



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.

TUESDAY, June 17, 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)
- Adam McKinney, Information Technology, seeking signature on Audit Agreement with Spyglass (requested 5 minutes) (action item)
- Kiel Burmester, Public Works, regarding a request for approval of and signature on an Interagency Request Work Order Form for the City of Chubbuck (requested 5 minutes) (action item)
- Heather Studley, GIS, providing a GIS update
- Kristi Klauser, Auditing, requesting to discuss Commission mileage to IACC (requested 5 minutes) (action item)

RESOLUTIONS AND ORDINANCES (action items):**LETTERS AND NOTICES (action items):****SIGNATURE ONLY (action items):****CONSENT AGENDA (action items):**

- Manual Checks
- Alcohol Licenses and Catering Permits
- Certificate of Residency Approval
- 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
- Technology Forms
- Minutes:



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:

Computer Services

Requestor Email:

adam@bannockcounty.gov

Item(s) to be considered:

Seeking a signature on an authroization for SpyGlass to re-audit our phone and cellphone system usage and present savings if possible. This is a re-audit, they have done this for us twice in the past and found significant savings we have actioned. It has been 3 years since it was last audited.

Date of meeting being requested:

06/17/2025

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:

Shanda Crystal



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Letter of Agency – Authorization to Access Telephone Provider Records

By signing this letter below, I am giving authorization to The SpyGlass Group, LLC and its affiliates (a) to access any and all customer service records, account information, contracts, long distance carrier information, pending order activity and/or any other information relevant to my local or long distance telecommunications service (voice or data), and (b) to establish electronic or online access to any billing for such service, if not already established, or if already established, to be provided login information for such electronic or online access. At SpyGlass' request, I give authorization to Provider to transmit customer service records and any requested documentation via email, fax to 440-348-9355 or mail to The SpyGlass Group, LLC, 25777 Detroit Rd., Ste. 400, Westlake, Ohio 44145. I represent that I have the authority to execute this form and grant this permission and I hereby desire for SpyGlass to be added as an authorized point of contact (POC) for these accounts. This permission shall remain in effect until I affirmatively revoke it. If I withdraw the authorization set forth in this Letter, I will notify Provider immediately in writing.

Client Information:

Signing Employee's Name: Jeff Hough
 Company Name: Bannock County
 Address: 624 E. Center St., rm 101
 City, State, Zip: Pocatello, ID 83201
 Telephone: (208) 236-7210

Provider Information:

Provider Name: _____
 Account Number (s): _____

Authorized Signature: _____

Date: June 17, 2025

SpyGlass Snapshot Audit Agreement

This agreement, effective as of the later of the dates of signature below ("Effective Date"), is between _____ ("Company"), and The SpyGlass Group, LLC, an Ohio limited liability company ("Auditor").

1. **Primary Audit Services.** Company is engaging Auditor as an independent contractor to analyze its primary telecommunications service accounts (Voice, Data, Internet, Cloud Services, SaaS Licensing, and Mobility) to seek cost recovery, service elimination and cost reduction recommendations. Company will provide Auditor with the materials required to perform its analysis and Auditor will conduct a Kickoff meeting with Company to review the materials provided and introduce Auditor's personnel assigned to the project. Auditor will deliver the recommendations to Company at a Summary of Findings meeting, implement recommendations that Company elects for Auditor to implement, and deliver a complete telecommunications inventory to Company. Upon completion of implementation, Auditor will conduct an Industry Benchmark Analysis ("IBA") Meeting to compare Company's spending and audit results against industry peers as well as all SpyGlass clients, officially bringing closure to the engagement.

While Auditor is performing its analysis, Company will not make changes or perform internal cost reduction analysis with respect to provider accounts which Company has included within the scope of Auditor's review.

2. **Fees.** Company will pay Auditor the applicable fee set forth below **ONLY** for Auditor recommendations implemented within twelve (12) months of Auditor delivering the recommendation to Company:

- 50% of any "Cost Recovery", as defined below
- 12 times any "Service Elimination Savings", as defined below
- 12 times any "Cost Reduction Savings", as defined below

"Cost Recovery" is any refund, credit or compensation received by Company relating to past services or charges.

"Service Elimination Savings" is any monthly cost reduction received by Company relating to cancellation of any service, including monthly usage cost reduction (calculated as the average of the last 2 months of usage costs associated with the cancelled service).

"Cost Reduction Savings" is any monthly cost reduction received by Company relating to the modification, consolidation or negotiation of any service, account or contract, including post discount usage rate improvement (calculated as the (a) decrease in post discount per unit pricing realized by Company for any service, times (b) the average of Company's last two (2) months usage levels measured in such units for the modified service).

3. **Invoicing and Payment.** Fees for Cost Recovery are due as a one-time payment within 30 days of verification that Company has been issued the refund, credit or compensation resulting in such fees. Fees for Service Elimination Savings and Cost Reduction Savings are due as a one-time payment within 30 days of verification that the cancellation or other activity resulting in the Service Elimination Savings or Cost Reduction Savings has been completed. Auditor may issue separate invoices as different fees are earned.

4. **Miscellaneous.** This agreement is governed by the laws of the State of Idaho without regard to principles of conflicts of law, and may be executed by facsimile and simultaneously in multiple counterparts. Company agrees that Auditor does not warranty the overall performance, Company satisfaction, or data accuracy of any telecommunications related carrier, provider, software manufacturer or vendor at any time whatsoever during or after the term of this agreement. Each person signing this agreement on behalf of a party represents that he or she has been duly authorized to sign this agreement and to bind the party on whose behalf this agreement is being signed by that signatory. In the event of any litigation, proceeding or legal action arising out of or relating to this agreement, the prevailing party in such action shall be entitled to recover its reasonable attorneys' fees, court costs, and other expenses incurred in connection with such dispute or legal action, in addition to any other relief granted. AUDITOR SHALL NOT BE LIABLE TO THE COMPANY FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR PUNITIVE DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR BUSINESS INTERRUPTION, WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF EITHER PARTY HAS BEEN WARNED OF THE POSSIBILITY OF ANY SUCH LOSS OR DAMAGE IN ADVANCE. IN ADDITION, IN NO EVENT SHALL AUDITOR'S LIABILITY TO COMPANY EXCEED THE FEES ACTUALLY PAID BY COMPANY TO AUDITOR.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the Effective Date.

COMPANY
Bannock County

Signature: _____

Print Name: Jeff Hough

Date: 6-17-25

AUDITOR
The SpyGlass Group, LLC

Signature: _____

Print Name: Edward M. DeAngelo

Date: _____

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Business Meeting Agenda Request Form

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Requestor Name:

Kiel Burmester

Department:

Public Works

Requestor Email:

kielb@bannockcounty.us

Item(s) to be considered:

FY25 3/8 chip Seal and Fog Coat - City of Chubbuck

The City of Chubbuck has requested Bannock County Road and Bridge to chip-seal and fog-seal approximately 1.55 miles of roadway for the city. These sections are located where the county and the city intersect.

Date of meeting being requested:

06/16/2025

Time requested:

5 Minutes

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

Agreement

Contract/Agreement Begin Date:

06/16/2025

Contract/Agreement End Date:

07/31/2025

List of additional attendees:

Bridger Morrison, City of Chubbuck Public Works Director bmorrison@cityofchubbuck.us

Interagency Request Work Order Form
Bannock County Public Works Department

The undersigned hereby agree to reimburse Bannock County for certain services rendered during the FY2025 pavement management seasons as described below:

****Description of Work** – FY25 3/8 Chip Seal and Fog Coat - City of Chubbuck**

This agreement outlines the responsibilities and terms for a road maintenance project between Bannock County and the City of Chubbuck.

Bannock County will carry out the work at the convenience of the Public Works Department. The project involves applying a 3/8 Chip Seal and Fog Coat to approximately 0.20 miles of roadway that fall under both county and city jurisdiction. For these road sections, the City of Chubbuck will pay 50 percent of the total costs to Bannock County, as detailed in Exhibit A.

Additionally, the project will include roadways that are fully within city limits and under the jurisdiction of the City of Chubbuck. These sections of roadway are located on North Hilin Road, with an approximate length of 1.10 miles, and approximately 0.25 miles on Philbin Road. All costs associated with this portion will be fully covered by the City of Chubbuck, as outlined in Exhibit B.

Bannock County agrees to provide all necessary equipment, labor, and materials to complete the work. The City of Chubbuck will assist with traffic control and reimburse Bannock County for the costs of equipment, materials, and labor provided.

Details regarding project materials, labor, and equipment costs can be found in Exhibit C. This agreement will be effective from the date of signature until the end of July 2025.

Payment via exchange of equipment, goods and/or services Payment via budget authority

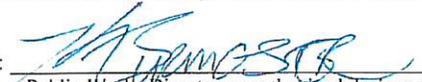
The undersigned hereby approve the above terms of this agreement, pursuant to the terms of the Interagency Agreement with Bannock County, a political subdivision of the State of Idaho.

The Public Works Director's recommendation is approved.

The Public Works Director's recommendation is approved.

The Public Works Director's recommendation is disapproved or modified as follows: _____

I have examined the above request and make the following recommendation:

Signed: 
Public Works Director or authorized designee
Bannock County

Date: 5/13/2025

Signed: _____
Bannock County Commissioner (Jeff Hough)

Date: 6/17/25

Signed: _____
Bannock County Commissioner (Ernie Moser)

Date: 6/17/25

Signed: _____
Bannock County Commissioner (Ken Bullock)

Date: 6/17/25

I have examined the above request and make the following recommendation:

The Street Superintendent's recommendation is approved.

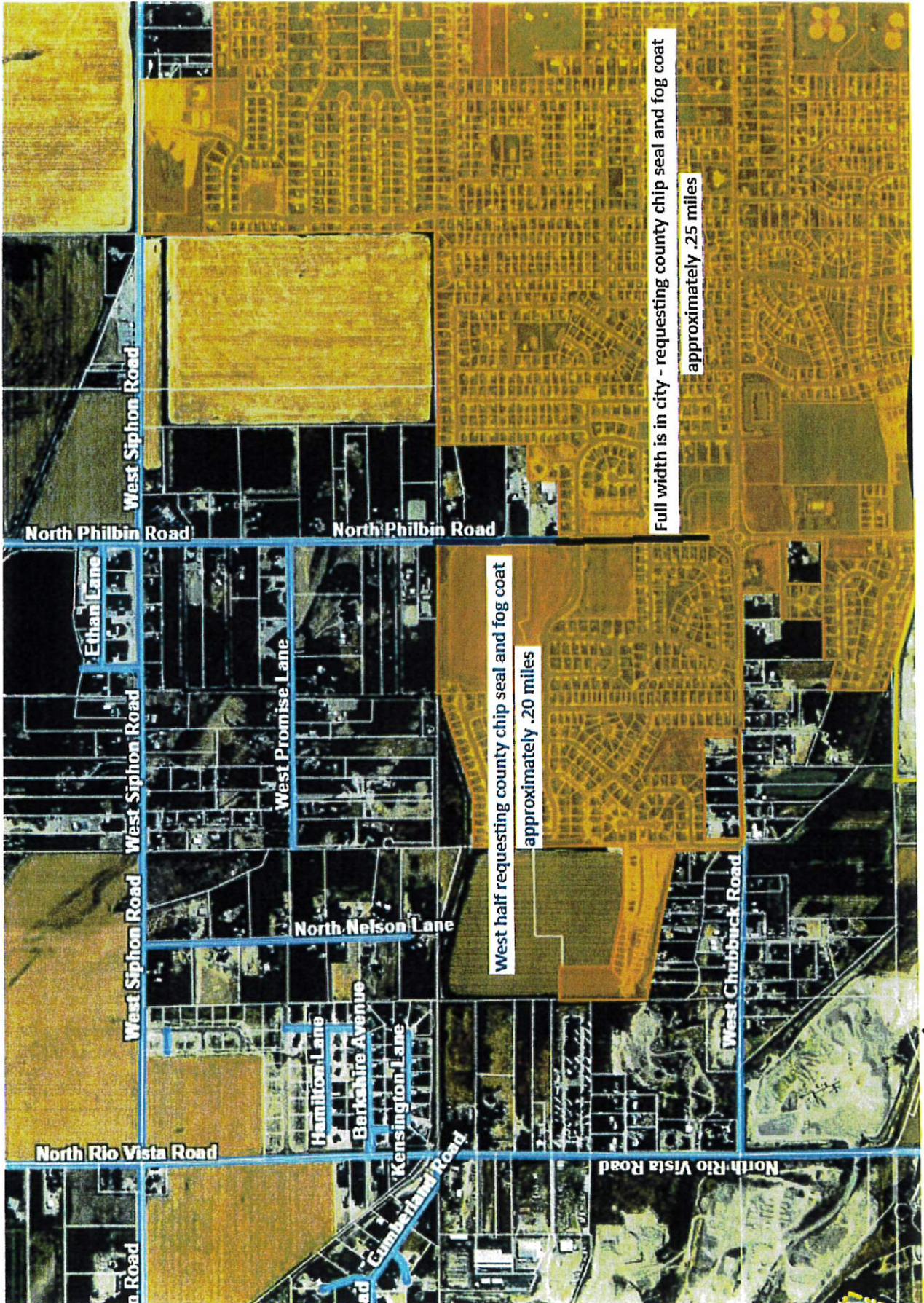
The Street Superintendent's recommendation is disapproved or modified as follows: _____

Signed: Bridg Mann
Public Works Director or authorized designee
City of Chubbuck

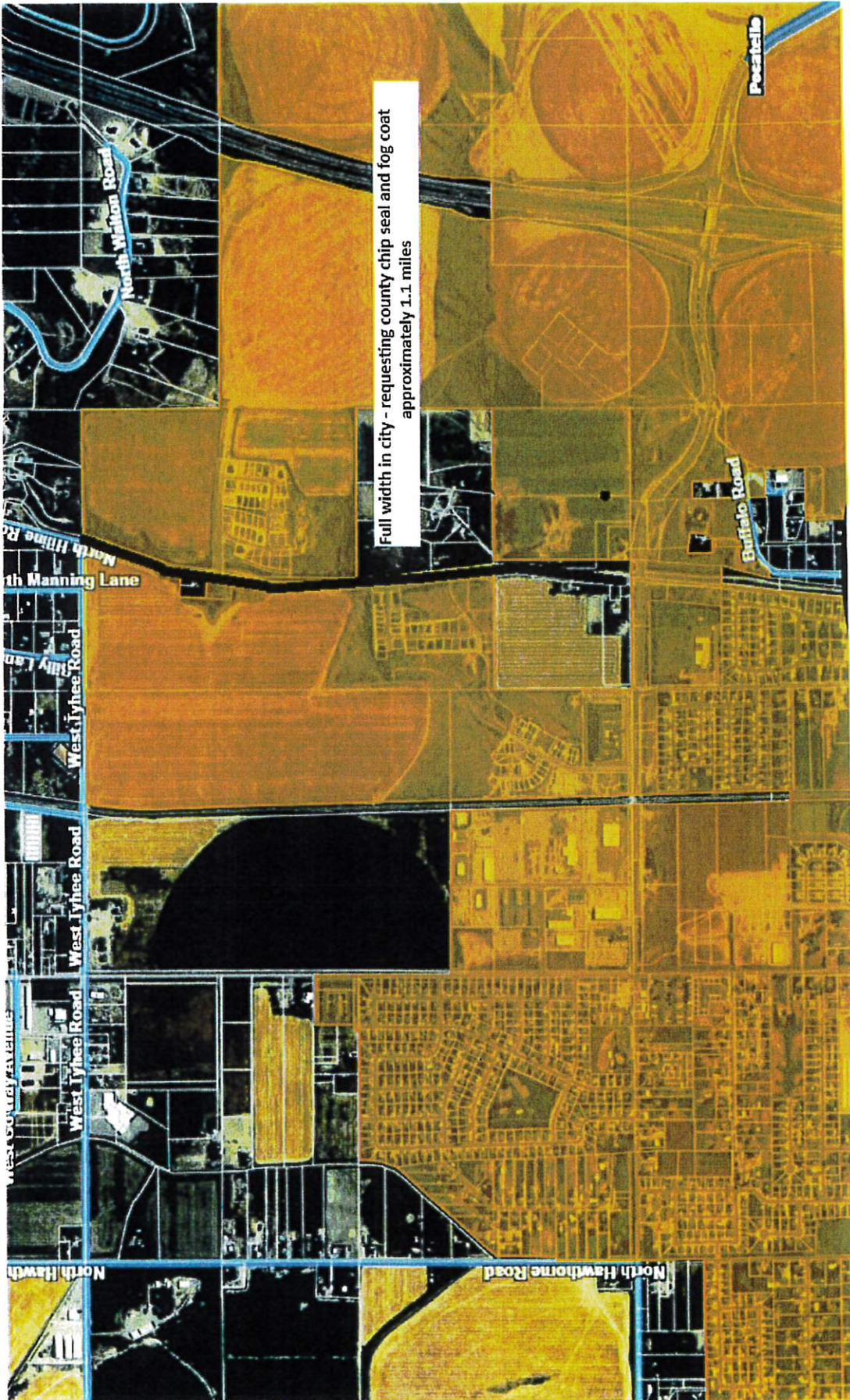
Date: 6/6/2025

Signed: Kevin B. England
Mayor, City of Chubbuck (Kevin England)

Date: 8 June 2025



Exhibit(A)



Exhibit(B)

Exhibit C

Project Estimate*

Project:

FY 25 Road Chip Seal and Fog Coat - City of Chubbuck

	Road Name	Location	Miles	Oil Tons	Chip Tons	Fog Oil
Chip Seal	North Philbin Road	west side/one lane	0.20	2.37	22.50	0.80
Chip Seal	North Philbin Road	full road section in city limits	0.25	5.91	56.25	1.50
Chip Seal	North Hilline Road	West Tyhee Road to New Day Pkwy	1.10	26.02	247.50	6.58
CHIP MILES			1.55	34.30	326.25	8.68

Materials	Cost Per Ton	Estimated Tons	Estimated Cost
TOTAL COST OF CRS-2R	\$595.00	34.30	\$20,410.55
TOTAL COST OF 3/8" CHIPS	\$35.00	326.25	\$11,418.75
FOG MATERIAL Quick 50	\$445.00	8.68	\$3,861.89

Total Material Costs \$35,691.18

Labor	total employees	Hrs. per employee	Total hrs.	Cost
Chipper	2	10	20	\$547.20
Truck Drivers	9	10	90	\$2,462.40
Roller Operators	2	10	20	\$547.20
Distributors	2	10	20	\$547.20
Flaggers	2	20	40	\$1,094.40
Laborers	2	10	20	\$547.20
Supervisor	1	10	10	\$273.60
Total Labor Cost				\$6,019.20

Equipment	Each	Hours	Cost Per Hr.	Cost
Distributor	2	20	\$94.46	\$1,889.20
Dump Truck	9	90	\$94.94	\$8,544.60
Chip Spreader	1	10	\$197.31	\$1,973.10
Rollers	2	10	\$122.99	\$1,229.90
Pickup	2	10	\$35.87	\$358.70
Transport truck	1	2	\$110.16	\$220.32
Loader	1	10	\$118.50	\$1,185.00
Total Equipment Costs				\$15,400.82

Total Cost \$57,111.20

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Requestor Name:

Heather Studley

Department:

GIS

Requestor Email:

heathers@bannockcounty.gov

Item(s) to be considered:

Presenting a GIS update

Date of meeting being requested:

06/17/2025

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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Requestor Name:

Kristi Klauser

Department:

Auditing

Requestor Email:

kristik@bannockcounty.gov

Item(s) to be considered:

Discuss Commission mileage to IACC Conference

Date of meeting being requested:

06/17/2025

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: