



BANNOCK COUNTY COMMISSIONERS' – MEETING

Commissioners' Agenda

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.

Thursday, June 12, 2025

9:00 AM Business Meeting (action items)

Agenda:

- Tenille Call and Sadie McMorris, presenting a budget/participation request regarding a childcare program pilot for Bannock County
- Katie Avichouser, Treatment Court, presenting the Wood Court Award Letter for Fiscal Year 2026 (requested 5 minutes) (action item)
- Todd Mauger, Juvenile Justice, seeking approval of and potential signature on an Assessment Center Support Grant Award Acceptance from Idaho Department of Juvenile Corrections Idaho Millennium Income (requested 5 minutes) (action item)
- Scott Crowther, Event Center/Wellness Complex, regarding discussions pertaining to (1) accrual of comp time for Event Center Staff; requesting an increased comp limit, and (2) use of RV park or County ground for dates that Event Center Staff will work extreme hours due to back-do-back concerts, July 4th, etc. (requested 10 minutes) (action item)
- Wes Jones, Emergency Management, providing an Emergency Management update
- Dillon Evans, Solid Waste, providing a Landfill update

- Daniel Kendall, Buildings and Grounds, regarding (1) a discussion about YDC/Event Center data ports, and (2) providing a monthly facilities update (requested 10 minutes) (action item)
- Signature on Memo to dispose of an old copier that is too old to buy replacement parts for (action item)
- Signature on Resolution No. 2025-41 Authorization to Dispose Surplus Assets/Property (action item)

Claims Agenda:

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

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

CONCERNS/ISSUES REQUEST FORM

Once you have filled out this form, you can email the completed form to 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:

Phone/Email:

Tennille Call and Sadie McMorris

Concern/issue/question:

Seeking to present a budget/participation request to the Bannock County Commissioners regarding a childcare program to pilot in Bannock County.

Suggested solution?

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

Commission Office Only:

Date: 6/12/25 Department: _____

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Business Meeting Agenda Request Form

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Requestor Name:

Katie Avichouser

Department:

6th District Treatment Courts

Requestor Email:

kavichouser@idcourts.gov

Item(s) to be considered:

Wood Court Award letter for the new fiscal year, 2026. The Sixth District Wood Court Program is a court program which provides judicial oversight, treatment, community supervision/monitoring for high risk offenders as a alternative to incarceration.

Date of meeting being requested:

06/12/2025

Time requested:

5 Minutes

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

Award Acceptance

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Honorable Javier Gabiola, Jeremy Coleman, 6th District Idaho Department of Corrections Manager, an



IDAHO DEPARTMENT OF CORRECTION

We envision a safer Idaho with fewer people in its correctional system

BRAD LITTLE
Governor

BREE DERRICK
Director

May 28, 2025

Bannock County
624 East Center Room 200
Pocatello, ID 83201

Re: Wood Court funding for July 1, 2025 through June 30, 2026

Dear Bannock County Commissioners,

The Idaho Department of Correction (IDOC) has historically supported "Wood Court" in the Sixth Judicial District and award funds, as allocated by the Legislature to Bannock County in the amount of \$300,000.00. The project period is July 1, 2025, through June 30, 2026. This funding is managed by the IDOC and will be provided to Bannock County as reimbursement for services rendered for the Wood Court Program.

Bannock County can use these funds to support the Wood Court Program. Permissible expenses include program related personnel, operating expenses, and capital outlay. The county retains ownership of any property purchased with these funds. The total reimbursement for this project period is not to exceed \$300,000.00.

Since this is a reimbursement grant, all invoices will need to be paid by Bannock County. Copies of all paid invoices can be sent to:

Jeremy Coleman, District Manager
Idaho Department of Correction
1246 Yellowstone, Building F
Pocatello, ID 83201

Invoices will be forwarded to the Substance Use Disorder Clinical Supervisor for reimbursement to Bannock County. Financial reports will be sent to Jeremy Coleman on a quarterly basis.

An Award Document is attached. Brian Underwood, Chief of the Probation and Parole Division will review this partnership during 2025-2026 and he will sign the Award Document as the representative responsible for authorizing reimbursement on behalf of IDOC. The document will also contain the signature of the duly authorized official at Bannock County.

If you have any questions, please do not hesitate to contact me at (208) 658-2140.

Bree Derrick
Director



IDAHO DEPARTMENT OF CORRECTION

We envision a safer Idaho with fewer people in its correctional system

BRAD LITTLE
Governor

BREE DERRICK
Director

FY26 Sixth Judicial District Wood Court Project Award from The Idaho Department of Correction

Action has been taken and subject to the attached letter from Director Derrick, the Idaho Department of Correction hereby awards funding to the Sixth Judicial District of Idaho Wood Court Program, in the amount of \$300,000.00, to be provided to Bannock County as reimbursement for services for a Wood Court Program.

This project will be managed jointly between the Idaho Department of Correction and Bannock County and will be subject to both fiscal and performance audits.

The project period is July 1, 2025 through June 30, 2026. The Idaho Department of Correction makes this award based on the understanding that the Sixth Judicial District of Idaho implemented a Wood Court Program. The Wood Court Program is a problem-solving court initiated to give convicted persons the opportunity to receive treatment near their families and in their local communities.

This project award shall become effective upon the signatures of the required parties.

Brian Underwood

Brian Underwood
Probation and Parole Division Chief

May 28, 2025

Date

Acceptance

Bannock County (Federal Tax No. 82-6000279) hereby signifies the acceptance of the above described project on the terms and conditions set forth above and outlined in the attached letter. I hereby certify that the Project Director and the Financial Officer named in the application have read and will comply with the terms of this award and the implementation of a Wood Court Program in the Sixth Judicial District.

The Idaho Department of Correction is hereby authorized and directed to reimburse Bannock County for all services rendered on behalf of the Wood Court Program in the Sixth Judicial District, not to exceed \$300,000.00.

Wood Court Project Director

Bannock County Financial Officer

Bannock County Commissioner 6-12-25

Project Director

Bannock County Wood Court - 2026

FY2026

<u>Account</u>	<u>SFY26 Budget</u>	<u>SFY26 Expense</u>	<u>4 Month Expenses</u>	<u>Residual Budget</u>	<u>Proposed 2026</u>
Wood Crt/PSC Coordinator (402.01)					22,368
Retirement (410)					
Benefits					14,741
Social Security (411)					
Medicare (411.01)					
Life Insurance (412)					
Life Insurance AD&D (412.01)					
Disability Insurance (412.02)					
Health Insurance (413)					
Unemployment (415)					
Workmans Compensation (416)					
420 Office Supplies (42000)		500			
422 Computer Supplies (42200)		500			
424 Operating Supplies/Parks& Rec (42400)		10,052			
424.01 Coordinator Benefits/Salary (424.01)		37,109			
424.02 Treatment Provider (42423)		165,000			
424.03 Housing Jail (42462)		5,000			
424.12 Hostess Supplies/Luncheon (42490)		500			
425 Averahealth Testing(42500)		25,000			
425 Drug Testing (42500)		4,000			
440 Travel (44000)		289			
445 Training (44500)		500			
541 Pocatello Free Clinic (59940)		3,000			
424.03 Housing Neil Furniss/Housing		40,800			
424.04 Participant Fees (Not reimbursed)		20,000			
550 Hope and Recovery Center (59945)		7,500			
424.03 Cable Services/Housing (47800)		0			
607 Transportation (60701)		250			
Grand Total		320,000	0.00	0.00	0.00
					0.00
					0.00

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Business Meeting Agenda Request Form

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Requestor Name:

Todd Mauger

Department:

Bannock County Juvenile Justice

Requestor Email:

Toddm@bannockcounty.gov

Item(s) to be considered:

Idaho Department of Juvenile Corrections Idaho Millennium Income Assessment Center Support Grant Award Acceptance

Date of meeting being requested:

06/12/2025

Time requested:

5 Minutes

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

Award Acceptance

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Todd Mauger



Idaho Department of Juvenile Corrections

954 W. Jefferson St. PO Box 8372 Boise, ID 83720-0285 Phone: (208) 334-5100 Fax: (208) 334-5120

Telecommunications Relay Service (TRS) 1 800 377-3529

BRAD LITTLE
Governor

ASHLEY DOWELL
Director

June 3, 2025

Dear Bannock County,

We appreciate your ongoing efforts in supporting Idaho's youth. As part of the funding process pursuant to **Senate Bill No. 1215**, the Idaho Millennium Income Fund allocated **\$1,291,000** to support Youth Assessment Centers during the project period of **July 1, 2024, through June 30, 2025**.

Our records indicate that your organization **did not submit a funding request** during this application cycle. As such, no award has been made to your organization at this time.

This was a one-time funding opportunity authorized through the Idaho Millennium Income Fund for this specific project period. While no additional opportunities are anticipated, we remain grateful for your commitment to serving Idaho's youth and welcome continued collaboration in other areas of juvenile justice and community support.

Sincerely,

Ashley Dowell, Director
Idaho Department of Juvenile Corrections

An active partnership with communities



Idaho Department of Juvenile Corrections

954 W. Jefferson St. PO Box 8372 Boise, ID 83720-0285 Phone: (208) 334-5100 Fax: (208) 334-5120

Telecommunications Relay Service (TRS) 1 800 377-3529

BRAD LITTLE
Governor

ASHLEY DOWELL
Director

June 3, 2025

Dear Bannock County,

Pursuant to Senate Bill No. 1215, the Idaho Millennium Income Fund has appropriated funding to the Idaho Department of Juvenile Corrections (IDJC) for the support of Youth Assessment Centers. A total of \$2,500,000 was allocated for the project period spanning July 1, 2025, through June 30, 2026.

Bannock County:

Requested: \$109,993.00

Awarded: \$110,000.00

Each awarded entity is required to submit **Quarterly Financial Reports** and **Quarterly Performance Metrics** throughout the duration of the funding period or until all funds are expended. The Idaho Department of Juvenile Corrections and the Idaho Millennium Income Fund Committee reserve the right to request financial documentation, including receipts of purchase, at any time. Additionally, if the Committee determines that an independent audit is needed, then such an audit is required and will occur at the expense of the associated center.

Funding shall be distributed in two distributions with the first distribution to occur no later than July 15, 2025, and the second distribution to occur no later than December 1, 2025. Please ensure that both the **Project Director** and the **Financial Officer** sign this Award Letter and return a scanned copy via email to IDJCProjects@idjc.idaho.gov.

We appreciate your commitment to serving Idaho's youth,

Ashley Dowell, Director
Idaho Department of Juvenile Corrections

Acknowledgment and Acceptance

Project Director Signature

Financial Officer Signature

Commissioner, Chairman Signature

Date

An active partnership with communities

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Requestor Name:

Scott Crowther

Department:

Requestor Email:

scottc@bannockcounty.gov

Item(s) to be considered:

- 1-Discussion regarding the accrual of Comp time for Event Center Staff. Requesting increased comp limit.
- 2- Requesting use of RV park or county ground for dates that event center staff will work extreme hours. Back to back concerts, 4th of July etc.

Date of meeting being requested:

06/12/2025

Time requested:

10 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:

None

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Requestor Name:

Wes Jones

Department:

Emergency Management

Requestor Email:

wesj@bannockcounty.gov

Item(s) to be considered:

Providing an Emergency Management update

Date of meeting being requested:

06/12/2025

Time requested:

10 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
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Requestor Name:

Dillon Evans

Department:

Landfill

Requestor Email:

dillone@bannockcounty.gov

Item(s) to be considered:

Providing a Landfill update

Date of meeting being requested:

06/12/2025

Time requested:

10 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:



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AGENDA REQUEST FORM

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E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

Daniel Kendall/Facilities Director

Item to be considered/background:

- ① Request to discuss YDC/Event Center data ports.
- ② Monthly update

How much time will be needed? Meeting date requested:

10 minutes

6/12/25

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:

Adam McKinney

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

Commissioner Office Only:

Date: 6-12-25 Time: _____

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Requestor Name:

Diane Cano

Department:

Court Records

Requestor Email:

dcano@bannock.idcourts.gov

Item(s) to be considered:

Dispose of old copier from Judge Axline's office, pulls more than one page at a time, rollers were replaced, however, it didn't solve the problem. I would estimate that machine is at least over 20 years old, it's so old I call Kaytlyn in the auditors and she couldn't find a purchase date.

Equipment: P878, Make: Canon, Model: iR1023, Serial Number: TJR03771

Date of meeting being requested:

06/12/2025

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:

Diane Cano

From: Jason Dye
Sent: Wednesday, May 28, 2025 09:39 AM
To: Diane Cano
Cc: Lacy Parker
Subject: RE: Cancellation of Service Agreement

Yes, that would be great.

From: Diane Cano [REDACTED]
Sent: Friday, May 23, 2025 3:52 PM
To: Jason Dye [REDACTED]
Subject: FW: Cancellation of Service Agreement

Jason,

Ella's old copy machine is in the vault, we need to probably just dispose of it. It's old and has problems pulling documents one at a time even after we replace rollers.

I sure the value is at least maybe \$250.00, do I have your permission to schedule on the commissioners agenda to present disposing the machine.

Thank you and have a wonderful three day weekend.

Diane Cano



Diane P. Cano
Court Supervisor, Bannock County

[REDACTED] 36-7293
[REDACTED] .gov

BANNOCK COUNTY COMMISSIONERS

Chairman

Commissioner

Commissioner 6-10-25

From: Kaitlyn Srock <kaitlyn.srock@deximaging.com>
Sent: Wednesday, May 14, 2025 3:16 PM
To: Diane Cano <[REDACTED]>
Subject: RE: Cancellation of Service Agreement

Hello Diane!

Thank you for filling out this termination form!

Before I continue with this, it does look like there are multiple machines on this contract, not just ID P878. Were you wanting to just take ID P878 off? Or terminate the whole contract, which would take off both of your other Canon IR1023s?

Thank you for your help in clarifying this,

Kaitlyn Srock | DEXimaging
Contract Administrator
2050 1st St | Idaho Falls, ID 83401
Phone: 208.529.2777 x. 4410
<http://www.deximaging.com>
kaitlyn.srock@deximaging.com

From: Diane Cano <[REDACTED]>
Sent: Wednesday, May 14, 2025 2:55 PM
To: Kaitlyn Srock <kaitlyn.srock@deximaging.com>
Subject: FW: Cancellation of Service Agreement

Good afternoon,

Please find attached the signed Service Contract Cancellation form, if you have any questions please do not hesitate to contact me.

Sincerely,

Diane Cano

DEX Imaging

Service Contract Cancellation Form

We are sorry you are looking into terminating your Service Contract with DEX Imaging Inc.

To initiate the cancellation process, please fill out this form & survey. Then, send to:

Contracts-MTN@DexImaging.com

Company:	Bannock County Court House		Service Contract #			
Contact:	Diane Cano		Title:	Court Supervisor		
Phone #:	(208) 236-7352	Email:	[REDACTED]			
Address:	624 East Center					
City:	Pocatello	State:	Id	Zip code	83201	
Machine(s) DEX IDs/SNs:						
Equipment: P878, Make: Canon, Model: IR1023, Serial Number: TJR03771						
Location Notes: Judge Axline Room 209						

Please select the one that applies to your request:

Request for Service Contract Cancellation: Please accept this as our 30-day written notice to cancel our service agreement with DEX Imaging. Please provide next steps.

Request to not auto-renew our Service Contract: Please accept this as our official written notice to not renew our service agreement with DEX Imaging at the end of the current term.

I/We understand that, pursuant to the DEX Imaging Service Agreement, I/We will be responsible for:

- **Final meters** to issue final overage billing.
- **Final invoices** for Service Contracts.
- **Early termination fees** (liquidated damages) for terminating the Agreement before the end of the term.
- **Lost/Repair equipment fees** for any unreturned, damaged, or inoperable equipment.

Additionally, the leasing company requires a separate 90-day written notice on the company letterhead for lease termination. They may also handle separately the return authorization, buyouts, and associated fees.

Signature:	<i>Diane Cano</i>	Date:	05/14/2025
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DEX Imaging

Service Contract Cancellation Survey

We are sorry to see you go and are interested in learning more about why you decided to cancel your Service Contract with us.

Please take a moment to fill out this short survey below to help us better serve our customers.

1. What was the primary reason for canceling your service contract?

<input type="checkbox"/>	No longer use/have the equipment
<input type="checkbox"/>	Budget no longer allows for this service
<input type="checkbox"/>	The equipment did not meet our needs
<input type="checkbox"/>	Customer service was less than expected
<input type="checkbox"/>	Using an alternative vendor
<input type="checkbox"/>	Out of business
<input checked="" type="checkbox"/>	Other (Please Specify)

Old and No Longer meets our needs. We did purchase a new copier for Judge Axline's Office through Dex Imaging.

2. Overall, how satisfied were you with the service?

<input checked="" type="checkbox"/>	Very satisfied	<input type="checkbox"/>	Satisfied	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Unsatisfied	<input type="checkbox"/>	Very unsatisfied
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3. If the need arises, would you use DEX Imaging in the future?

<input checked="" type="checkbox"/>	Definitely	<input type="checkbox"/>	Probably	<input type="checkbox"/>	Not sure	<input type="checkbox"/>	Probably not	<input type="checkbox"/>	Definitely not
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4. Would you recommend DEX Imaging to colleagues or contacts within your industry?

<input checked="" type="checkbox"/>	Definitely	<input type="checkbox"/>	Probably	<input type="checkbox"/>	Not sure	<input type="checkbox"/>	Probably not	<input type="checkbox"/>	Definitely not
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RESOLUTION

WHEREAS, Idaho Code §§31-807 and 31-808 vest the power and authority to manage real and personal property for the benefit of the County with the Board of County Commissioners; and

WHEREAS, Idaho Code §31-829 provides that whenever any elected official has any personal property belonging to the county under his/her jurisdiction or control which, in his/her judgment, is of no further use to the county, he/she may, with the consent of the Board of County Commissioners, dispose of the property through sale or other means; and

WHEREAS, the following assets/property are of no further use to the County:

Quantity	Description	County Asset Number/VIN
1	2008 2-11 GMC K20753	1GTHK296X8E172891
1	2008 2-12 GMC K20753	1GTHK296X8E171028
1	2008 2-36 Ram 2500	3D7KS28A88G228188
1	2008 2-37 Ram 2500	3D7KS28AX8G228189
1	2008 2-46 Ford F-250	1FTSX21Y88EC03964
1	2008 Toyota Highlander	JTEEW41A682016363
1	2007 0120 Subaru Outback	4S4BP61C077329455
1	2009 C012 Ford Expedition	1FMFU16529EA78203
1	2001 FG48 Dodge 1500 with Plow	1B7HF13Z71J227148
1	2006 FG22 GMC 1500	3GTEK14V16G250105
1	2010 DC42 Ford Expedition	1FM1U1G59AEB45330
1	2008 2-13 Dodge Durango	1D8HB482X8F126824
1	2000 2-27 Ford F-250	1FTNX21F6YED87412
1	2008 3-13 GMC C5C044	1GDE5C3928F411312
1	2005 C117 Chevy Impala	2G1WF52E159229338
1	1998 3-39 International 4900 DT 466E	1HTSDAAN1XH607276
1	2011 2-44 Dodge 1500	1D7RV1GP8BS561626
3	Mosquito Backpack Sprayers	
Multiple	Sets of tires	
1	EC Meyer Plow	
1	Planer Saw	
1	Scroll Saw	
1	Flat Bed	
Multiple	Tanks from Weed and Mosquito Depts	
1	BMW	1G11E5S19EF294876
1	Chevy Malibu	5UXFA13515LY02498
1	1985 D50 Dodge truck	JB7FP24D9FP509096
1	Filing cabinet	
2	Storage cabinets	

and

WHEREAS, it was recommended to dispose of the above items.

NOW THEREFORE, IT IS HEREBY RESOLVED that the above property is declared to be surplus and be disposed of properly.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk