laws of the State of Idaho.
- B. Officials Not Personally Liable In no event shall any official, office, employee or agent of the State of Idaho, the Department, or the Contractor be liable or responsible for any representation, statement, covenant, warranty or obligation contained in, or made in connection with, the Contract, express or implied.
- C. Notices Any notice given in connection with the Contract shall be given in writing and shall be delivered electronically or by hard copy, to the other party.
1. Notice to the Department shall be as designated by the Department.
  2. Notice to the Contractor shall be as designated by the Contractor.
- D. Allocation of Liability Each party will be responsible only for liabilities associated with the conduct of its officials, employees, and agents, subject to the provisions of the Idaho Tort Claims Act, Idaho Code section 6-901 through 6-929. Each party shall promptly notify the other party of any claim arising under this Contract and shall cooperate fully with the defending party or its representatives in the defense of such claim. The parties acknowledge that both parties participate in the State of Idaho Risk Program, and any tort liability claim, suit or loss arising from this Contract shall be allocated in accordance with law by the Office of Risk Management for purposes of the respective loss experiences and subsequent allocation or self-insurance assessments. Each party shall notify the State of Idaho Risk Program in the event it receives notice or has knowledge of any claims arising out of this Contract.
- E. Appropriation by Legislature Required Each Party is a government entity and this Contract shall in no way or manner be construed so as to bind or obligate the State of Idaho beyond the term of any particular appropriation of funds by the State's Legislature as may exist from time to time. Each party reserves the right to terminate this Contract in whole or in part (or any order placed under it) if, in its sole judgment, the Legislature of the State of Idaho fails, neglects, or refuses to appropriate sufficient funds or rescinds or requires any return or "give-back" of funds, or if the Executive Branch mandates any cuts or holdbacks in spending, as may be required for such party to continue its performance under the Contract,. All affected future rights and liabilities of the parties hereto shall thereupon cease within ten (10) calendar days after notice to the other party. It is understood and agreed that the State's payments herein provided for shall be paid from Idaho State Legislative appropriations.
- F. Nonwaiver of Breach The failure of the Department to require strict performance of any term or

condition of the Contract, or to exercise any option herein, in any one or all instances shall not be construed to be a waiver or relinquishment of any such term or condition. The same shall be and remain in full force and effect unless there is a prior written waiver by the Department.

- G. Complete Statement of Terms The Contract constitutes the entire agreement between the parties and shall supersede all previous proposals, negotiations, representations commitments, and all other communications between the parties. The Contract may not be released, discharged, changed, extended, modified, subcontracted or assigned in whole or in part, and no claim for additional services not specifically provided herein will be allowed by the Department, except to the extent provided by an instrument in writing signed by a duly authorized representative of the Department and the Contractor.
- H. Priority of Contract Documents The Contract consists of and precedence is established by the order of the documents as listed on the Contract Cover Sheet.
- I. Amendments This Contract may be modified upon written agreement of the parties. However, no amendment or modification of this Contract shall be effective unless in writing signed by both parties.

## Riders

### Insurance

For the term of the Contract and until all services specified in the Contract are completed, the Contractor must maintain in force, at its own expense, the following insurance.

- Commercial General Liability Insurance and, if necessary, Commercial Umbrella Liability Insurance with a limit of not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) in general aggregate. Insurance required by this section must name the State of Idaho and Department of Health and Welfare as an additional insured.
- Workers Compensation Insurance and Employer's Liability. The Contractor must maintain Workers Compensation and Employer's Liability. The Employer's Liability must have limits not less than one million dollars (\$1,000,000) each accident for bodily insurance by accident, one million dollars (\$1,000,000) disease policy limit, and one million dollars (\$1,000,000) disease, each employee.

The Contractor must provide either a certificate of workers compensation insurance issued by a surety licensed to write Workers Compensation Insurance in the State of Idaho, as evidence that the Contractor has in effect a current Idaho workers compensation insurance policy, or an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Idaho Industrial Commission.

If coverage is not available on an occurrence basis, coverage must be provided on a claims-made basis. For claims made policies the retroactive date must be shown and must be before the date of the Contract or the beginning of Contract work; insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the Contract of work; if coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of three (3) years after completion of Contract work.

State of Idaho as Additional Insured: The liability insurance coverage required for performance of the Contract shall include the State of Idaho, the (agency) and its divisions, officers and employees as additional insured, but only with respect to the Contractor's activities to be performed under this Contract.

The Contractor must provide proof of the State of Idaho, the (agency) and its divisions, officers and employees being additional insured by providing endorsements to the liability insurance policies showing the State of Idaho, the (agency) and its divisions, officers and employees as additional insured. The endorsements must also show the policy numbers and the policy effective dates.

If a liability insurance policy provides for automatically endorsing additional insured when required by Contract, then, in that case, the Contractor must provide proof of the State of Idaho, the (agency) and its divisions, officers and employees being additional insured by providing copies of the policy pages that clearly identify the blanket endorsement.

Notice of Cancellation or Change: Contractor shall ensure that should any of the above described policies be cancelled before the expiration date thereof, or if there is a material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s), that written notice will be delivered to the Division of Purchasing (if the Contract was issued by the Division) or to the Purchasing Activity (contracting state agency) in accordance with the policy provisions.

Contractor shall request that all policies of insurance are endorsed to read that any failure to comply with the reporting provisions of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage(s) provided to the State of Idaho, and its divisions, officers and employees.

Acceptable Insurers and Deductibles: Insurance coverage required under the Contract shall be obtained

from insurers rated A-VII or better in the latest Bests Rating Guide and in good standing and authorized to transact business in Idaho. The Contractor shall be financially responsible for all deductibles, self-insured retention's and/or self-insurance included hereunder. The coverage provided by such policy will be primary to any coverage of the State on or related to the contract and shall provide that the insurance afforded applies separately to each insured against whom a claim is made, except with respect to the limitation of liability.

Waiver of Subrogation: All policies shall contain waivers of subrogation. The Contractor waives all rights against the State and its officers, employees, and agents for recovery of damages to the extent these damages are covered by the required policies. Policies may contain deductibles but such deductibles will not be deducted from any damages due to the State.

Prior to performing any services, the Contractor must provide an ACORD Certificate of Insurance (ACORD 25) to the Department. The Contractor is also required to maintain current certificates on file with the Department and to provide updated certificates upon request. Failure to provide the required certificates of insurance shall constitute a default under this Contract and upon such failure the Department may, at its option, terminate the Contract. Insurance required by this section must be policies or contracts of insurance issued by insurers approved by the Department. Should any of above described policies be cancelled before the expiration date thereof, notice must be delivered in accordance with the policy provision.

**Email updated certificates to: [DHWInsurance@dhw.idaho.gov](mailto:DHWInsurance@dhw.idaho.gov)**

**Additional Insured name and address:**

State of Idaho and Department of Health and Welfare  
Contracting & Procurement Services Unit -- 9th Floor  
450 West State Street  
Boise, ID 83702

## Scope of Work

### I. GENERAL REQUIREMENTS

- A. This Contract is funded by the Epidemiology and Laboratory Capacity Cooperative Agreement (ELC) awarded 8/1/2024 through the Centers for Disease Control and Prevention.
- B. This Contract supports the Idaho Department of Health and Welfare Strategic Plan and the Division of Public Health priorities.
- C. The Contractor must provide a point of contact to the Contract Monitor. If a change in key staffing occurs during the Contract timeframe, the Contractor must notify the Contract Monitor of the change.
- D. The Contractor must receive prior written approval from the Department for any deviations from the budgeted services/activities. The Contractor must be financially responsible for costs deemed unallowable or unapproved by the Contract Monitor.
- E. For the general monitoring of this Contract, the Contractor must maintain and have available for review all reporting and evaluation data and information for activities, and financial data as specified in the Records and Data section of the General Terms and Conditions.
- F. The Contractor must ensure that procedural safeguards are followed in confidentiality requirements according to IDAPA 16.05.01, Use and Disclosure of Department Records.
- G. The Contractor must adhere to the Federal Office of Management and Budget (OMB) Circular 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, located at <https://federalregister.gov/a/2013-30465>.

### II. CONTRACT SERVICES AND ACTIVITIES

- A. This Scope of Work must be shared with staff to ensure their knowledge of the expectation and ability to meet Contract expectations.
- B. The Contractor must house all supplies in a secure location and make every effort to ensure the safekeeping of the surveillance items.
- C. The Contractor must conduct the following surveillance activities:
  1. ARBOVIRUS SURVEILLANCE
    - a. The Contractor must identify mosquito surveillance sites within their jurisdiction in areas adjacent to human activity considered suitable for *Culex* spp. mosquitoes, which are West Nile virus (WNV), St. Louis Encephalitis virus (SLEV), and Western Equine Encephalomyelitis virus (WEE) vectors and document them by latitude/longitude when possible.
    - b. The Contractor must deploy no fewer than three (3) mosquito traps weekly during the Contract period, when weather supports active mosquito populations, in an effort to collect *Culex* spp. mosquitoes.
    - c. The Contractor must consider weekly rotation of trap locations based on trap contents to optimize *Culex* trapping and surveillance. Once a location is considered WNV-positive, trapping for surveillance associated with this Contract activity, is no longer necessary in that location.

- d. Mosquito pools must be speciated to *Culex tarsalis*, *Culex pipiens*, and *Culex* spp.
  - e. Any exotic *Aedes* mosquitoes (*Aedes albopictus* or *A. aegyptii*) detected during routine surveillance activities must be documented and placed in labeled vials for verification by the Idaho Bureau of Laboratories (IBL).
2. VIRUS TESTING
- a. If the Contractor has the capacity to speciate mosquito pools AND test for WNV in-house using either a RAMP® machine and kit or Polymerase Chain Reaction (PCR) testing:
    - i. Mosquito pools must be speciated to *Culex tarsalis*, *Culex pipiens*, and *Culex* spp.
    - ii. Only speciated *Culex* mosquito samples must be RAMP® tested in-house by the Contractor using the RAMP® machine. Testing must be completed within one (1) week of trap collection, for timely surveillance.
    - iii. Equivocal RAMP® samples, as defined as RAMP® WNV test values greater than or equal to ( $\geq$ ) fifty (50) and less than or equal to ( $\leq$ ) two hundred ninety-nine (299) RAMP® units by in-house testing, must be confirmed by IBL.
    - iv. Positive RAMP® samples are defined as those determined to be greater than ( $>$ ) two hundred ninety-nine (299) RAMP® units by in-house testing. Samples greater than ( $>$ ) two hundred ninety-nine (299) RAMP® units do not need to be confirmed as positive by IBL; however, confirmatory testing to ensure accuracy of the RAMP® test machine is available upon request, particularly early in the mosquito season.
    - v. Date collected, collection location, mosquito pool quantity (by *Culex* species), and RAMP® value must be maintained in a database/log and submitted both with the weekly report to the Contract Monitor and included in the annual report (see Reports section).
  - b. IN-HOUSE SPECIATION ONLY
    - i. If RAMP® testing is not conducted in-house by the Contractor, speciated mosquito pools (*Culex tarsalis*, *Culex pipiens*, and *Culex* spp. only) must be forwarded IBL within one (1) week of field collection for WNV, SLEV, and WEE testing (see shipping section below). Note: IBL does NOT provide *Culex* speciation services.
  - c. PESTICIDE RESISTANCE STUDIES
    - i. The Contractor may use Contract funds to conduct pesticide resistance studies. Results of any pesticide resistance studies must be included in the close-out report.
3. SHIPPING SAMPLES TO THE IDAHO BUREAU OF LABORATORIES
- a. The Contractor must submit samples as required below:
    - i. To maintain timely surveillance, the Contractor must ship samples with equivocal RAMP® values (as defined as RAMP® WNV test values greater than or equal to ( $\geq$ ) fifty [50] and less than or equal to ( $\leq$ ) two hundred ninety-nine [299] RAMP®) units to IBL within three (3) business days of in-house RAMP® testing completion.
    - ii. If the Contractor does not do in-house RAMP® testing, they must ship speciated *Culex* mosquito pools weekly to IBL for timely WNV, SLEV, and WEE testing.
    - iii. The Contractor must ship all suspected or confirmed exotic *Aedes* mosquito

collections to IBL within one (1) week of detection.

- iv. All shipments must include the following: properly labeled sample vials with a unique (key) identification (ID) and paperwork including a log-sheet of all shipment contents (to include: key ID for each sample, collection date, collection site, species, approximate number of mosquitoes in each pool, and RAMP® value if applicable).
- v. Ship samples with chill packs, in accordance with proper packaging and shipping protocols, to the following location: Idaho Department of Health and Welfare, Bureau of Laboratories, Virology Section, 2220 Old Penitentiary Road, Boise, ID 83712.
- vi. Questions regarding proper sampling and shipping procedures must be addressed to the Virology Laboratory, IBL. 208-334-0530.

4. SEND MOSQUITO SURVEILLANCE DATA WEEKLY TO THE CONTRACT MONITOR

- a. The Contractor must:
  - i. Maintain a log of mosquito surveillance data throughout the vector season to include unique trap number, trap date, trap location, mosquito pool speciation results, pool mosquito count, and WNV test results, and email weekly log findings to the Contract Monitor. Use the following email: [epimail@dhw.idaho.gov](mailto:epimail@dhw.idaho.gov).
  - ii. Email WNV-positive results to the Contract Monitor within three (3) business days of detection for timely surveillance. Include the unique trap number, trap date, trap location, mosquito pool speciation results, pool mosquito count, and WNV test results in the email. Use the following email: [epimail@dhw.idaho.gov](mailto:epimail@dhw.idaho.gov).
- b. The Contract Monitor will upload all Idaho mosquito surveillance data into Arbonet, in support of state and national vector surveillance efforts.

III. RECORDS AND DOCUMENTATION

- A. The Contractor must maintain a weekly log of all mosquito pools collected throughout the vector season and include the unique trap number, trap date, trap location, mosquito pool speciation results, pool mosquito count, and WNV test results either determined by in-house or IBL testing.
- B. The Contractor must document all exotic Aedes detections in the same log.

### Cost/Billing Procedure

**COST:**

This is a COST REIMBURSEMENT Contract.

The Department will pay up to the total amount defined below for services satisfactorily performed and authorized under the Contract.

**PROJECT BUDGET – MOSQUITO SURVEILLANCE ACTIVITIES**

Staff Time	Costs of staff time required to conduct surveillance for mosquitoes of public health importance (including driving times associated with trap placement and retrieval); mosquito speciation; RAMP testing (if applicable); packaging and shipping of any Culex and exotic Aedes mosquitoes that are detected in routine traps to the IBL for initial and/or confirmatory arbovirus testing; data management; and final report compilation for all activities listed in the Scope of Work.
Supplies	Approved list of supplies/items (must be purchased no later than 7/31/2025): <ul style="list-style-type: none"> <li>• Mosquito traps;</li> <li>• Refrigerators;</li> <li>• Growth chambers;</li> <li>• Microscopes;</li> <li>• Drone;</li> <li>• Disposable mosquito surveillance supplies for traps including dry ice and batteries;</li> <li>• Disposable laboratory supplies such as Petri plates, vials, tweezers, RAMP® kits, and baggies;</li> <li>• Office supplies in support of activities described in the Scope of Work;</li> <li>• Gasoline required to drive to trap deployment and collection sites;</li> <li>• Materials and costs associated with packaging and shipping samples to the Idaho Bureau of Laboratories.</li> <li>• Pesticides and other materials specifically used in pesticide resistance assays (if conducted).</li> </ul>

<b>TOTAL CONTRACT AMOUNT</b>	<b>\$4,000.00</b>
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Items not listed above require prior approval from the Contract Monitor before placing the order. Only those chemicals used in the pesticide resistance bioassay must be purchased; funding must not be used to purchase other chemical or non-chemical abatement supplies.

**BILLING PROCEDURES:**

The invoice must be submitted to the Department no later than **8/30/2025**. Invoices received without backup/supporting documentation or with errors will be returned to the Contractor for resubmission. This process could delay payment.

The Contractor must ensure information provided in the reports aligns with invoices submitted during the reporting timeframe.

Invoices must include, but are not limited to:

1. All Contract services delivered during the billing period must be itemized in the invoices, as reflected in the budget and the total for each. Dates of service for items and activities included in the invoice must be included, assuring that they do not fall outside the active Contract funding period (billing ends 7/31/2025).
2. Two (2) unique invoices: 1) The total amount billed for the billing period ending 6/30/2025 and 2) The total amount billed for the billing period 7/1/2025 through 7/31/2025. Any amount spent after 7/31/2025 will not be reimbursed.
  - Because the funding period includes dates that fall within two (2) state fiscal years, costs incurred through 6/30/2025 must be invoiced separately from costs incurred from 7/1/2025 through 7/31/2025.
3. Contract number
4. Contractor name, address, phone number, and e-mail address
5. Invoice number

Please use a format for invoiced items/activities similar to the table provided below:

Date/Date Range	Description (i.e., Staff time per hour, supplies)	Amount
Add more lines, as needed.		
	<b>Total:</b>	

Invoices and reports are to be submitted via email to: [Epimail@dhw.idaho.gov](mailto:Epimail@dhw.idaho.gov)

## Reports

### Report Description:

Weekly reporting of total mosquito pools speciated: The report must include a line list of total mosquito pools tested weekly, including unique pool ID, collection date, and collection site, with all WNV-positive pools noted. Reporting of WNV-positive mosquito pools is a time-sensitive part of arbovirus surveillance.

### Report Format:

Word or Excel,

### Report Due Date:

All initial reports, as described above, must be reported to the Contract Monitor weekly throughout the duration of the mosquito season.

### Report Description:

Report WNV-positive mosquito pools within three (3) business days of detection: WNV-positive mosquito pools must be reported to the Contract Monitor at [Epimail@dhw.idaho.gov](mailto:Epimail@dhw.idaho.gov) in a timely manner, in support of vector-borne disease surveillance. Reporting of WNV-positive mosquito pools is a time-sensitive part of arbovirus surveillance.

### Report Format:

Word or Excel

### Report Due Date:

Report within three (3) business days of detection.

### Report Description:

Report of Exotic *Aedes* Mosquito Detections: The report must include any detection of suspected or confirmed exotic *Aedes* mosquito species (*A. aegypti* or *A. albopictus*) identified during routine mosquito population trapping.

### Report Format:

Word, Excel, or email to [Epimail@dhw.idaho.gov](mailto:Epimail@dhw.idaho.gov) (Attn: Contract Monitor)

### Report Due Date:

Within three (3) business days of detection.

### Report Description:

Annual Report: The annual report must include a summary of:

Mosquito surveillance activities:

The annual mosquito surveillance report must consist of no more than ten (10) pages (not including any supporting attachments, mosquito logs, and maps of collection sites).

The report must include the following:

- 1) A current map of the boundaries for surveillance services rendered during the 2025 mosquito season, a general description of personnel involved with Contract deliverables, and a brief overview of surveillance and speciation activities.
- 2) A copy of the Contractor's detailed trap log for the 2025 mosquito season including a list of ALL mosquito pools collected. Information on each pool must include collection date, collection location, species (*Culex* spp. and exotic *Aedes*), approximate number of mosquitoes per pool, shipment date to the IBL for each pool (if appropriate), unique ID, and test results for any samples where information is available.
- 3) A graph must be included demonstrating *Culex* population dynamics, over time, during the trapping season.
- 4) A description of how the supplies and staff time purchased under this Contract enhanced the arboviral surveillance efforts by the Contractor.

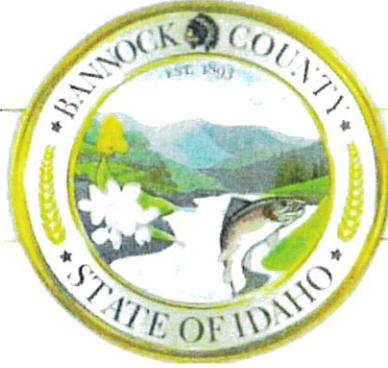
### Report Format:

Word, Excel, and other applications as approved by the Department

**Report Due Date:**

No later than 10/31/2025 to ensure all seasonal surveillance activities are included.

Email report findings to the Contract Monitor at [EpiMail@dhw.idaho.gov](mailto:EpiMail@dhw.idaho.gov)



BANNOCK COUNTY COMMISSIONERS  
624 E. Center, Pocatello, ID 83401  
Phone: (208) 436-7210 • Fax: (208) 434-7363

ERNIE MOSER  
Commissioner  
1st District

JEFF HOUGH  
Commissioner  
2nd District

KEN BULLOCK  
Commissioner  
3rd District

**AGENDA REQUEST FORM**

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at 208-236-7210, three to five working days before the meeting.

**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.**

**Name/Department:**

Buddy Romriell/ Public Works Fleet

**Item to be considered/background:**

Auction, disposal and reallocation asset items.

**How much time will be needed? Meeting date requested:**

10 minutes

5/27/25

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

Buddy Romriell, Kiel Burmester

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:  
Date: 5/27/25 Time: \_\_\_\_\_



# Consignment Agreement

Location of Items: See list

## Pick up, Preview Details

## Cataloging Details:

- Seller will act as an agent with us to promote items to potential buyers.
- The cataloging process takes time and teamwork. Items will be cataloged in stages until complete.
- Seller agrees that everything will be sold to the highest bidder with NO minimums or reserves unless prior approval is made.
- Seller guarantees they have good title and the right to sell the merchandise consigned and that Prime Time Auctions will be paid before any prior liens and/or encumbrances. All branded titles must be disclosed.
- No items shall be sold or withdrawn prior to the auction. Full estimated commissions will be charged on items withdrawn or sold.
- If any items auctioned are not paid for, or the buyer has a discrepancy that cannot be resolved, the item will be considered as a "no-sale". The seller then has the option of picking up the items with no commission charged, or the items may be consigned to the next auction.
- Disburse payment of net proceeds within 14 days following auction. If faster payment is required, arrangements can be made for a nominal fee.
- Seller agrees not to bid on their own items, doing so will incur all seller and buyer fees.
- Seller appoints Prime Time Auctions power of attorney to endorse, release, or transfer ownership to all titled items listed.
- If any items do not sell or are left behind, the Seller is responsible for pickup or the cost of disposal of remaining items.
- This is a legally binding contract. All seller contracts will be subject to the legal jurisdiction of Bannock County and the laws of the State of Idaho with a statute of limitations of one year.
- Our staff will perform necessary maintenance if they find that a vehicle or item needs: cleaned, gas or new battery. This will be mandatory on items requiring attention. Investment in maintenance will be taken from proceeds.

Title Received: Yes No. Title Details: Is it Clean, Branded, Salvage. Is Vehicle Clean, Has Gas, Good Battery

Damage Disclosure: List damages or needed repairs that cannot be seen.

### Investments from proceeds are as follows:

Service: \_\_\_\_\_ Retrieval / Setup: \_\_\_\_\_ % Marketing / Advertising: \_\_\_\_\_ % \$1 Per Lot

# PRIME TIME AUCTIONS

• BID ANYTIME - ANYWHERE •

2221 S. 5th • Pocatello, ID 83201

(208) 232-4912 • info@primetimeauctions.com

Auction Date: 6/14/25 Consignor # \_\_\_\_\_

Name: Bannock County, Buddy Ramrill

Mailing Address: 624 E Center Street, Room 104

City: Pocatello State: ID Zip: 83204

Phone: 208-233-9591 Email: b.ramrill@bannockcounty.gov

Received By: \_\_\_\_\_

Coordinator: \_\_\_\_\_

I have read, understand and agree to the front and back of this consignment agreement.

Signature: \_\_\_\_\_

Jeff Hough  
Commissioner, Chairman

Date: 5/27/25

**Bannock County FY25 Auction, Disposal and Reallocation List****Auction**

2008 2-11 GMC K20753 188k miles [REDACTED]  
2008 2-12 GMC K20753 220k miles [REDACTED]  
2008 2-36 Ram 2500 237k miles [REDACTED]  
2008 2-37 Ram 2500 226k miles [REDACTED]  
2008 2-46 Ford F-250 110k miles [REDACTED]  
2007 C108 Chevy Trail Blazer 90k miles [REDACTED]  
2007 C120 Subaru Outback 90k miles [REDACTED]  
2009 CO12 Ford Expedition 133k miles [REDACTED]  
2001 FG48 Dodge 1500 with Plow 162k miles [REDACTED]  
2006 FG22 GMC 1500 163k miles [REDACTED]  
2010 DC42 Ford Expedition 136k miles [REDACTED]  
2008 2-13 Dodge Durango 133k miles 1 [REDACTED]  
2000 2-27 Ford F-250 188k miles [REDACTED]  
2005 JP71 Chevrolet 1500 2WD 82k miles [REDACTED]  
2008 3-13 GMC C5C044 64k miles [REDACTED]  
2005 C117 Chevy Impala 47k miles [REDACTED] (Public Defenders)  
1998 3-39 International 4900 DT 466E (Bad motor) [REDACTED]  
2011 2-44 Dodge 1500 83k miles [REDACTED]

(3) Mosquito Backpack Sprayers

Several sets of tires that we no longer need.

EC Meyer Plow

Planer Saw

Scroll Saw

Flat Bed

Tanks from both the Weed and Mosquito Departments

**ASSET FORFEITURE AUCTION**

BMW [REDACTED]

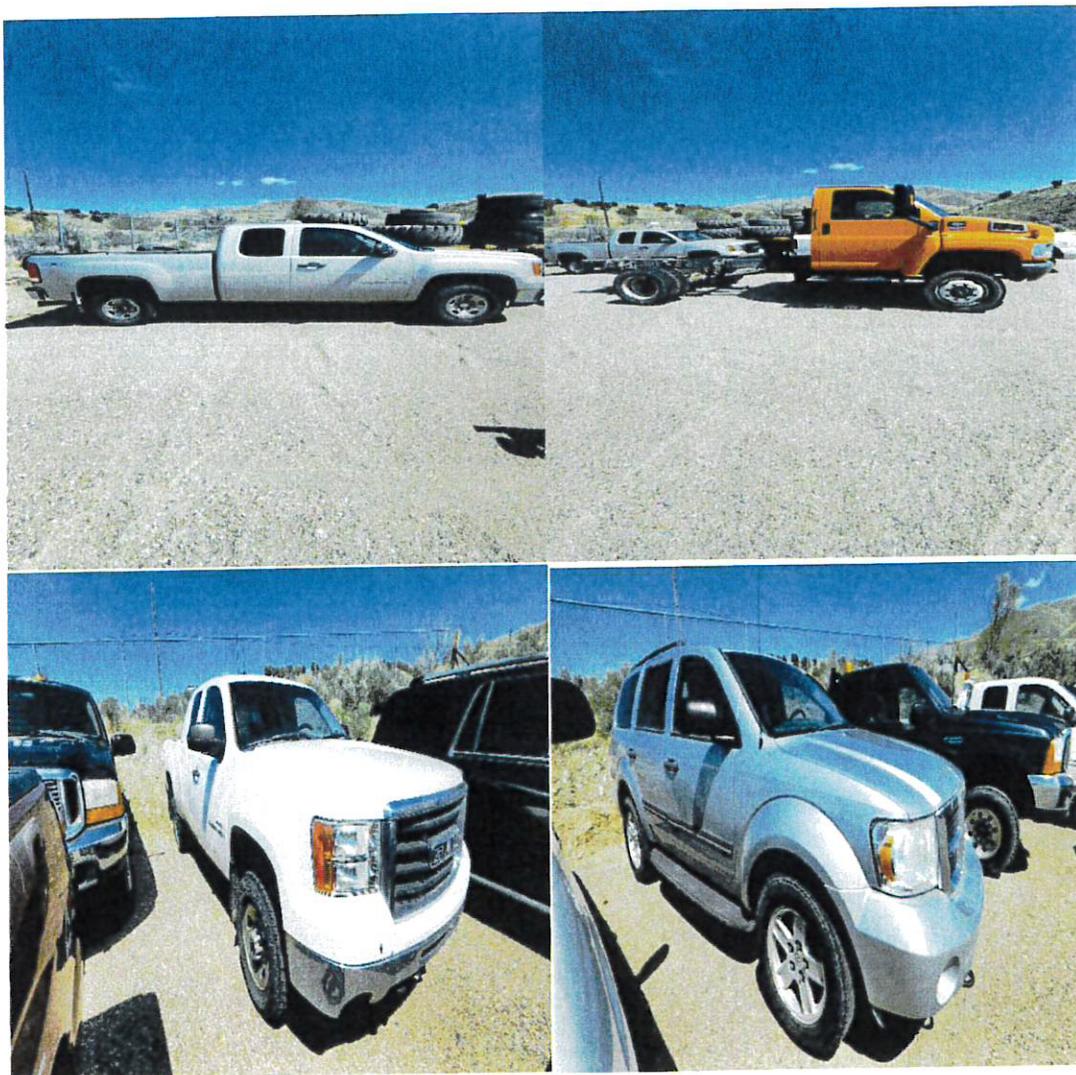
Chevy Malibu [REDACTED]

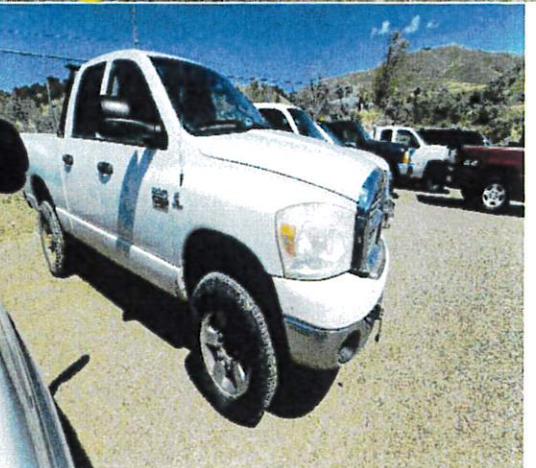
**DISPOSAL**

1985 D50 Dodge truck VIN: [REDACTED] Sheriff's Office

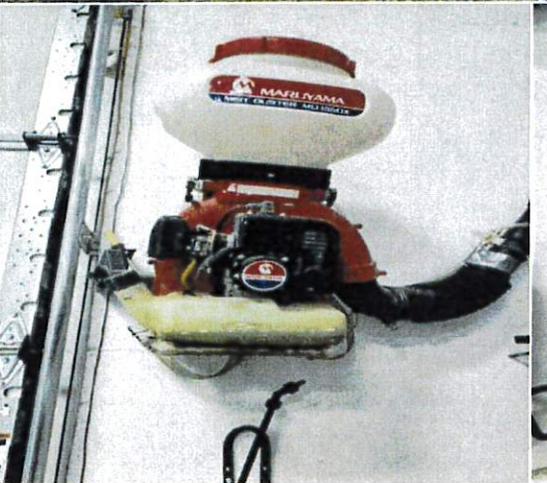
**REALLOCATION**

Event Center – Landfill 2004 FG21 GMC 2500 171k miles replace 2-44 Dodge 1500  
[REDACTED]













**BANNOCK COUNTY COMMISSIONERS**  
 624 E. Center, Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 232-7363



**ERNIE MOSER**  
 Commissioner  
 1st District

**JEFF HOUGH**  
 Commissioner  
 2nd District

**KEN BULLOCK**  
 Commissioner  
 3rd District

## Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Adam W McKinney

Department:

911 Communications

Requestor Email:

adam@bannockcounty.gov

Item(s) to be considered:

Requesting signature on NDA with Day Wireless to discuss the Kinport Radio Tower site.

Date of meeting being requested:

05/27/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

BANNOCK COUNTY COMMISSIONERS  
624 E. Center, Pocatello, ID 83201  
Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER  
Commissioner  
1st District

JEFF HOUGH  
Commissioner  
2nd District

KEN BULLOCK  
Commissioner  
3rd District

## Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Wes Jones

Department:

Office of Emergency Management

Requestor Email:

wjones@bannockcounty.gov

Item(s) to be considered:

Southeast Idaho Council of Governments and Bannock County Rental Agreement for space. This is time urgent according to Commissioner Hough.

Date of meeting being requested:

05/27/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

**THIS RENTAL AGREEMENT** made and entered on 5/27/25, by and between Southeast Idaho Council of Governments Inc., hereinafter for convenience referred to as "Landlord" and Bannock County, a political subdivision of the State of Idaho, hereinafter for convenience referred to as "Tenant".

#### WITNESSETH

Landlord, for and in consideration of the rents, covenants and agreements hereinafter reserved mentioned and contained on the part of the Tenant, its successors and assigns, to be paid, kept, observed and performed, as demised and rented and by these presents does demise and rent unto Tenant, and Tenant does hereby hire and take unto and subject to the terms, covenants, agreements, provisions, conditions and limitations hereinafter for convenience referred to as the "Demised Premises" to wit: (approximately) 841 square feet located at 214 East Center, Suite 20, Pocatello, Bannock County, Idaho.

Landlord agrees to provide to Tenant the non-exclusive right to use the Southeast Idaho Council of Governments, Inc. designated parking spaces in the paved parking area to the North of the building (between Center and Clark Streets).

To have and to hold the Demised Premises commencing on the \_\_\_\_\_ and to end on the \_\_\_\_\_.

It is mutually covenanted and agreed by and between Landlord and Tenant that this Rental Agreement is made upon and subject to each and every of the foregoing and following terms, covenants, agreements, provisions, conditions and limitations, all of which Tenant covenants and agrees to accept, keep, observe and perform.

1. **Use:** The Premises hereby demised shall be used by Tenant for office purposes only.
2. **Rent:** Tenant agrees to pay to the Landlord as rental for the Demised Premises the total sum of **\$900.00 monthly** (including internet / Wi-Fi and utilities) due and payable the first day of each month beginning \_\_\_\_\_. Access to and use of the building conference room is available to Tenant as part of stated rent for business purposes only. Kitchen/break room is available to Tenant employees only.

All rentals shall be payable to the Landlord in lawful money of the United States of America at the address set forth in the paragraph stating addresses for notices, but said address may be changed in the same manner as the giving of notices.

3. **Service:** Temporary failure of the heat, electricity, air circulation, or air conditioning shall not be deemed as an eviction of the Tenant or relieve the Tenant of any rental obligation; and the Landlord shall not be liable for any short interruptions of water, heat, electrical current, gas or air incident to the making of repairs, alterations or improvements or for any failure thereof due to conditions or events not under Landlord's control, nor due to accident or strike.
4. **Liens:** Tenant agrees to keep the Demised Premises free from all liens arising out of any work performed, materials furnished or obligation incurred or other acts of or by Tenant

5. **Assignment:** The Tenant may not assign this lease or sublet the premises in whole or in part unless it first obtains the written consent of the Landlord to do so, which consent Landlord will not unreasonably withhold.
6. **Maintenance of Demised Premises:** Tenant agrees that tenant will at all times keep the Demised Premises neat, clean and in a sanitary condition and except for reasonable wear and tear, damage by fire or other unavoidable casualty, will at all times preserve said Demised Premises in as good repair as they are now or may hereafter be put into. Landlord agrees to maintain the existing heating, electrical (excluding inside lights), air circulation, air conditioning and plumbing systems and the outside of the building to include the windows, roofing and parking lot, including lighting, and to provide for the removal of ice and snow from the said premises.

Animals / pets, with the exception of certified service animals, are expressly prohibited from entering the Demised Premises leased by Tenant, including conference room and waiting areas.

Tenant will not make any alterations, additions, or improvements in or to the Demised Premises, nor disturb or modify any painting, plumbing, wiring, appliances, or equipment therein without first obtaining the Landlord's written consent. However, Tenant may make temporary installations or adjustments necessary for their use, provided these items are not affixed as permanent fixtures and are not the property of the Landlord. Tenant agrees that all other alterations, additions, and improvements shall immediately become the property of the Landlord without any obligation to provide compensation.

Tenant agrees that any and all damage resulting to the Demised Premises from the actions, inactions, or negligence from the tenant, or its customers and clients, will be cured at the Tenant's sole and separate expense. If necessitating professional qualifications, service, repair or replacement, all receipts for work completed will be provided to Landlord/Tenant to substantiate such remedial actions.

7. **Inspection:** The Landlord shall have the right to inspect said Demised Premises at all reasonable times and have the right to enter the same whenever it is reasonably necessary for the exercise of any right or privilege of the Landlord under this agreement, upon giving Tenant reasonable notice of intentions to do so.
8. **Signs:** The Tenant will not inscribe any inscription or post, place or in any way display any sign, notice, picture, placard or poster or any adverting matter whatsoever in or about the Demised Premises or the building in which Demised Premises is located without first obtaining the Landlord's written consent. Landlord will print name of Tenant on north and south entry doors, and upon the entryway to the Tenants leased Suite. Any placement of signs, notice, pictures, placard, or posters is strictly limited to the inside of the Tenants leased Suite.
9. **Unlawful Use:** Tenant agrees that Tenant will not disturb other occupants of the building within which the Demised Premises is located by making any undue or unseeming noise, smell or otherwise, including loitering, and will not do or permit to be done in or about the Demised Premises anything or any act which is / will be illegal or unlawful or which will be dangerous to life or limb. Tenant understands that there is no smoking on the property, parking lot or Demised Premises, and agrees to enforce this policy with customers, clients and staff of the respective agency.

10. **Casualty:** In the event the Demised Premises shall be destroyed or rendered untenable by fire or other unavoidable casualty, the Landlord may at its option restore said Demised Premises to its previous condition and in the meantime the monthly rental shall be wholly abated until said premises be so restored; provided, however, that the Landlord, within ten (10) days after the happening of any such casualty, may secure satisfactory temporary quarters for use by the Tenant during the period of time required for repair of the premises. If satisfactory temporary quarters cannot be provided, this agreement shall thereupon terminate and end.
11. **Insurance & Tort Claims:** Tenant warrants that it has obtained and will maintain at its expense comprehensive general liability insurance coverage for its principals and employees. The comprehensive general liability insurance shall have, at a minimum, a coverage limit of at least Three Hundred Thousand Dollars (\$300,000) per claim.

The Landlord, at its expense, shall keep all improvements on the rented premises insured against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage.

Nothing in this agreement shall limit Landlord's available remedies through the Idaho Tort Claims Act.

12. **Forfeiture:** Time is of the essence hereof and if the Tenant shall violate or breach or fail to keep or perform any covenant, agreement, term or condition of this agreement, then in such case the Landlord may at its option give thirty (30) days written notice of such breach or violation and if not corrected within the said thirty (30) day period, the Landlord may re-enter the Demised Premises. Notwithstanding any such forfeiture and re-entry, the liability of the Tenant for the full rental provided for herein shall not be extinguished. The Tenant shall pay to the Landlord all costs and expenses, including a reasonable attorney's fees, incurred by the Landlord in enforcing any of the terms of this agreement. In the event of default by either party, the defaulting party agrees to pay all costs and expenses including any attorney's fees incurred in the enforcing of the terms of this agreement.
13. **Non-Waiver:** Neither the acceptance of rental nor any act or omission of the Landlord at any time or times after the happening of any event authorizing the cancellation or forfeiture of this agreement shall operate as a waiver of any past or future violation, breach or failure to keep or perform any covenant, agreement, term or condition hereof, or to deprive the Landlord of its right to cancel or forfeit this agreement upon thirty (30) days written notice at any time that cause for cancellation or forfeiture may exist or be construed so as to at any future time stop the Landlord from promptly exercising any other option, right or remedy that it may have under any term or provision of this agreement.
14. **Default by Landlord:** In the event the Landlord fails to comply with any of the conditions or covenants on Landlord's part to be performed in accordance with the terms of this agreement, after thirty (30) days' notice by Tenant to do so, Tenant may, but shall not be obligated, to perform such covenants and conditions for and on behalf of Landlord and may deduct the cost thereof from the monthly installments of rent next falling due,

**IN WITNESS WHEREOF**, The Landlord and the Tenant have executed these presents the day and year first above written.

**LANDLORD:**

Signature: \_\_\_\_\_

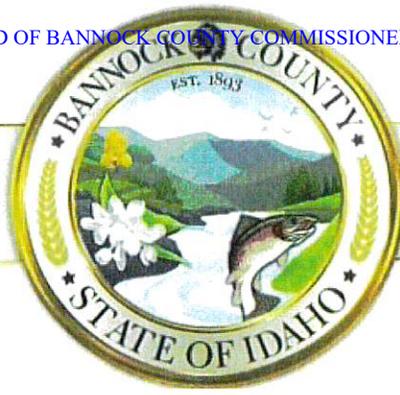
Layne Bourgeois,  
Executive Director  
Southeast Idaho Council of Governments,  
Inc.

**TENANT:**

Signature: \_\_\_\_\_

Jeff Hough  
Commissioner, Chairman  
Bannock County

BANNOCK COUNTY COMMISSIONERS  
624 E. Center, Pocatello, ID 83201  
Phone: (208) 236-7210 • Fax: (208) 234-7363



ERNIE MOSER  
Commissioner  
1st District

JEFF HOUGH  
Commissioner  
2nd District

KEN BULLOCK  
Commissioner  
3rd District

**AGENDA REQUEST FORM**

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**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.**

**Name/Department:**

Shanda Crystal/Chief Procurement Officer

**Item to be considered/background:**

Request to discuss 1) Verizon plan change savings, 2) potential approval of electronic signature to join the cooperative purchasing program Equalis Group, 3) potential signature on a change order with Teton West and 4) procurement update.

**How much time will be needed? Meeting date requested:**

10 minutes

5/27/25

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

Daniel Kendall

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:  
Date: 5/27/25 Time: \_\_\_\_\_



## MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT

This Master Intergovernmental Cooperative Purchasing Agreement (the "**Agreement**") is entered into by and between those certain government agencies that execute a Management Services Agreement ("**Lead Agencies**") with Equalis Group LLC ("**Equalis Group**") to be appended and made a part hereof and such other public agencies, non-profit organizations, and businesses (each a "**Purchasing Group Member**") who register to participate in the cooperative purchasing programs administered by Equalis Group and its affiliates and subsidiaries (collectively, "**Equalis Group Purchasing Program**") by either registering on an Equalis Group Purchasing Program website (such as [www.equalisgroup.org](http://www.equalisgroup.org)) or by executing a copy of this Agreement.

### RECITALS

**WHEREAS**, after a competitive solicitation and selection process conducted by Lead Agencies, Lead Agencies enter into master agreements ("**Master Agreements**") with awarded suppliers to provide a variety of goods, products, and services ("**Products**") to the applicable Lead Agency and Purchasing Group Members;

**WHEREAS**, Master Agreements are made available to Purchasing Group Members by Lead Agencies through the Equalis Group Purchasing Program and provide that Purchasing Group Members may voluntarily purchase Products on the same terms, conditions, and pricing as the Lead Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

**WHEREAS**, in addition to Master Agreements, the Equalis Group Purchasing Program may from time to time offer Purchasing Group Members the opportunity to acquire Products through other group purchasing agreements.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein and of the mutual benefits to result, the parties hereto agree as follows:

1. Each party will facilitate the cooperative procurement of Products.
2. The procurement of Products by Purchasing Group Member party to this Agreement shall be conducted in accordance with and subject to the relevant federal, state, and local statutes, ordinances, rules, and regulations that govern Purchasing Group Member's procurement practices.
3. The cooperative use of Master Agreements and other group purchasing agreements shall be conducted in accordance with the terms and conditions of such agreements, except as modification of those terms and conditions is otherwise allowed or required by applicable federal, state, or local law.
4. The Lead Agencies will make available, upon reasonable request and subject to convenience, information about Master Agreements which may assist in facilitating and improving the procurement of Products by the Purchasing Group Member.
5. Purchasing Group Member agrees that Equalis Group Purchasing Program may provide access to group purchasing organization ("**GPO**") agreements directly or indirectly by enrolling Purchasing Group Member in another GPO's purchasing program; provided that the purchase of Products shall be at Purchasing Group Member's sole discretion.
6. Purchasing Group Member shall make timely payments to the distributor, manufacturer, or other vendor (each a "**Supplier**") for Products procured and received through any Master Agreement or GPO group purchasing agreement (each an "**Equalis Agreement**") in accordance with the terms and conditions of this Agreement and of the Equalis Agreement, as applicable.
7. Purchasing Group Member acknowledges and agrees that Equalis Group may receive fees ("**Administrative Fees**") from Suppliers, which are typically calculated as a percentage of the dollar value of purchases made by Purchasing Group Member under an Equalis Agreement. Equalis Group's standard Administrative Fees are two percent (2%) or less. Equalis Group shall provide Purchasing Group Member with access to a listing of Equalis Agreements that provide for the payment to Equalis of



Administrative Fee in excess of three percent (3%). Additionally, Equalis Group shall provide Purchasing Group Member with access to an annual report listing Purchasing Group Member's purchases of Products through Equalis Agreements and the associated Administrative Fees received by Equalis Group.

8. Purchasing Group Member agrees that Products purchased under Equalis Agreements are for Purchasing Group Member's own use in the conduct of its business, and in no event shall Purchasing Group Member sell, resell, lease, or otherwise transfer goods purchased through Equalis Agreements to an unrelated third party unless expressly permitted by the terms of the applicable Equalis Agreement.
9. Payment for Products and inspections and acceptance of Products ordered by Purchasing Group Member shall be the exclusive obligation of Purchasing Group Member. Disputes between Purchasing Group Member and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by Purchasing Group Member and the Supplier. The exercise of any rights or remedies by Purchasing Group Member shall be the exclusive obligation of Purchasing Group Member.
10. Purchasing Group Member shall not use this Agreement or the terms and conditions of any Equalis Agreement as a method for obtaining additional concessions or reduced prices for similar products or services.
11. Purchasing Group Member shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a party procuring Products under this Agreement. Without limiting the generality of the foregoing, Equalis Group Purchasing Program makes no representations or warranties regarding any Product or Equalis Agreement and shall have no liability for any act or omission by a Supplier or other party under an Equalis Agreement.
12. This Agreement shall remain in effect unless terminated by one party giving thirty (30) days' written notice to the other party. The provisions of **Sections 5, 6, 7, 8, and 9** hereof shall survive any such termination.
13. If any term or provision of this Agreement is held invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction.
14. This Agreement and the rights and obligations hereunder may not be assignable by either party hereto without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned, or delayed, provided, however, that Purchasing Group Member and Equalis Group may assign their respective rights and obligations under this Agreement without the consent of the other party in the event either Purchasing Group Member or Equalis Group shall hereafter effect a corporate reorganization, consolidation, merger, merge into, sell to, or transfer all or substantially all of its properties or assets to another entity. Subject to the preceding sentence, this Agreement will be binding upon, inure to the benefit of, and be enforceable by the parties and their respective successors and assigns. Any instrument purporting to make an assignment in violation of this **Section 14** will be null and void.
15. This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties to this Agreement with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.
16. Equalis shall not be liable to Purchasing Group for any action, or failure to take action, of a Supplier in connection with the performance of Supplier's obligations under an Equalis Agreement.
17. Each party to this Agreement acknowledges it has read the Agreement and represents and warrants that it has the necessary legal authority and is legally authorized to execute and enter into this Agreement.
18. This Agreement shall take effect upon Purchasing Group Member (i) executing a copy of this Agreement, or (ii) registering on an Equalis Group Purchasing Program website.



The easiest way to complete this form is to visit: [www.equalisgroup.org/member-registration](http://www.equalisgroup.org/member-registration). You may also fill out this form electronically, print and sign it, then scan and email the fully completed document to [membership@equalisgroup.org](mailto:membership@equalisgroup.org).

Agency Information			
Agency Name:	Bannock County		
Agency Type:	Government - County		
Agency Department:	Other		
Street Address:	624 East Center, Room 101		
City / St / Zip:	Pocatello	Idaho	83201
Phone #:	(208) 236-7210		
Federal Tax ID:	82-6000279		
Website URL:	www.bannockcounty.gov		

Primary Contact Information	
Name:	Shanda Crystal
Title:	Chief Procurement Officer
Phone #:	(208) 236-7214
Email:	shandac@bannockcounty.gov
Which contract(s) are you interested in?:	

IN WITNESS WHEREOF, I hereby acknowledge, on behalf of          Bannock County         , that I have read and agreed to the general terms and conditions set forth in the Equalis Group Master Intergovernmental Purchasing Agreement.

Authorized Signator	
Name:	Shanda Crystal
Title:	Chief Procurement Officer
Date:	May 27, 2025

Signed: \_\_\_\_\_



# Change Order

Order#: 3

Order Date: 05/20/2025

License: RCE7170

PO Box 176  
Rigby ID 83442  
(208) 356-7979

**To:** Bannock County  
624 East Center, Room 101  
Pocatello ID 83201

**Project:** 24152  
Bannock County Exhibit Hall  
624 East Center, Room 101  
Pocatello ID 83201

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract

Plans Attached

**Ordered By:**

**Customer Order:**

Specifications Attached

Description of Work	Amount
Added 16x16x6" apron with #4 rebar 24" o.c.	2,684.00
OH&P	268.40

### Notes

Negative changes will lower the overall contract price requiring no additional payment by owner.

**Approved Amount of Change**

**2,952.40**

The original Contract Sum was .....	612,091.00
Net change by previous Change Orders .....	2,805.00
The Contract Sum prior to this Change Order .....	614,896.00
The Contract Sum will be changed by this Change Order .....	2,952.40
The new Contract Sum including this Change Order will be .....	617,848.40
The Contract Time will be changed by .....	10 Days

Owner \_\_\_\_\_

*Jeff Hough*

Date 5/27/25

Contractor \_\_\_\_\_

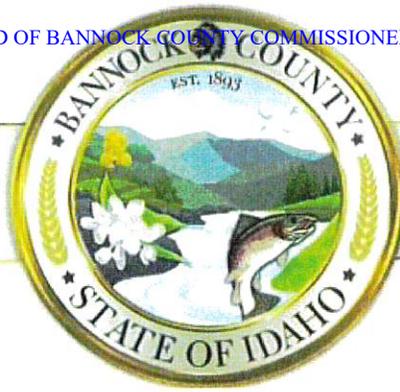
Ammon Bingham

Digitally signed by Ammon Bingham  
DN: cn=US, email=ammon@tetonweststeel.com, cn=Teton West of Idaho, c=US, o=Project Manager, cn=Ammon Bingham  
Reason: I am approving this document  
Date: 2025.05.20 07:41:29 -0600

Date \_\_\_\_\_

5/8/2025		Bids in progress	Active Bids	Closed Bids	Projects in progress	Projects Completed
		3	0	13	0	13
Active	Department	Description	Budget Allocated	Status Update	Procurement Metrics	
In Progress	Commission	Roof Architectural Services	\$			
In Progress	Ambulance	(3) Power Load Devices	\$	5/12 sent draft to dept for review; 5/9 received final estimate; 5/2 sent a contract use for to dept for review		
In Progress	Public Works	Engineer Pool		Team is reviewing possibilities for ways to award contract		
No	Road & Bridge	Chip Seal Aggregate	\$200,000	5/1 Bids open & under advisement; 4/30 bids are due; 4/4 bid goes live		
No	Road & Bridge	Road Striping & Paint	\$320,000	4/25 BOCC awarded contract to Idaho Traffic Safety		
No	Road & Bridge	Road Oil	\$713,255	4/14 approved piggyback PCHD contract with Idaho Asphalt Supply		
No	Detention Center	Diesel Generator/Fuel Tank	\$300,000 Project total	4/10 approved piggyback Sourcewell contract with Western States		
No	Road & Bridge	Hot Mix Asphalt	\$742,500	4/14 approved piggyback City of Pocatello contract with Mickelsen Construction, Inc		
No	Detention Center	Diesel Generator Installation	\$300,000 Project total	3/27 BOCC awarded contract to Pro Builders		
No	Road & Bridge	Magnesium Chloride	\$170,000	3/7 approved piggyback PCHD contract with Road Solutions, LLC		
No	Noxious Weed	Noxious Weed Chemicals	\$190,000	2/20 approved piggyback state contract with Wilbur Ellis		

\* Project in progress



BANNOCK COUNTY COMMISSIONERS  
624 E. Center, Pocatello, ID 83201  
Phone: (208) 236-7210 • Fax: (208) 236-7363

ERNIE MOSER  
Commissioner  
1st District

JEFF HOUGH  
Commissioner  
2nd District

KEN BULLOCK  
Commissioner  
3rd District

**AGENDA REQUEST FORM**

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**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.**

**Name/Department:**

Matthew K. Phillips / HR and Risk Management

**Item to be considered/background:**

To continue utilizing Idaho State University interns through their CPI program, request signature of updated memorandum of understanding (MOU) with ISU CPI.

**How much time will be needed? Meeting date requested:**

5 minutes

5/27/25

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

Please include any supporting documents with your Agenda Session Request Form.

Commissioner Office Only:  
Date: 5/27/25 Time: \_\_\_\_\_



## Career Path Internship Agreement Off-Site Work: Government Entity

This Career Path Internship Agreement ("Agreement") between Idaho State University, on behalf of its Career Path Internship Program, located at 921 S. 8th Ave., Stop 8108, Pocatello, ID 83209 (the "Program") and Bannock County located at 624 E. Center St, Pocatello, ID 83201 (the "Work Site") (each individually, a "Party," and collectively, the "Parties"), takes effect on 5/27/2025 ("Effective Date").

### Background

- ISU provides opportunities for students to work as interns in positions concomitant with their academic and professional interests.
- The Career Path Internship Program was developed to enhance student success by giving students hands-on experience to enhance their job readiness skills.
- Students are encouraged to hold off-campus internship positions to gain a paraprofessional experience that they may not otherwise have.

### Agreement

In consideration of the promises and conditions contained herein, and for other valuable consideration, the receipt and sufficiency of which are acknowledged by ISU and the Work Site, the Parties mutually agree as follows:

#### 1. Duties and Responsibilities of ISU:

- 1.1. ISU will organize and coordinate the student internship program, which will provide ISU students with internship positions with the Work Site.
- 1.2. ISU will certify the academic eligibility of students registering for internship positions. Each student intern will have the educational background and skills required and will meet departmental requirements for participation. ISU does not guarantee completion of the internship by the student intern nor the quality of work of the student intern.
- 1.3. ISU will designate a faculty supervisor for each student intern. The faculty supervisor shall serve as a liaison to better foster communication, expectations, and cooperative efforts between the Parties.
- 1.4. ISU is a governmental entity and as such, maintains coverage through the State of
  - 1.4.1. Idaho's Risk Management Division Self-retained Risk Program (see Idaho Tort Claims Act, [§6-901 - §6-929](#)).
- 1.5. ISU represents that it is an equal opportunity employer and prohibits unlawful discrimination, harassment, and retaliation.
- 1.6. ISU agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents or employees to the full extent required by law. ISU agrees to maintain reasonable coverage for such liabilities either through commercial insurance or a reasonable self-insurance mechanism, and the nature of such insurance coverage or self-insurance mechanism will be reasonably provided to the other party upon request.



**Idaho State  
University**

## 2. Duties and Responsibilities of the Work Site:

- 2.1. Work Site agrees to prepare a position description that specifies the duties and responsibilities of the position so that ISU can determine the suitability of the students to the position and to determine the suitability of the internship for academic credit.
- 2.2. Work Site agrees to provide each student intern workspace and resources sufficient for the student intern to complete all internship assignments. Work Site shall give each student intern an opportunity to perform a variety of tasks within the position description in order for the student intern to acquire and practice various skills.
- 2.3. Work Site agrees to provide all necessary work orientation, training, supervision, and evaluations. Work Site will provide a safe work environment and adhere to all applicable laws and regulations.
- 2.4. Work Site agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents or employees to the full extent required by law. Work Site agrees to maintain reasonable coverage for such liabilities either through commercial insurance or a reasonable self-insurance mechanism, and the nature of such insurance coverage or self-insurance mechanism will be reasonably provided to the other party upon request.
- 2.5. Work Site agrees to keep an accurate account of each hour that a student has worked and provide such records upon ISU's request.
- 2.6. Work Site agrees to designate an individual who will serve as the liaison with ISU and each student intern.
- 2.7. Work Site represents that it is an equal opportunity employer and prohibits unlawful discrimination, harassment, and retaliation.

## 3. General Terms and Conditions:

- 3.1. Either Party can terminate this Agreement by giving thirty (30) days' notice in writing. Should the Work Site wish to terminate this Agreement prior to the completion of the semester term, any student intern(s) shall have the opportunity to complete their internship.
- 3.2. Either Party can require the withdrawal or dismissal of any student intern if his/her performance record or conduct does not justify continuance.
- 3.3. Any notice required or permitted to be given under this Agreement is sufficient if made in writing and sent by first class mail, postage prepaid, to the address of the other party as set forth below or other address that the parties may later designate in writing.

<b>Program Notification Address:</b>	<b>Facility Notification Address:</b>
Idaho State University	Contact Name: Matthew K. Phillips
General Counsel	Contact Title: HR & Risk Management Director
921 S. 8 <sup>th</sup> Ave., Stop 8410	Street Address: 624 E. Center St., Room 214
Pocatello, ID 83209-8410	City/Town: Pocatello, ID 83201

- 3.4. The laws of the State of Idaho will govern the validity of this agreement and its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in Bannock County.
- 3.5. Neither Party shall assign or subcontract any portion of its rights or obligations under this Agreement without the prior written consent of the other Party, which consent may be withheld for any reason or no reason at all.



# Idaho State University

- 3.6. The failure by any Party to insist upon the strict performance of any term or condition of this Agreement, or to exercise any rights or remedy consequent upon a breach thereof, shall not constitute a waiver of any such breach or of such, or any other, term or condition. No waiver shall affect or alter the remainder of this Agreement, but each and every other term and condition hereof shall continue in full force and effect with respect to any other then existing or subsequently occurring breach.
- 3.7. Each Party is an independent party and shall not be considered, nor represent itself as, a joint venture, partner, or agent of the other Party. This Agreement shall not create any rights in or inure to the benefit of any third-parties other than the student interns.
- 3.8. This Agreement supersedes any other document, or other oral or written understanding that the Parties may have negotiated. This Agreement may only be modified by a writing signed by both Parties.

*To express the parties' intent to be bound by the terms of this Agreement they have executed this document on the dates set forth below.*

Signed:

Career Path Internship Program

Facility:

IDAHO STATE UNIVERSITY

Bannock County

By:   
 Dr. Craig M. Chatriand  
 VP for Student Affairs

By: \_\_\_\_\_  
 Printed Name: Jeff Hough  
 Title: Commissioner Chair

Date: 5/27/2025

Date: May 27, 2025

Agreement invalid unless signed by all required parties

BANNOCK COUNTY COMMISSIONERS  
624 E. Center, Pocatello, ID 83201  
Phone: (208) 236-7210 • Fax: (208) 234-7363



ERNIE MOSER  
Commissioner  
1st District

JEFF HOUGH  
Commissioner  
2nd District

KEN BULLOCK  
Commissioner  
3rd District

**AGENDA REQUEST FORM**

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**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.**

**Name/Department:**

Matthew K. Phillips / HR and Risk Management

**Item to be considered/background:**

So intern can begin in the Prosecutor office, requesting signing Affiliation Agreement with Weber State University, & approval for supervisor to sign intern agreement.

**How much time will be needed? Meeting date requested:**

5 minutes

5/27/25

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

Jon Radford, Chief Deputy Prosecutor

**Please include any supporting documents with your Agenda Session Request Form.**

Commissioner Office Only:

Date: 5/27/25 Time: \_\_\_\_\_



# WEBER STATE UNIVERSITY

Updated 7.3.24

## Internship Agreement

Internships are designed to provide students with a professional experience in their field of study that is aligned with their major and/or career goals.

**Weber State University's definition and criteria for internships are based on the National Association of Colleges and Employers (NACE) definition and criteria.**

<https://www.naceweb.org/internships>

<p><b>Weber State University Definition:</b> An internship is defined as experiential education where students combine classroom learning with practical skills and application, within a professional workplace setting. Students may earn academic credit for their declared major when the learning that takes place during an internship is related to their major and/or career interests.</p> <p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>● <b>Skill Development:</b> The internship requires students to use skills relevant to their field.</li> <li>● <b>Workplace Skills Competencies:</b> The internship will provide opportunities to develop one or more of the following NACE Career Competencies: <ul style="list-style-type: none"> <li>○ Career and Self-development</li> <li>○ Critical Thinking</li> <li>○ Communications</li> <li>○ Leadership</li> <li>○ Professionalism</li> <li>○ Teamwork</li> <li>○ Technology</li> </ul> </li> <li>● <b>Career Exploration:</b> The internship must be relevant to the student's field of study.</li> </ul>	<p><b>Criteria:</b></p> <ul style="list-style-type: none"> <li>● <b>Set timeline:</b> Internships tend to be project-based and may not have clearly designated start and end dates. If necessary, faculty should work with students to align the internship and course timing.</li> <li>● <b>Location:</b> Internships may be located on-site with the employer, embedded within the company. Internships may also be done remotely, working with an employer virtually. Internships may also be on-campus with an on-campus employer</li> <li>● <b>Assessment:</b> The internship must have learning outcomes related to the student's professional growth as well as academic coursework approved either by the faculty member overseeing the internship course or the supervisor of the internship.</li> <li>● <b>Credit:</b> Students may or may not receive course credit for their internship. Requirements for receiving credit may vary from major to major.</li> <li>● <b>Compensation:</b> Students may be paid or unpaid. If unpaid, employers need to follow established guidelines set forth by the <a href="#">FLSA</a></li> </ul>
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### Intern Responsibilities:

- Be fully engaged by collaborating with your supervisor/mentor in creating learning outcomes and complete all tasks agreed upon, as outlined in this Internship Agreement.
- Maintain professionalism including honesty, punctuality, courtesy, a cooperative attitude, appropriate dress, a willingness to learn, and good time management. Take personal and professional responsibility for your actions and activities. You are representing yourself as well as Weber State University.
- Ask your supervisor/mentor questions if expectations are unclear. Taking time to ask questions shows you care about doing a good job.
- Take the work of your internship seriously. You will gain valuable experience and skills while working with professionals in your field.
- Be reflective and develop self-awareness about attitudes, values, behaviors, etc. that influence your progress and what you learn. This includes relating and applying the knowledge you have gained in your courses to your internship.



# WEBER STATE UNIVERSITY

Updated 7.3.24

## Supervisor/Mentor Responsibilities:

- Support the intern in developing learning objectives/goals related to their professional growth and academic coursework including providing a variety of work experiences for the student that will contribute to their education and the achievement of their career goals.
- Provide routine feedback by maintaining an open channel of communication which could be through formal and informal meetings.
- Define what success looks like so that the intern can be successful. Provide the intern with sufficient resources to complete all tasks necessary to accomplish the internship goals.
- Evaluate the student's internship performance and explain how the student's work impacts the overall efforts of the department or organization.
- Provide a safe work environment and adhere to all applicable laws and regulations.
- Encourage professionalism by assisting the intern in developing transferable skills.
- Approve the intern's hours and overview of the work performed immediately.

## Student Information

Name:

Email:

Major:

Career goals:

Internship job title:

Internship for credit (provide the course and course number):

## Supervisor/Mentor Information

Name:

Email:

Company/Department:

Job Title:

## Information to be completed together by the supervisor and student

**Provide the intern's main duties.** (The intern's duties need to be specifically related to the student's academic major, the degree the student expects to receive, and/or the student's professional aspirations.)



# WEBER STATE UNIVERSITY

## INTERNSHIP AFFILIATION AGREEMENT

*Between*

**Weber State University**

*and*

---

This Affiliation Agreement ("Agreement") is made and entered into as of the Effective Date by and between **Weber State University**, a public university of the State of Utah, located at 3848 Harrison Blvd, Ogden, Utah 84408 ("University"), and \_\_\_\_\_, located at \_\_\_\_\_ ("Agency").

### 1. Purpose

The purpose of this Agreement is to establish a cooperative relationship between the University and the Agency to provide practical educational experiences for University students ("Interns") through internships at the Agency.

### 2. Term

This Agreement shall commence on \_\_\_\_\_ and continue for a period of \_\_\_\_\_ unless terminated earlier for good cause.

### 3. Responsibilities of the University

The University agrees to:

- Select and assign qualified Interns who meet the Agency's prerequisites.
- Provide academic supervision and coordination with the Agency's internship supervisor.
- Comply with all applicable federal and state laws, including FERPA, in managing Intern-related information.

### 4. Responsibilities of the Agency

The Agency agrees to:

- Provide a suitable educational experience and a safe environment for Interns.
- Designate an on-site supervisor to coordinate and evaluate the Intern's activities.
- Provide orientation to the Intern regarding applicable policies, procedures, and responsibilities.
- Notify the University of any issues concerning the Intern's performance, conduct, or safety.
- Allow the University to conduct site visits and evaluate the program as needed.

## **5. Internship Program Structure**

- Interns will not be considered employees of the Agency and will not be entitled to compensation, benefits, or insurance from the Agency unless otherwise agreed in writing.
- Interns may be required to sign confidentiality or other agreements consistent with Agency policy.
- The Agency reserves the right to remove an Intern whose conduct or performance is unsatisfactory or detrimental to the Agency's operation, following consultation with the University.

## **6. Insurance and Liability**

Each party shall maintain appropriate insurance or self-insurance to cover its own potential liabilities under this Agreement. The University shall not be liable for injury or harm to persons or property arising out of the acts or omissions of the Agency or its employees.

## **7. Confidentiality**

Interns may have access to confidential or proprietary information. The Agency and University shall ensure that Interns are trained on confidentiality obligations and agree to maintain the confidentiality of all such information obtained during the internship.

## **8. Nondiscrimination**

Both parties shall comply with all applicable laws regarding nondiscrimination and equal opportunity, including but not limited to Title VI, Title VII, Title IX, the Americans with Disabilities Act, and the Rehabilitation Act.

## **9. General Provisions**

- **Governing Law:** This Agreement shall be governed by the laws of the State of Utah.
- **Entire Agreement:** This Agreement constitutes the entire agreement between the parties and supersedes all prior discussions or agreements.
- **Amendments:** Any amendments must be in writing and signed by authorized representatives of both parties.
- **No Third-Party Beneficiaries:** This Agreement is not intended to create rights for any third party, including Interns.

**For Weber State University**

Signature: /s/ Michelle Jeffs  
 Name: Michelle Jeffs  
 Title: Assistant Professor  
 Date: 5/21/2025

**For** Bannock County

Signature: \_\_\_\_\_  
 Name: Jeff Hough  
 Title: Commissioner, Chairman  
 Date: May 27, 2025



Provide three learning outcomes.

**Learning Outcome #1:**

**Action Steps: (What, when, where, and how will you accomplish this learning outcome)?**

**Measurement: (How will you objectively measure your success?)**

**Relevance: (Explain why this learning outcome is important to you.)**

**Learning Outcome #2:**

**Action Steps: (What, when, where, and how will you accomplish this learning outcome)?**

**Measurement: (How will you objectively measure your success?)**

**Relevance: (Explain why this learning outcome is important to you.)**

**Learning Outcome #3:**

**Action Steps: (What, when, where, and how will you accomplish this learning outcome)?**

**WEBER STATE UNIVERSITY**

Updated 7.3.24

<b>Measurement: (How will you objectively measure your success?)</b>
<b>Relevance: (Explain why this learning outcome is important to you.)</b>

## Signatures

By signing below, I acknowledge that I read the Internship Agreement in its entirety and will fulfill it to the best of my ability. We discussed the Learning Outcomes for the internship. They are appropriate for the experience and I will support the completion of these outcomes during the internship.

**Student Name****Student Signature****Date****Supervisor Name****Supervisor Signature****Date**

## BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER  
 Commissioner  
 1st District

JEFF HOUGH  
 Commissioner  
 2nd District

KEN BULLOCK  
 Commissioner  
 3rd District

## Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Kristina Davenport

Department:

Commission

Requestor Email:

kristid@bannockcounty.gov

Item(s) to be considered:

Signature on contract and approval to pay the invoice with the Museum of Clean for the annual Bannock County Employee Health Fair on October 15, 2025.

Date of meeting being requested:

05/27/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

# Museum Event Center

747 South 2nd Ave  
Pocatello, ID 83201  
Phone: 208-236-6906

Amount Paid: \$ 300-

Payment can be made by check. Please make checks payable to: Aslett Clean World Foundation

## EVENT DETAILS

Date of Event: October 15, 2025  
Hours of Event: 7:00 AM to Noon  
Client Name: Bannock County  
Address: 624 E. Center St. Room 101  
City, State, Zip: Pocatello, ID 83201  
Cell Phone Number: (208) 241-4734  
Event Contact: Kristi Davenport  
Email: kristid@bannockcounty.gov  
Type of Event: Bannock County Employee Health Fair  
Setup Date/Time: Oct. 14th from 3 to 5 p.m.  
Take Down Date/Time: Oct. 15th by 1 p.m.

## ADDITIONAL NOTES REGARDING RENTAL/EVENT AGREEMENT:

This is a Rental Agreement between the Museum of Clean Event Center (operated by Aslett Clean World Foundation) and the CLIENT for use of the Event Center. This Agreement is binding to all private, commercial, governmental, and other institutional organizations.

In order for an event to be guaranteed, the Museum Event Center must receive payment in full upon signing of the agreement unless noted otherwise.

We would like to use the tables and chairs like we did last year. Thank you.

## RENTAL DETAILS

### Large Event Space:

*Use of allotted space for 24 hours (unless otherwise noted), and use of available folding chairs/tables (seating & tables available for 150 people).*

*Event Center (65' x 117' x 15', occupancy 450) + Exterior Berm area — \$500 per day or hourly rate: \$30 per hour*

### Small Group Rental Spaces at Museum of Clean:

*\* Library (occupancy 40)*

*\* Main Level Theater (occupancy 45)*

*\* Second Level Performing Theater with stage (occupancy 80)*

*\$30 per hour (minimum of 4 hours)*

Cleaning Deposit: \$150 (refundable if cleaning list is completed).

All rentals must be paid in full 30 days before the event.

### USE OF PREMISES

- \* No tobacco use allowed anywhere on property.
- \* Alcohol allowed with proof of liquor license.
- \* No live animals (except service animals).
- \* Museum Event Center is not responsible for lost/damaged items.
- \* MOC staff may access rented premises at any time.
- \* MOC may photograph events for records and future promotion.
- \* Guest count must not exceed occupancy limits.
- \* CLIENT is responsible for any damage beyond normal wear and tear.

- \* No storage before or after the event—everything must be removed the same day.

## **CANCELLATION POLICY**

No rental fees will be refunded. Once the date is secured with a deposit, it is removed from availability.

No refunds if cancellation is due to CLIENT non-compliance.

## **CLEAN-UP RESPONSIBILITIES**

CLIENT is responsible for cleaning (sweeping, mopping), removing all trash, cleaning bathrooms, (cleaning list is located on the south wall cleaning closet door).

- \* Clear tables of decorations/linens/etc.
- \* Take down all decorations
- \* Place all trash in receptacles provided
- \* Break down and dispose of large items in outside dumpster
- \* Trash liners provided if needed

## **DAMAGES**

CLIENT is financially responsible for any damage caused by guests or vendors. Please inform all third-party vendors (caterers, DJs, etc.) of this policy.

## **EMERGENCIES**

Call 911 for medical or fire emergencies. Event Coordinator: Samantha Stoddard —  
360-608-6697

Property Manager: Kevin Gibson — 208-681-5486 (24/7 for emergencies or reporting damage)

## **INSURANCE AND LICENSES**

CLIENT must obtain general liability insurance naming *Aslett Clean World Foundation* as additional insured.

Proof of insurance due 10 days before the event.

Name of person responsible: Kristi Davenport

Insurance Certificate Date: \_\_\_\_\_

Liquor License #: N/A

Liquor License Date: N/A

**INDEMNIFICATION**

CLIENT agrees to indemnify and hold harmless the Museum Event Center and its employees from any claims or liabilities arising from CLIENT's actions or those of guests or vendors, except in cases of negligence by the Event Center.

The Event Center is not liable for loss, damage, or injury to persons or property before, during, or after the rental period. CLIENT is responsible for supervision and safety of attendees.

**SIGNATURES:**

CLIENT Signature: \_\_\_\_\_

Print Name: Jeff Hough, Bannock County Commissioner

Date: May 27, 2025

**MUSEUM EVENT CENTER Signature:**

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

In The Matter of AUTHORIZING ISSUANCE )  
 OF TAX DEED TO BANNOCK COUNTY ON )  
PROPERTY FOR UNPAID TAXES )

R.S. No 2025-34  
 May 27, 2025

### RESOLUTION

WHEREAS, concerning delinquent property taxes, in accordance with Idaho Code §§63-1005 and 63-1006;

(1) An Affidavit of Compliance has been issued by the County Treasurer, Jennifer Clark,

(2) Property owners with delinquent taxes were served a Notice of Pending Issue of Tax Deed scheduled for this time; and

WHEREAS, a hearing was held on May 13, 2025, at 10:30 a.m. in the County Commissioners' Chambers, Room 212, Bannock County Courthouse for Issuance of Tax Deeds for the following properties on which delinquent taxes have not been paid and the following actions were taken:

NOW, THEREFORE, BE IT RESOLVED, that, in accordance with Idaho Code §63-1006, the County Treasurer, Jennifer Clark, is hereby authorized to issue Tax Deed on the following properties:

<b>NAME</b>	<b>PARCEL</b>
Don Hayden Bare ground	RPR3803013208
John Hedges and Hugh Hadley Bare ground	RPRPCPP124800
Mable and Charles Moore Bare ground	RPR4013007013
Post Co – Post Register c/o Jack Brady Bare ground	RPRPPOC309800
Ronald Swallow and Frederick Lyon Bare ground	RPRPIN3000800

and

BE IT FURTHER RESOLVED, that the following actions were made:

Bret Coulson, for parcel RPRPPLR000300 located at 1373 Spaulding Ln, Pocatello, ID 83201, was granted a 60-day extension to sell the property and all the interest for the 2021-2024 taxes will be waived upon closing.

Larry Hill, for parcel RPRPHIV000200 located at 3511 Hawthorne Rd, Pocatello, ID 83201, was approved to begin making minimum monthly payments of \$350 beginning in June, and the interest will be waived, provided that payments are never missed two months in a row.

Mark Neeley, for parcel RPRPHRV002300 located at 974 McKinley Ave., Unit B, Pocatello, ID 83201, will have the 2021 interest waived upon payment of the 2021 taxes.

Margaret Small, for parcel RPRPSTC000300 located at 499 Pebble Ln, Pocatello, ID 83204, was granted a 60-day extension to pay the 2021 taxes and the 2021 interest will be waived.

IT IS HEREBY ORDERED that the County Treasurer, Jennifer Clark, is hereby authorized to waive interest on the above properties if they satisfy the above payments.

BOARD OF BANNOCK COUNTY COMMISSIONERS

\_\_\_\_\_  
Jeff Hough, Chair

\_\_\_\_\_  
Ernie Moser, Member

\_\_\_\_\_  
Ken Bullock, Member

ATTEST: \_\_\_\_\_  
Jason C. Dixon, Clerk

STATE OF IDAHO  
DEPARTMENT OF WATER RESOURCES

**CHANGE IN ADDRESS**

This form can be used to notify the Department of a change in address of the owners of record for the listed water rights.  
*(Please print or type)*

Water Right Number(s): 29-13466

Name(s): Bannock County

Old Mailing Address: PO Box 4055

Pocatello, Idaho 83205

New Mailing Address: 624 E. Center St., room 101

Pocatello, Idaho 83201

Telephone Number: 208-236-7210

Email: commission@bannockcounty.gov

Signature(s) of Owner(s) \_\_\_\_\_

*Commissioner, Chairman*

(Include your title if on behalf of company or organization.)

Date: May 27, 2025

Send a signed original to your closest regional office:

IDWR Northern Region  
7600 N. Mineral Dr., Suite 100  
Coeur d'Alene, ID 83815-7763  
(208) 762-2800

IDWR Western Region  
2735 Airport Way  
Boise, ID 83705-5082  
(208) 334-2190

IDWR Eastern Region  
900 N. Skyline Dr., Suite A  
Idaho Falls, ID 83402-1718  
(208) 525-7161

IDWR Southern Region  
650 Addison Ave W, Suite 500  
Twin Falls, ID 83301-5858  
(208) 736-3033



**BANNOCK COUNTY COMMISSIONERS**  
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**ERNIE MOSER**  
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**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.**

**Name/Department:**

Tereca Argyle / Sheriff's Office

**Item to be considered/background:**

FY2025 (4 of 5) Vehicle Lease Schedules - Need Signatures

**How much time will be needed? Meeting date requested:**

Signature Only

5/27/25

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

N/A- Signature Only-If needed, Kristi Klauser will be available to answer any questions

**Please include any supporting documents with your Agenda Session Request Form.**

Commissioner Office Only:  
Date: 5/27/25 Time: \_\_\_\_\_



OPEN-END LEASE SCHEDULE

The following vehicle is hereby added to the Master Lease Agreement Open-End Lease dated 09/16/2020, (the "Master Lease Agreement") between The Bancorp Bank, National Association (formerly known as The Bancorp Bank) (Lessor) and Bannock County (Lessee).

Date 05/20/2025

Customer & Unit #s 21598 - TBD

Year, Make & Model	VIN	Garaging Address
2025 Chevrolet Tahoe PPV (Police) 4WD PPV	[REDACTED]	624 East Center Street STE 101 Pocatello, ID 83201 Bannock County

Exterior Color	Interior Color	Optional Equipment	State of Registration	Est. Annual Mileage
White	Black	Emergency Response Equipment, Graphics, Radio	ID	Unlimited

Term & Frequency	<u>5</u> Annual	Security Deposit	\$0.00
Original Value	\$80,757.53	Down Payment	\$0.00
Base Payment	\$18,225.05	Termination Value	\$1.00
Sales / Use Tax	Exempt	Estimated Initial Tax & Tags	Exempt
Total Periodic Annual Payment	\$18,225.05	Interim Rent	\$0.00

Additional Terms and Conditions:

These lease payments are based on current manufacturer price and production information. The timing of production and final costs are not guaranteed by The Bancorp and are subject to change prior to delivery.

LESSEE	Bannock County	Signature	_____
Signature	_____	Title	<u>Commissioner</u>
Title	<u>Commissioner, Chairman</u>		<u>5/27/25</u>
Signature	_____	LESSOR	The Bancorp Bank, National Association
Title	<u>Commissioner</u>	Signature	_____
		Title	_____



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Base Payment	<u>\$18,225.05</u>	Termination Value	<u>\$1.00</u>
Sales / Use Tax	<u>Exempt</u>	Estimated Initial Tax & Tags	<u>Exempt</u>
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LESSEE Bannock County	Signature _____
Signature _____	Title <u>Commissioner</u>
Title <u>Commissioner, Chairman</u>	<u>5/27/25</u>
Signature _____	LESSOR The Bancorp Bank, National Association
Title <u>Commissioner</u>	Signature _____
	Title _____



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Sales / Use Tax	<u>Exempt</u>	Estimated Initial Tax & Tags	<u>Exempt</u>
Total Periodic Annual Payment	<u>\$18,225.05</u>	Interim Rent	<u>\$0.00</u>

Additional Terms and Conditions:

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LESSEE	Bannock County	Signature	_____
Signature	_____	Title	<u>Commissioner</u>
Title	<u>Commissioner, Chairman</u>		<u>5/27/25</u>
Signature	_____	LESSOR	The Bancorp Bank, National Association
Title	<u>Commissioner</u>	Signature	_____
		Title	_____



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Term & Frequency	<u>5</u> Annual	Security Deposit	<u>\$0.00</u>
Original Value	<u>\$80,757.53</u>	Down Payment	<u>\$0.00</u>
Base Payment	<u>\$18,225.05</u>	Termination Value	<u>\$1.00</u>
Sales / Use Tax	<u>Exempt</u>	Estimated Initial Tax & Tags	<u>Exempt</u>
Total Periodic Annual Payment	<u>\$18,225.05</u>	Interim Rent	<u>\$0.00</u>

Additional Terms and Conditions:

These lease payments are based on current manufacturer price and production information. The timing of production and final costs are not guaranteed by The Bancorp and are subject to change prior to delivery.

LESSEE	Bannock County	Signature	_____
Signature	_____	Title	<u>Commissioner</u>
Title	<u>Commissioner, Chairman</u>		<u>5/27/25</u>
Signature	_____	LESSOR	The Bancorp Bank, National Association
Title	<u>Commissioner</u>	Signature	_____
		Title	_____

# Memorandum



TO: Kristi Davenport  
 DATE: May 13, 2025  
 RE: Excess Office Furniture

The following items were recently used by Court Administration, Courtrooms, and various court staff. We have offered other County employees the opportunity to utilize excess furniture via Steve Harrison. This is what remains and is no longer needed.

- 1 Filing Cabinet
- 2 Storage Cabinets
- None of these items have asset stickers or numbers

## BANNOCK COUNTY COMMISSIONERS

\_\_\_\_\_  
 Chairman

\_\_\_\_\_  
 Commissioner

\_\_\_\_\_  
 Commissioner

Respectfully,

A handwritten signature in black ink, appearing to read "Lacy Parker".

Lacy Parker  
 Deputy Trial Court Administrator



**BOARD OF BANNOCK COUNTY COMMISSIONERS  
MINUTES CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the date(s) of May 8, 13, and 15, 2025, as approved during the meeting of May 27, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS

\_\_\_\_\_  
Jeff Hough, Chair

\_\_\_\_\_  
Ernie Moser, Member

\_\_\_\_\_  
Ken Bullock, Member

ATTEST:

\_\_\_\_\_  
Jason C. Dixon, Clerk



## MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

### Meeting Details

Date of Meeting:	Thursday, May 8, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon (1:30 pm)
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Jon Radford, and HR Director Matt Phillips

### Agenda Details

AGENDA	
	Business and Claims Meeting (action item)
	<b>Agenda:</b>
1	<ul style="list-style-type: none"> <li>Ashley Bringhurst, D6 Treatment, seeking approval of and signature on Non-appropriation Agreement and Acknowledgement for a copier from Dex Imaging (requested 10 minutes) (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>Dillon Evans, Solid Waste, requesting a signature on a Temporary Access License Agreement (requesting 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Daniel Kendall, Chief Building Officer, providing a monthly facilities update</li> </ul>
4	<ul style="list-style-type: none"> <li>Kiel Burmester, Public Works, providing a monthly Public Works update</li> </ul>
5	<ul style="list-style-type: none"> <li>Shanda Crystal, Procurement, requesting to discuss (1) a potential signature on Change Order #4 with Headwaters, and (2) presenting a procurement update (requesting 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Scott Crowther, Event Center/Wellness Complex, regarding (1) approval of and signature on a rental agreement for Load 'Em in the Dark, (2) discussion about lawn mowers, and (3) Executive Session under Idaho Codes §§74-206(1)(a), (b), and (e) regarding personnel and to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations respectively with potential action following adjournment of Executive Session (requested 20 minutes) (potential action item)</li> </ul>
7	<ul style="list-style-type: none"> <li>(AMEND) Ratify letter of Notice of potential withdrawal from Urban Renewal Districts (action item)</li> </ul>
8	<b>Claims Agenda:</b> <ul style="list-style-type: none"> <li>Board of Ambulance District: Invoices and Commissioner Report</li> <li>Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li> <li>Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>Payroll Report</li> <li>Alcohol Licenses and Permits</li> <li>Certificate of Residency Approval</li> <li>Mileage Reimbursement Requests</li> <li>Technology Request Form</li> <li>Memorandum Authorization for Accounts Payable</li> <li>Cardholder User Agreement and Authorization</li> </ul>
9	USDA Forest Service Update
10	Meeting to discuss Community Infrastructure District Act
11	Master Plan Discussion (potential action item)

## Meeting Notes

- 1 8:59 AM Hough called the meeting to order. Moser moved to approve the amended agenda. The motion passed.  
  
9:00 AM Bringhurst reviewed the proposed lease. Discussion ensued on purchasing a copier. Bringhurst will look into purchase versus lease.
- 2 9:08 AM Evans reviewed the need for the access agreement. Moser moved to approve the agreement with the LDS church. The motion passed.
- 3 9:09 AM Management Assistant Kristi Davenport appeared and gave building updates.
- 4 9:13 AM Burmester gave updates on Public Works projects.
- 5 9:21 AM Crystal clarified, for the change order discussed last week, that the insulation was in the specs, but was not a required element of the bid. Moser moved to approve the Headwaters Change Order. The motion passed.  
9:23 AM Crystal gave updates on procurement projects.
- 6 9:24 AM Chris Freed also appeared. Crowther discussed that the stall rentals are part of the contract for Load 'Em in the Dark. Bullock moved to approve the agreement. The motion passed.  
9:27 AM Jason Murdock also appeared. Crowther reviewed the maintenance that has been done on the lawn mowers. After the winter maintenance, they were ran once and died. They worked out a deal with Ken's Rec World to trade the rundown mowers towards new ones. Funding was discussed. Moser moved to approve the purchase of three mowers and trade in the others. The motion passed.  
9:39 AM Hough moved to enter into executive session under Idaho Code §§74-206(1)(a), (b), and (e) regarding personnel and to consider preliminary negotiations. The motion passed by roll call vote. 9:57 AM Hough moved to exit executive session. The motion passed.
- 7 9:57 AM Hough reviewed the letter. Bullock moved to ratify signature on the letter. The motion passed.
- 8 9:58 AM The claims agenda included invoices, Commission reports, salary forms, payroll report, certificates of residency, mileage reimbursement request, technology request, and cardholder agreement. Bullock moved to approve the items on the consent agenda. The motion passed.
- 9 10:03 AM Chris Colt, Interim District Ranger, and Fire Staff Officer Mike Johnston appeared. Colt reviewed current projects.  
10:07 AM Johnston manages fire crews and reviewed staffing, agreements, and the fire season outlook, which is a slightly elevated potential for high fire danger, but there are a lot of variables.  
10:15 AM Blaine Newman, BLM, introduced Brice Anderson as the new BLM contact.  
10:16 AM OEM Director Wes Jones reviewed agency interaction and the CWPP.
- 10 10:30 AM Among those present were Planning Director Hal Jensen, Assistant Planning Director Tristan Bourquin, Attorney Stephanie Bonney, Pioneer Capital Ventures Partner Matt Loo, and Pioneer Capital Ventures CEO Paul Baker. Baker explained they are looking to do a resort project and want to discuss some tools available in Idaho. He projects 900 jobs, and it will bring in a lot of tourism dollars. Loo has done similar projects near St. George.  
Bonney has represented governments and solid waste districts. The original tool for projects like this was local improvement districts. She explained the CID is essentially financial work, and will allow a single assessment to pay for multiple pieces of infrastructure. Outstanding bonds are limited to 9%. Also, with voter approval, a general obligation bond can be done. A large amount of disclosure is required to buyers. The CID would obtain the financing. The infrastructure is dedicated to a public entity. The CID is empowered to issue assessments for bond payment collection or they can enter a contract with the County.

Everything would be done in conjunction with Planning and Development with plans being approved through them. The governing board of the CID would be three members from the underlying governing board where the CID is created. The CID is a separate political subdivision. Projects must be within an ACI. Questions were addressed and examples of other projects were given. The project would be investigated by a financial company. There will be no cost to the County.

- 11 1:33 PM Planning Director Hal Jensen, Public Works Director Kiel Burmester, Assistant Public Works Director Buddy Romriell, Coroner Torey Danner, Procurement Officer Shanda Crystal, and Comptroller Kristi Klauser were present. Discussion ensued on office location, estimates, funding, timeline possibilities, and giving time for Kendall to finish current projects. Procurement and potential phases were reviewed. Concerns were relayed for time estimation, and that costs always seem to get higher with change orders. The urgency includes a need for the public hearing room and Coroner space.  
 1:57 PM The Road and Bridge roof can be started along with the coroner design. Klauser will look into the reserve numbers to finalize a budget. Tentatively, the coroner build will begin in October and Road and Bridge next spring. This project will not increase taxes.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda.	Clerk
D6 explore copier purchase.	D6
Approved LDS temporary access license.	Landfill
Approved Change Order #4 with Headwaters Construction for YDC building.	Procurement
Approved Load 'em in the Dark contract, mower purchase with trade-in, and entry/exit executive session – personnel/negotiations.	Parks and Rec
Ratified signature on letter regarding withdrawing from urban renewal district.	Commission
Approved reports, salary forms, residency applications, mileage reimbursement, technology request and cardholder agreement.	Auditing/Clerk/Resolution



## MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

### Meeting Details

Date of Meeting:	Tuesday, May 13, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen and HR Director Matt Phillips

### Agenda Details

AGENDA	
	<b>Business Meeting (action items)</b>
	<b>Agenda:</b>
1	<ul style="list-style-type: none"> <li>Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>Tony Manu, Sheriff, request approval to send forfeiture items to PrimeTime Auctions (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Approval of the (1) Bannock County Board of Commissioners Quarterly Jail Inspection, held at the Bannock County Juvenile Detention Center, report executed on May 6, 2025 per Idaho Code §20-622 and, (2) acceptance of the 2025 Jail Inspection performed by the Idaho Sheriff's Association on April 7, 2025 (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Discussion pertaining to approve or deny Property Tax Exemption applications (requested 10 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Shanda Crystal, Procurement, requesting to discuss a (1) recommendation to award Chip Seal Aggregate Invitation to Bid and (2) a potential signature on a contract with Pro Builders, Inc. (requested 5 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Matthew K. Phillips, Human Resources, seeking to discuss reclassification of Mechanic 3 position to Welder/Fabricator at the same pay grade prior to posting the position; possible Executive Session under Idaho Code §74-206 (1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)</li> </ul>
7	<b>CONSENT AGENDA (action items):</b> <ul style="list-style-type: none"> <li>Manual Checks</li> <li>Alcohol Licenses and Catering Permits</li> <li>Certificate of Residency Approval</li> <li>Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>Technology Forms</li> <li>Minutes: Approving meeting minutes for May 6, 2025, and certification of said minutes</li> </ul>
8	Tax Deed Hearing (action item)

### Meeting Notes

- 9:01 AM Hough called the meeting to order. There was no indigent business.

DRAFT May 13, 2025, BOCC Minutes

- 2 9:01 AM Chief Deputy Sheriff Alex Hamilton and Evidence Technician Maggie Gutierrez also appeared. Manu reviewed firearms received from asset forfeitures in criminal cases. The request is to send them to auction and the proceeds would go back to that account. Bullock moved to authorize the items go to auction. The motion passed.
- 3 9:03 AM Discussion ensued on the jail's condition, inspections, and training room. Hough moved to approve and accept the quarterly jail inspection. The motion passed.
- 4 9:06 AM Assessor Anita Hymas and Chief Deputy Assessor Randy Hobson appeared to discuss tax exemption applications.

Portneuf Greenway Foundation applied for the section of greenway on parcel RPRPCPP142109 that is owned by Go LLC and is commercial property. The Board concluded the property does not qualify for the exemption due to ownership.

9:10 AM Portneuf Health Trust applied for the PHT Health and Medical at Northgate, parcel RPRPCPP146900, as an extension of the hospital. Leasing was questioned. Legal counsel noted the definition of "hospital" is a facility which is primarily engaged in all of the following: 24 hour inpatient services for acute illness; diagnostic and therapeutic services for medical diagnosis and treatment; rehabilitation for injured, sick, and disabled persons; and obstetrical care. The Board concluded the facility operates more like a clinic without 24 hour inpatient services and that it does not qualify for the exemption.

9:12 AM Portneuf Health Trust applied for parcels RPRPPOC050502, RPRPPOC050606, RPRPPOC050703, RPRPPOC051003, and RPRPPOC051302500 at 500 South 11<sup>th</sup> Ave., owned by PHT Real Estate Holdings. The information provided states they lease 57.11% of the building to mainly health services and that no profits are derived from the leases. The majority of the Board concluded that the portion not leased, or 43% of the parcels qualify for exemption without further information.

9:14 AM Easterseals Goodwill applied for parcel RPRPCPP015400 owned by GP Partners. Legal counsel advised the property is not owned by the charitable organization. The Board concluded the property does not qualify for the exemption.

9:14 AM FMC Employee Park Inc applied for parcels RPR3853008901 and RPR3853008905. The Board concluded the property does not qualify for exemption as it is not owned by a charitable organization and people pay to use the park.

9:14 AM Idaho Youth Ranch applied for parcel RPRPFMS000800 owned by 720 Yellowstone LLC. The Board concluded the property does not qualify for exemption as it is not owned by a non-profit.

9:15 AM Portneuf Health Trust owns Center Street Ortho, parcels RPRPCPP082905 and RPRPCPP082922. It is branded as part of the Portneuf Hospital, but it is a doctors' office ran for profit and no information was provided regarding charitable services they provide. The Board concluded the parcels do not qualify for exemption.

9:15 AM Bingham Memorial Hospital applied for parcels at 850 Yellowstone and 1595 Bannock Highway, parcels RPRPFMS000300 and RPRPGOP000700. These are doctor clinics and do not meet the definition of charitable or hospital. The Board concluded the parcels do not qualify for exemption.

9:16 AM Bingham Memorial Hospital applied for 1151 Hospital Way, parcel RPRPPP2000100. The Board concluded the parcel does not qualify for exemption.

9:16 AM Portneuf Health Trust applied for Vista Primary Care on parcels RPRPVMP000300, RPRPVMP000501, and RPRPVMP000600. There is not enough information regarding charitable services. The Board concluded the parcels do not qualify for exemption.

9:16 AM Solomon's applied for exemption for parcel RPRISK2002000 owned by Marlene Kilpack Whiteside. The Board concluded the parcel does not qualify for exemption.

9:17 AM Harvest Church applied for parcels RPR4013045111, RPR4013045114, RPR4013045115, and RPR4013045116. The properties are bare land in an agricultural zone near the landfill. The Board concluded, per statute, that the bare land is taxable unless proven it is used for religious purposes, and this property does not qualify for exemption.

9:17 AM The ISU Pharmacies could provide more definitive information, but do appear to qualify for the exemption.

9:18 AM The Living Waters Christian Fellowship does qualify for the exemption for the building that was bought for church services.

9:19 AM Portneuf Health Trust applied for 1001 N 7<sup>th</sup>, LLC, on parcel RPRPPOC152800. There are leases at this property, some of which are Health West, Crisis Center, D6. The Board concluded the parcel qualifies partially for an exemption, specifically, 43% exempt.

- 5 9:21 AM Assistant Public Works Director Buddy Romriell also appeared. Crystal recommended awarding the chip seal bid to Sunroc dba Depatco for options 3 and 4, aggregate material with alternate specs. Moser moved to approve the award to Sunroc dba Departco. The motion passed.

9:26 AM Crystal recommended a contract for installation of the diesel generator to Pro Builders. Bullock moved to approve the contract with Pro Builders. The motion passed.

- 6 9:28 AM Assistant Public Works Director Buddy Romriell was also present. 9:29 AM Moser moved to enter executive session under Idaho Code §74-206 (1)(a)&(b) regarding personnel. The motion passed by roll call vote.

9:37 AM Hough moved to exit executive session. The motion passed. Discussion ensued on changing a job title to welder/fabricator. Bullock moved to reclassify the position. The motion passed.

- 7 9:38 AM The consent agenda included salary forms, alcohol licenses, certificates of residency and minutes. Moser moved to approve the consent agenda. The motion passed.

- 8 10:30 AM Chief Deputy Treasurer Misty Katsilometes and Deputy Treasurer Katy Valentine appeared for tax deed hearings for unpaid 2021 taxes. The following parcels were considered.

10:30 AM Bret Coulson appeared for parcel RPRPPLR000300 and shared he is living in Bloomington and is planning to sell the house here. Katsilometes reported the owner has been in contact with the office and has had health issues. The owner reported to her that he has a buyer for the home and that the proceeds have to be split four ways and the taxes will come out of his portion. The Treasurer recommended to give a two-month extension and waive the interest that currently sits at \$1,544.23 upon the sale of the property. Coulson relayed the house has been vacant for three years. Bullock moved to accept the Treasurer's recommendation and grant a 60-day extension to sell the house and to waive all interest for the 2021-2024 taxes upon closing for parcel RPRPPLR000300. The motion passed.

10:37 AM Katsilometes reported the owner, Don Hayden, is deceased and she is unable to locate any next of kin for parcel RPR3803013208. The owner of the mobile home that sits on the property has been notified of these matters. Moser moved for parcel RPR3803013208, as no one appeared to represent any interest in the property, that the property be taken for tax deed.

10:38 AM Katsilometes reported for parcel RPRPCPP124800 that the owners, John Hedges and Hugh Hadley, are deceased and the only next of kin located for Hadley indicated the family has no interest in the property and directed the County to take tax deed. Moser moved for parcel RPRPCPP124800 to take for tax deed as no one appears to be interested in the property. The motion passed.

10:39 AM Larry Hill appeared for parcel RPRPHIV000200. Katsilometes reported she has visited with Hill and that he can pay \$450 per month. If the County waives the interest of \$1,238.48, he'll be completely caught up in less than year. Discussion ensued on monthly payments, the amount, and that if

two payments in a row are missed, then the interest is not waived. Moser moved for parcel RPRPHIV000200 to approve a minimum monthly payment of \$350 to begin in June, and if two months in a row are missed, the interest will not be waived. The motion passed.

10:43 AM Mark Neeley appeared for parcel RPRPHRV002300. Katsilometes reviewed the property belonged to Neeley's deceased aunt. He took over the property and only got it in his name a month ago. He can pay the 2021 taxes today if \$365.80 of interest is waived today. Neeley explained problems and how he ended up with the property. There is a lady in the home that has not paid rent since 2018. Bullock moved to waive the 2021 interest upon payment of the 2021 taxes for parcel RPRPHRV002300. The motion passed.

10:47 AM Katsilometes reported that both owners are deceased and no next of kin were located for parcel RPR4013007013. This became a new parcel in 2021 from a split and is now voided for 2025 from another split. Cartographer Jeremy Messick appeared and reviewed latest change was due to an annexation and the parcel number was changed. The strip occurred from a gap in the legal descriptions after the County purchased one of the properties behind the jail. Hough moved for parcel RPR4013007013 to accept the Treasurer's recommendation and take tax deed. The motion passed.

10:50 AM Katsilometes reported she spoke to Jack Brady and he has no interest in parcel RPRPPOC309800 and he directed the County to take tax deed. Moser moved for parcel RPRPPOC309800 to take tax deed. The motion passed.

10:50 AM Margaret Small appeared for parcel RPRPSTC000300. Katsilometes reported the owner is in the process of coming up with funds and the Treasurer recommended an extension to bring the 2021 taxes current. Small requested 90 days. The total due is \$10,870.30 for the 2021 taxes and interest. Moser moved to waive the outstanding interest for 2021 upon payment of the 2021 taxes within 60 days. The motion passed.

10:53 AM Katsilometes reported the owners are deceased for parcel RPRPIN3000800. She located a next of kin for Lyon, a son, who indicated he has no interest and directed the County take tax deed. Hough moved for parcel RPRPIN3000800 to take tax deed. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved asset forfeiture firearms to be sold at auction.	Sheriff/Resolution
Approved quarterly jail inspection.	Sheriff
Reviewed tax exemption applications for qualifications.	Assessor
Approved awarding chip seal bid to Sunroc dba Depatco and contract with Pro Builders for diesel generator installation.	Sheriff/Public Works/Procurement
Approved entry/exit executive session – personnel.	Clerk/HR
Approved job title reclassification to welder/fabricator.	Public Works/HR/Payroll
Approved salary forms, alcohol licenses, certificates of residency and minutes.	Auditing/Clerk
Granted 60-day extension to sell property and waive all interest for the 2021-2024 taxes upon closing for parcel RPRPPLR000300.	Treasurer
Approved taking tax deed for parcels RPR3803013208; RPRPCPP124800; RPR4013007013; RPRPPOC309800; and RPRPIN3000800.	
Approved waiving interest and minimum monthly payments of \$350 to begin in June, and if two months in a row are missed, the interest will not be waived for parcel RPRPHIV000200.	

<p>Approved waiving 2021 interest upon payment of the 2021 taxes for parcel RPRPHRV002300.</p> <p>Approved waiving outstanding interest for 2021 upon payment of 2021 taxes within 60 days for parcel RPRPSTC000300.</p>	
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## MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

### Meeting Details

Date of Meeting:	Thursday, May 15, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Attorney Jon Radford

### Agenda Details

AGENDA	
	Business and Claims Meeting (action items)
	<b>Agenda:</b>
1	<ul style="list-style-type: none"> <li>Katy Bergholm and Melissa Gibbs, Idaho Department of Environmental Quality, annual update</li> </ul>
2	<ul style="list-style-type: none"> <li>Scott Crowther, Event Center, regarding approval of and signature on (1) Event Sponsorship Agreement with Nuclean, (2) Rental Agreement for the Idaho Interscholastic Cycling League, and (3) contract for a cornhole tournament with Rumors for Make-a-Wish (requested 10 minutes) (action items)</li> </ul>
3	<ul style="list-style-type: none"> <li>Alisse Foster, Planning and Development, requesting to discuss the process for a proposed subdivision that started with Bannock County and has since been annexed into the City of Pocatello (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Melissa Hartman, Veterans Services, seeking signature on Employment Verification Form with the National Association County Veterans Service Officers (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Read and Sign the Proclamation for the Field of Heroes (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>(AMENDED) Signature on Property Tax Exemption letters (action item)</li> </ul>
7	<b>Claims Agenda:</b> <ul style="list-style-type: none"> <li>Board of Ambulance District: Invoices and Commissioner Report</li> <li>Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li> <li>Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&amp;(b) regarding personnel with potential action following adjournment of Executive Session</li> <li>Payroll Report</li> <li>Alcohol Licenses and Permits</li> <li>Certificate of Residency Approval</li> <li>Mileage Reimbursement Requests</li> <li>Technology Request Form</li> <li>Memorandum Authorization for Accounts Payable</li> <li>Cardholder User Agreement and Authorization</li> </ul>
8	Assessor Review (potential action item)

## Meeting Notes

- 1 9:00 AM Hough called the meeting to order. Moser moved to approve the amended agenda. The motion passed.  
  
9:01 AM Bergholm reviewed the 2024 Report to Citizens, which is available online, and grants that DEQ has made to entities in the County.  
9:05 AM Gibbs reviewed air quality and rock crusher regulations. Discussion ensued on wells, septic, groundwater, community systems, and landfill remediation.
- 2 9:19 AM Alex Phillips appeared. Crowther reviewed the interscholastic bike race. Moser moved to approve the contract with Idaho Interscholastic Cycling League. The motion passed.  
  
9:21 AM Kris Miner appeared. Crowther reviewed the fee waiver request. Minor explained she owns Rumors and puts on a huge Make-a-Wish event. Crowther reviewed alcohol sales. The details will be worked out with the fee waiver to be approved.  
  
Spencer Ward appeared. Crowther explained Ward owns Nuclean and uses the Complex. Discussion ensued on restrooms, cleaning with part time personnel, contracting, sponsorship, costs, difficulty hiring cleaning positions, and proposed terms for a contract. Ward explained the company has been around for 15 years. Radford reviewed suggested changes to contract. Bullock moved to approve the agreement as will be stated in a forthcoming contract. The motion passed.
- 3 9:44 AM Planning Director Hal Jensen and Pocatello Engineer Merrill Quale also appeared. Jensen reviewed the subdivision started in Bannock County and was annexed. The developer would like to bond for the remainder of work to finish the plat. The City of Pocatello has taken over the project. City standards are being followed. Hough moved to allow the developer to enter a construction bond in order to bring the final plat for signature, knowing work is not complete under our ordinance, but will follow the City of Pocatello's ordinance. The motion passed.
- 4 9:51 AM Hartman reviewed the certificate and accreditation. Moser moved to sign the request. The motion passed.
- 5 9:55 AM Bullock read the Proclamation for Field of Heroes and the Board signed it.
- 6 9:59 AM Moser moved to sign the letters regarding tax exemption applications. The motion passed.
- 7 9:59 AM Bullock moved to approve the items on the claims agenda. The motion passed.
- 8 10:01 AM Assessor Anita Hymas, Appraiser Jason Hooker, Appraiser and System Analyst Joshua Stokes, and Garin Evans, Consulting Appraiser from Idaho State Tax Commission appeared. Hymas reported that the numbers have been finalized and the file has been sent for mailing, hopefully, next week. Residential and commercial values are going up.  
10:04 AM Hooker reviewed trends for commercial, Marshall and Swift prices were updated, and storage unit values increased. Staff has been reaching out to companies that have some of the biggest increases to open dialogue, such as PMC and Titan Center.  
10:10 AM Stokes explained that sales are gathered over the year, studied and analyzed, and a market comparison is done. The speed of value growth has slowed down, but it is still increasing. He reviewed sales by market area are not comparable to other areas. Over 80% of homes in the County value between \$200,000 to \$1 million. A typical healthy land to building ratio is 20/80 and the County's is at 22/78. New parcels, new construction, and building permits have been declining the year.  
10:28 AM Hymas reported that a public service announcement is being worked on with the PIO to get the information on the market analysis out. Evans feels County staff have done a great job presenting this information. He is reviewing the County's compliance issue. A preliminary ratio study was done, and it appears to be looking good.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda.	Clerk
Approved contract for Interscholastic Cycling League, fee waiver for Rumors' Make-a-Wish event, and to enter a contract with Nuclean for restroom cleaning.	Parks and Rec
Approved developer to enter a construction bond and finalize plat for subdivision that was annexed and now under the City of Pocatello.	Planning
Approved signature for application for accreditation as service organization representative and Proclamation for Field of Heroes.	Veterans Services
Approved signature on letters for tax exemption applications.	Commission
Approved claims agenda items.	Auditing/Clerk