



## **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, September 30, 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)
- Anita Hymas, Assessor, requesting approval of and signature on Tax Cancellation Requests (requested 5 minutes) (action item)
- Matt Olsen, Juvenile Justice, regarding approval and signature on proposed amendment No. 1 to Services Agreement with University of Cincinnati Research Institute (requested 5 minutes) (action item)
- Danae Zepeda, SICOG, requesting approval of and signature on Professional Services Contract for Bannock County Grant Writing Services (requested 15 minutes) (action item)
- Nikki Ennis, Ag Extension, seeking to introduce the new Family and Consumer Sciences Educator and a presentation from Extension Educators (requested 15 minutes)
- Jason Dixon, Clerk, regarding an update on a Quit Claim Deed for parcel number RPRPPOC210000 and requesting a refund of property taxes to the Idaho Housing and Finance Association (requested 5 minutes) (action item)
- Adam McKinney, Computer Services, pertaining to a (1) presentation of the first iteration of an AI Policy for Bannock County and, (2) a request for signature to approve the purchase of the Kinport Radio Tower, final bill of sale (requested 5 minutes) (action item)

- Ken Bullock, Commissioner, requesting approval for one-way mileage to Boise for the Idaho Power 2025 Energy Academy (requested 5 minutes) (action item)
- Shanda Crystal, Procurement, seeking to discuss (1) a protest received and, (2) the Landfill Construction Entrance Invitation to Bid (requested 15 minutes) (action item)
- Ian Johnson, Prosecutor, requesting an Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 10 minutes) (action item)

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

Resolution No. 2025-65 Authorization to Dispose Surplus Assets/Property

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

**SIGNATURE ONLY (action items):**

Subscriber Agreement with Transunion  
 Titles for Vehicles  
 Memorandum of Agreement between Minidoka County, State of Idaho  
 (representing the Mini-Cassia Juvenile Detention Center) and County of  
 Bannock, State of Idaho

**CONSENT AGENDA (action items):**

- Sign Invoices
- 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: Approval of Meeting Minutes for August 26 and 28 and September 2 and 4, 2025, and Certification of Said 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:

Randy Hobson

Department:

Assessor

Requestor Email:

randyh@bannockcounty.gov

Item(s) to be considered:

Tax Cancellation

Date of meeting being requested:

09/30/2025

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:

Anita Hymas



BANNOCK COUNTY  
ASSESSOR'S OFFICE  
130 N. 6TH AVE., Pocatello, ID 83201  
P.O. Box 4969, Pocatello, ID 83205

ANITA HYMAS  
Assessor

Phone: (208) 236-7260  
Fax: (208) 232-7074

Sept 30, 2025

Honorable Commissioners  
Jeff Hough, Chairman  
Bannock County Courthouse  
Pocatello, Idaho 83205

Honorable Commissioners:

Please allow the following property tax cancellations pertaining to the **2024 property tax roll**. Calculations are to be completed by the Bannock County Treasurer using the appropriate levy and the following market value. Any request for tax cancellation will be accompanied with an explanation for each individual parcel. This request for tax cancellation does not affect the certified market value. Idaho Code 63-1302

PARCEL NUMBER	OWNER	EXPLANATION	MARKET VALUE CANCELLATION
RPRRPEP000100	McCullough	HEX removed in error	\$125,000

Sincerely,

Handwritten signature of Anita Hymas in black ink.

Anita Hymas  
Bannock County Assessor  
CC: TRSR; FILE

**BANNOCK COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

9/30/25



**BANNOCK COUNTY  
ASSESSOR'S OFFICE**

130 N. 6TH AVE., Pocatello, ID 83201  
P.O. Box 4969, Pocatello, ID 83205

**ANITA HYMAS**  
Assessor

Phone: (208) 236-7260  
Fax: (208) 232-7074

Sept 30, 2025

Honorable Commissioners  
Jeff Hough, Chairman  
Bannock County Courthouse  
Pocatello, Idaho 83205

Honorable Commissioners:

Please allow the following property tax cancellations pertaining to the **2024 Occupancy property tax roll**. Calculations are to be completed by the Bannock County Treasurer using the appropriate levy and the following market value. Any request for tax cancellation will be accompanied with an explanation for each individual parcel. This request for tax cancellation does not affect the certified market value. Idaho Code 63-1302

PARCEL NUMBER	OWNER	EXPLANATION	MARKET VALUE CANCELLATION
RPRRWE2000900	Barnes, Brandon	HEX not applied	\$125,000

Sincerely,

Handwritten signature of Anita Hymas in cursive.

Anita Hymas  
Bannock County Assessor  
CC: TRSR; FILE

**BANNOCK COUNTY COMMISSIONERS**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

9/30/25



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:

Matt Olsen

Department:

Bannock County Juvenile Justice

Requestor Email:

matto@bannockcounty.gov

Item(s) to be considered:

Proposed amendment to the service agreement between Bannock County and the University of Cincinnati Research Institute (UCRI) The service agreement is scheduled to expire on 9/30/2025. UCRI is requesting the service agreement be extended to December 31, 2025. Services under the agreement will be completed by that date.

Date of meeting being requested:

09/30/2025

Time requested:

5 Minutes

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

Contract

Contract/Agreement Begin Date:

10/28/2024

Contract/Agreement End Date:

09/30/2025

List of additional attendees:

AMENDMENT No. 1  
To  
SERVICES AGREEMENT

This Amendment (hereinafter "Amendment No. 1"), is made by and between Bannock County (hereinafter "Sponsor"), having its principal office at 624 E. Center, Pocatello, ID 83201, and the University of Cincinnati Research Institute, a tax exempt, non-profit 501(c)(3) Ohio Corporation (hereinafter "UCRI"), having an office at 3080 Exploration Ave, Cincinnati, OH 45206.

RECITALS:

WHEREAS, UCRI and Sponsor entered into a Services Agreement effective October 28, 2024 (hereinafter "Agreement");

WHEREAS, UCRI and Sponsor desire to amend the terms of the Agreement as hereinafter stated;

NOW, THEREFORE, in consideration of the covenants contained in this Amendment No. 1, the UCRI and Sponsor agree as follows:

1. Section 2, the *Period of Performance* shall be extended through December 31, 2025.
2. This Amendment No. 1 is effective as of October 1, 2025.
3. All other provisions of the Agreement shall remain unchanged and in effect.

IN WITNESS WHEREOF, the following parties have caused this Amendment No. 1 to be executed by their duly authorized representatives.

UNIVERSITY OF CINCINNATI  
RESEARCH INSTITUTE

SPONSOR

\_\_\_\_\_  
Signature of the authorized

Name: Patrick Clark

Title: Executive Director

Date:

\_\_\_\_\_  
Signature of the authorized

Name:

Title:

Date:

**UNIVERSITY OF CINCINNATI RESEARCH INSTITUTE  
SERVICES AGREEMENT**

THIS SERVICES AGREEMENT ("Agreement") made and effective as of the date indicated by the period of performance ("Effective Date") between the University of Cincinnati Research Institute, a tax exempt, non-profit 501(c)(3) Ohio corporation, ("UCRI") having an office at 51 Goodman Drive, Suite 240, Cincinnati, OH 45221 and Bannock County ("Sponsor") having its principal office at 624 E. Center, Pocatello, ID 83201.

WHEREAS, Sponsor wishes UCRI to perform training or other services as set forth in Exhibit A ("Work");

WHEREAS, the Affiliation Agreement between UCRI and the University of Cincinnati ("Authorized Contractor"), approved by the University of Cincinnati Board of Trustees May 22, 2012, provides that the Authorized Contractor: shall perform all or part of the Work as a subcontractor to UCRI; shall comply with all UCRI's obligations to Sponsor as set forth in this Agreement; and has authorized UCRI to represent and warrant its agreement to such performance and compliance; and

WHEREAS, the Work is of mutual interest and benefit to both UCRI and Sponsor.

NOW, THEREFORE, UCRI and Sponsor (individually referred to as a "Party" and collectively referred to as the "Parties") agree to the following:

1. **STATEMENT OF WORK.** UCRI agrees to use its reasonable efforts to provide the Work described in the Statement of Work which is attached hereto as Exhibit A and incorporated herein by reference.
2. **PERIOD OF PERFORMANCE.** The Work shall be conducted during the period beginning on October 28, 2024 ("Effective Date") and ending on September 30, 2025 ("Termination Date") and will be subject to renewal only by mutual agreement of the Parties.
3. **REIMBURSEMENT.** In consideration of the foregoing, Sponsor agrees to support the Work set forth in Exhibit A, consistent with UCRI's policy for the conduct of this Work, by paying the fixed price amount identified in Exhibit A.
4. **PAYMENT.** Payments shall be made to "University of Cincinnati Research Institute" by Sponsor in U.S. dollars, due and payable within thirty (30) days after Sponsor's receipt of UCRI's invoice for such Work.

Invoices should be sent to:

Bannock County Juvenile Justice  
137 S. 5<sup>th</sup>/P.O. Box 4926  
Pocatello, ID 83205  
Attn: Matt Olsen - matt@bannockcounty.gov

All payments shall be mailed to: University of Cincinnati Research Institute

PO Box 19614

Cincinnati, OH 45219

Attn: ucripayables@uc.edu

UCRI may elect to accept requests to modify the approved and final training dates sixty (60) days or less prior to the scheduled program, however certain expenses, including but not limited to airline change flight fees, accommodation cancellation or modification expenses and other non-cancellable fees may be incurred by Sponsor and are considered pass-through expenses not included in the project budget, and shall be separately delineated on each invoice.

**5. EARLY TERMINATION.**

5.1. Should UCRI breach this Agreement or become unable to perform hereunder, Sponsor shall have the right to terminate this Agreement. Sponsor shall notify UCRI of its intention to do so, and termination shall become effective sixty (60) days thereafter if UCRI is unable to cure the breach or rectify the problem.

5.2. Failure of Sponsor to pay any amount required hereunder within thirty (30) days after receipt of an invoice from UCRI shall be cause for UCRI to terminate this Agreement. UCRI shall notify Sponsor of its intention to do so, and termination shall become effective sixty (60) days thereafter if Sponsor has not made such payment in full.

5.3. Termination under this Article 5 does not relieve Sponsor of the obligation to reimburse all costs and non-cancelable commitments incurred in the performance of the Work prior to termination, such reimbursement not to exceed the total project cost as specified in Exhibit A. Upon termination for any reason, each Party shall immediately return all confidential information to the other Party.

5.4. This Agreement is subject to termination, without penalty to any party, upon nonappropriations of funds for this Agreement by Sponsor.

**6. OWNERSHIP OF MATERIALS.** UCRI retains all sole ownership rights to any and all patent, trademark, copyright and other intellectual property rights in any and all inventions and/or materials invented and/or developed by UCRI during the performance of UCRI's duties under this Agreement.

**7. WARRANTY DISCLAIMER.** Nothing in this Agreement shall be construed as a warranty or representation that anything made, used, transferred, sold or otherwise disposed of under any license or other provision of this Agreement that is or may be granted: (i) is or will be free from infringement of patents, copyrights and trademarks of third parties; (ii) creates an obligation to bring or prosecute actions or suits against third parties for infringement; or (iii) confers rights to use in advertising, publicity or otherwise any trademark or the name of UCRI or Sponsor. Except

as expressly set forth in this Agreement, UCRI MAKES NO REPRESENTATIONS AND EXTENDS NO WARRANTIES OF ANY KIND, and EITHER EXPRESS OR IMPLIED. THERE ARE NO EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE USE OF THE INVENTIONS AND/OR MATERIALS UNDER THIS AGREEMENT WILL NOT INFRINGE ANY PATENT, COPYRIGHT OR TRADEMARK OR OTHER RIGHTS. Except as expressly set forth in this Agreement, Sponsor MAKES NO REPRESENTATIONS AND EXTENDS NO WARRANTIES OF ANY KIND, and EITHER EXPRESS OR IMPLIED. THERE ARE NO EXPRESS OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS OF ANY SAMPLE, MATERIAL OR PRODUCT SUPPLIED BY OR ON BEHALF OF Sponsor TO UCRI or its Authorized Contractor.

8. **INDEMNIFICATION.** Intentionally Omitted.
  
9. **CONFIDENTIALITY.** All documents and other materials produced under this Agreement shall be deemed to be "confidential information" and the receiving Party shall not disclose, use, or reproduce, or authorize any third Party to disclose, use, or reproduce, any such confidential information, without the prior written approval of the disclosing Party; provided, however, that the receiving Party may disclose such confidential information to its employees and representatives of the receiving Party as may be required to perform its obligations under this Agreement and, provided further, that the receiving Party informs such persons of the existence of this confidentiality obligations and will be responsible for any breach of this such obligations by such persons. Notwithstanding anything in the foregoing to the contrary, the following shall not be deemed to be "confidential information": (i) information that is publicly known or becomes publicly known through no fault of the receiving Party, (ii) information that is generally or readily obtainable by the public, (iii) information that constitutes the general skills, knowledge, and experience acquired by either Party before entering into this Agreement and thereafter, or (iv) if the documents are required to be disclosed under state or federal law.
  
10. **PROHIBITIONS.** UCRI shall only conduct research involving faculty, students, researchers, or other staff of its Authorized Contractor, if the research is industry-sponsored. UCRI shall not conduct clinical trials or research sponsored by the federal government, such as the National Institutes of Health, unless prior written approval is granted by its Authorized Contractor.
  
11. **EXPORT CONTROL.** It is understood that UCRI is subject to United States laws and regulations controlling the export of technical data, computer software, laboratory prototypes, and other commodities, and that its obligations hereunder are contingent on compliance with applicable U.S. export laws and regulations (including the Arms Export Control Act, as amended, and the Export Administration Act of 1979). The transfer of certain technical data and commodities may require a license from the cognizant agency of the United States Government and/or written assurances by Sponsor that Sponsor will not re-export data or commodities to certain foreign countries without prior approval of the cognizant government agency. While UCRI agrees to cooperate in securing any license which the cognizant agency deems necessary in connection with this Agreement, UCRI cannot guarantee that such licenses will be granted.

12. **NOTICES.** Any notices required to be given or which shall be given under this Agreement shall be in writing delivered by first class mail (air mail if not domestic) addressed to the Parties as follows:

**SPONSOR**  
Attention: Matt Olsen  
Address: P.O. Box 4926  
  
Pocatello, ID 83205  
Phone: 208-235-2305  
Fax: 208-234-1094  
Email: matto@bannockcounty.gov

**UCRI**  
Attention: Patrick Clark  
Address: University of Cincinnati Research  
Institute  
  
PO Box 19614  
Cincinnati, OH 45219  
Phone: 513-556-2628  
Fax:  
Email: patrick.clark@uc.edu

Except as otherwise expressly specified herein, all notices, requests or other communications shall be in writing and shall be deemed to have been given if delivered personally or mailed, by certified or registered mail, postage prepaid, return receipt requested, to the Parties at their respective addresses set forth on the signature page hereto, or at such other addresses as may be specified in writing by either of the Parties. All notices, requests, or communications shall be deemed effective upon personal delivery or three (3) days following deposit in the mail.

13. **ASSIGNMENT.** This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and the successors to substantially the entire business and assets of the respective Parties hereto. This Agreement shall not be assignable by either Party without the prior written consent of the other Party. Notwithstanding the foregoing, UCRI may freely assign this Agreement to Authorized Contractor.
14. **GOVERNING LAW.** The Agreement shall be governed by the laws of the State of Idaho and the United States of America, without regard to any conflict of laws, rule or principle that would result in the application of the laws of any other jurisdiction. Any action brought to enforce this Agreement shall be brought in Ohio. In the event of any conflict between the Agreement and the Exhibit A, the Exhibit A will control related to project design and execution, and the Agreement will control in all other matters, except if this Exhibit A specifically refers to the section of the Agreement which is to be changed.
15. **GOVERNING LANGUAGE.** In the event that a translation of this agreement is prepared and signed by the Parties for the convenience of the sponsor, this English language version shall be the official version and shall govern if there is a conflict between the two.

16. **FORCE MAJEURE.** UCRI shall not be responsible to the Sponsor for failure to perform any of the obligations imposed by this agreement, provided such failure shall be occasioned by fire, flood, explosion, lightning, windstorm, earthquake, subsidence of soil, failure or destruction, in whole or in part, of machinery or equipment or failure of supply of materials, discontinuity in the supply of power, governmental interference, civil commotion, riot, war, strikes, labor disturbance, transportation difficulties, labor shortage, or any cause beyond the reasonable control of UCRI.
17. **INDEPENDENT CONTRACTOR STATUS.** This Agreement does not constitute a hiring by either Party. It is the Parties' intention that UCRI shall provide the services described herein as an independent contractor. This Agreement shall neither create an employee-employer relationship between the Parties nor shall it be considered or construed to be a partnership or joint venture. Neither Party shall be liable for any obligations incurred by the other Party unless specifically authorized in writing. Neither Party may act as an agent of the other Party, ostensibly or otherwise, or bind the other Party in any manner, unless specifically authorized to do so in writing.
18. **ENTIRE AGREEMENT.** Unless otherwise specified, this Agreement embodies the entire understanding between UCRI and the Sponsor for this project, and any prior or contemporaneous representations, either oral or written, are hereby superseded. If there is any conflict, discrepancy or inconsistency between the terms contained in this Agreement and a Purchase Order issued by Sponsor for Services contemplated hereunder, the terms set forth in this Agreement will govern, control and take precedence. No amendments or changes to this Agreement, including without limitation, changes in the statement of work, total cost, and period of performance, shall be effective unless made in writing and signed by authorized representatives of the Parties.
19. **USE OF NAMES.** Neither Party will use the name or trademarks of the other in any advertising or other form of publicity without the written permission of the other. If a Party seeks permission to use trademarks of the other Party, the other Party agrees to notify its appropriate licensing Contact and will not unreasonably withhold its consent.
20. **SEVERABILITY.** If any provision of this Agreement will be found by a court of competent jurisdiction to be void, invalid or unenforceable, the same will either be reformed to comply with applicable law or stricken if not so conformable, so as not to affect the validity or enforceability of this Agreement.
21. **SURVIVAL.** Termination of this Agreement by either Party shall not affect the rights and obligations of the Parties accrued prior to the effective date of the termination. Any rights or obligations set forth herein which of their nature are intended to extend beyond the term of this Agreement shall survive the expiration or termination, including without limitation the sections titled Confidential Information, Ownership and Intellectual Property Rights, Warranty Disclaimer, and Indemnification.
22. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts or, through the exchange by facsimile or other electronic means of duly-signed duplicates hereof, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

-- SIGNATURES FOUND ON NEXT PAGE --

By signature below of duplicate originals, Sponsor and UCRI hereby agree to this Agreement as of the Effective Date.

**SPONSOR**

Signed: 

By: Ernie Moser

Title: Chairman – Bannock County Commission

Date: Oct. 22, 2024

**UNIVERSITY OF CINCINNATI  
RESEARCH INSTITUTE**

Signed: Patrick Clark Digitally signed by Patrick Clark  
Date: 2024.11.14 13:20:31 -05'00'

By: Patrick Clark

Title: Executive Director

Date: 11/14/2024

## **Exhibit A**

### **STATEMENT OF WORK**

UCRI, through its authorized subcontractor, the University of Cincinnati Corrections Institute (UCCI) shall provide:

- UCCI can provide one (1) in person EPICS training across 3-days for up to 10 Sponsor staff with 1 UCCI trainers at a flat rate cost of \$15,000. Included is also the coding of EPICS audios for 10 staff by UCCI and 1 EPICS coaching session a month for a total of 5 coaching sessions.

Costs are inclusive of salaries/benefits, travel accommodations/expenses, training material production/shipment to a central location for Sponsor dissemination to staff and administrative costs.

### **PAYMENT SCHEDULE**

50% of the total amount (\$7,500) will be invoiced and due upon contract execution. The remaining 50% (\$7,500) will be invoiced and due following the training.



FOR COMMISSION OFFICE USE:	
DATE <u>9/30/25</u>	TIME _____

## Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday** 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.

**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: Danae Zepeda @ SICOG      Phone/Email: 208-233-4535 ext. 1028

Item to be considered: Renewal of the Bannock County Grant Writing Contract

**Informational background:**

Current grant writing contract is due to expire on 09/30/25

1. What meeting are you requesting? 9/30/25
2. How much time will be needed for this agenda item? 15 minutes
3. Is Commission action requested (decision, approval, signature, or guidance)? Approval
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? \$75,000.00
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:

Charity Staggs - [charity.staggs@sicog.org](mailto:charity.staggs@sicog.org), Nancy Allen - [nancyn@bannockcounty.gov](mailto:nancyn@bannockcounty.gov)

**Professional Services Contract**  
**Bannock County Grant Writing Services**

This contract is entered into this September, 30 2025, by and between the Bannock County, with its principal address of business at 624 E Center St, Pocatello, ID 83201 herein referred to as "BANNOCK COUNTY" and Southeast Idaho Council of Governments (SICOG), whose address is 214 East Center, Pocatello, ID, 83201 herein referred to as "SICOG", Witnesseth:

Whereas, the BANNOCK COUNTY desires to engage SICOG to provide certain services as described in the "Scope of Work" section of this contract and hereinafter referred to as "GRANT WRITING", and SICOG desires to provide said services, the parties hereto do mutually agree as follows:

**1) Employment of SICOG**

The BANNOCK COUNTY agrees to engage SICOG, and SICOG agrees to provide the services described in the "Scope of Work" as described in section 3 below.

**2) Employee - Employer Relationship**

The contracting parties warrant by their signature that no employee-employer relationship is established between SICOG and the BANNOCK COUNTY by the terms of this contract. The parties understand that SICOG is an independent contractor and as such neither SICOG nor its employees, if any, are employees of the BANNOCK COUNTY for purpose of tax withholding, retirement system or social security (FICA).

**3) Scope of Work**

SICOG will:

- ◆ Work with the BANNOCK COUNTY and interested Stakeholders and conduct prospect research to identify prospective funders for products, services, and construction needs.
- ◆ Work with staff to interpret guidelines, and gather material and information necessary for a strong proposal.
- ◆ Write grant proposals as requested in a timely manner to meet deadlines, and prepare the proposal for submission.
- ◆ Review organization materials and research/review other background information as necessary in order to create letters and proposals.
- ◆ Attend meetings as necessary to accomplish the required work.
- ◆ Attend meetings in person and/or by telephone necessary to accomplish the required work.
- ◆ Obtain permissions and approvals via BANNOCK COUNTY grant processes and procedures, as necessary

**4) Guarantees**

SICOG shall use all resources at SICOG's disposal to perform duties as assigned and agreed to by both parties and shall submit the same in good faith. However, no guarantee of receipt of funding by the BANNOCK COUNTY is implied or promised by SICOG. Payment is due upon SICOG submission of the proposal to BANNOCK COUNTY, specially to the Bannock County Board of Commissioners. In addition, SICOG and BANNOCK COUNTY recognize that performance of tasks in Section 2 necessitates communication and information exchange between the parties and with funders, and that delay in completing the tasks may occur if there are delays with information exchange. BANNOCK COUNTY also recognizes that if grants are received, BANNOCK COUNTY is responsible for any acknowledgments and reports to funders unless agreed to in writing.

**5) Schedule of Services & Time of Performance:**

Work under this agreement will commence on October 1, 2025 and will finalize no later than September 30, 2026. Work under this contract may be renewed on an annual basis for a contractual cost negotiated by both parties.

**6) Basis of Fee and Billing**

The following is a Fee Schedule that will be used for billing. The application amount refers to the actual amount of grant funds to be asked for in an application.

<b>Grant Application</b>	<b>Fee</b>
\$2,000 - \$10,000	\$500
\$10,001 - \$50,000	\$2,000
\$50,001 - \$250,000	\$5,000
\$250,001 or more	\$10,000

SICOG will not proceed with grant writing services unless permission has been given by BANNOCK COUNTY, specifically by the Bannock County Board of Commissioners. SICOG will invoice BANNOCK COUNTY, as per the fees schedule above, upon submission of an approved application. The sum of services performed **will not exceed** the Total Project Costs of **\$ 75,000 annually**.

If for any reason, approval has been granted to proceed with grant writing services, but these services are canceled by BANNOCK COUNTY before the timely submission of the grant proposal to BANNOCK COUNTY. The sum of services performed up to that point, shall be compensated at a rate of \$75 per hour not to exceed the original fee, as described in the fee schedule above. If the grant deadline is missed due to SICOG, no fees will be charged.

SICOG will submit all requests for payment related to this contract, to the BANNOCK COUNTY at: 624 E Center St. Pocatello, ID 83201. The payment to SICOG shall be made within 45 days of the deadline or determined otherwise.

**7) SICOG's Insurance**

SICOG warrants that it has obtained and will maintain at its expense for the duration of this contract, statutory worker's compensation coverage, employer's liability and comprehensive liability insurance coverage for its principals and employees for the services to be performed hereunder.

**8) Conflict of Interest**

SICOG warrants that it presently has no interest and will not acquire any interest, direct or indirect, in the project that would conflict in any manner or degree with the performance of its services hereunder. SICOG further covenants that, in performing this contract, it will employ no person who has any such interest.

**9) Modification and Assignability of Contract**

This contract contains the entire agreement between the parties, and no statements, promises, or inducements made by either party or agent of either party that are not contained in the written contract are valid or binding. This contract may not be enlarged, modified or altered except upon written agreement signed by both parties hereto.

**10) Termination of Contract**

This contract shall be terminated if it is determined that SICOG has failed to comply with the terms and conditions of this contract. In such a case, SICOG will be served with written notice sufficient to describe in general terms the nature of the contract default. If all defaults are not cured and corrected within a reasonable period as specified in the notice of default, this contract may be considered terminated without further notice.

Upon 30 days after written notice, either party by may, without cause and without prejudice to any other right or remedy, terminate the Contract. In such case, SICOG shall complete any grant proposal approved before the written notice and be compensated for services as described in the fee schedule.

**11) State and Federal Law**

SICOG will abide by the provisions of all state and federal laws applicable to the completion of Grant WRITING SERVICES as described herein.

**12) Ownership and Publication of Materials**

All reports, information, data and other materials prepared by SICOG pursuant to this contract are to be the property of the BANNOCK COUNTY, which will retain the exclusive and unrestricted authority to release, publish or otherwise use in whole or part. All such material developed under this contract shall not be subject to copyright or patent in the United States or in any other country without the prior written approval of the BANNOCK COUNTY.

**13) Indemnification**

SICOG waives any and all claims and recourse against the BANNOCK COUNTY for loss and damage to persons or property arising from, growing out of or in any way connected with or incident to SICOG's performance of this contract except for liability arising out of concurrent or sole negligence of the BANNOCK COUNTY or its agents or employees. Further SICOG will indemnify, hold harmless and defend the BANNOCK COUNTY against any and all claims, demands, damages, costs, expenses, or liability arising out of SICOG's performance of this contract except for liability arising out of concurrent or sole negligence of the BANNOCK COUNTY, its officers, agents or employees.

**14) Legal Fees**

In the event either party incurs legal expenses necessary to enforce the terms and conditions of this contract, the prevailing party is entitled to recover reasonable attorney's fees and other costs and expenses, whether same are incurred with or without suit.

**15) Special Warranty**

SICOG warrants that nothing of monetary value has been given, promised or implied as remuneration or inducement to enter into this contract. SICOG further declares that no improper personal, political, or social activities have been used or attempted in an effort to influence the outcome of the competition, discussion, or negotiation leading to the award of this contract. Any such activity by SICOG shall render this contract null and void.

**16) Liaison**

The designated contact person for each party is as follows:

SICOG:

Charity Staggs

Community Resources Coordinator

[charity.staggs@sicog.org](mailto:charity.staggs@sicog.org)

208-223-4535 X 1015

BANNOCK COUNTY:

Nancy Allen

Deputy Clerk

[nancyn@bannockcounty.gov](mailto:nancyn@bannockcounty.gov)

[grantnotify@bannockcounty.gov](mailto:grantnotify@bannockcounty.gov)

624 East Center

Pocatello, ID 83201

Danae Zepeda

Human Resources and Grant Writing Specialist

[danae.zepeda@sicog.org](mailto:danae.zepeda@sicog.org)

208-223-4535 X 1028

214 E Center St, Suite 10

Pocatello, ID 83201

IN WITNESS WHEREOF, the parties hereto have executed this contract on the 30<sup>th</sup> Day of September, 2025.

SOUTHEAST IDAHO COUNCIL  
OF GOVERNMENTS

BANNOCK COUNTY

BY: [Signature]  
Layne Bourgeois

BY: \_\_\_\_\_  
Jeff Hough

Executive Director, SICOG  
Title

Commissioner, Chairman  
Title

9-22-25  
Date

9/30/2025  
Date

Attest: [Signature]

Attest: \_\_\_\_\_  
Jason Dixon

**BANNOCK COUNTY COMMISSIONERS**

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



**ERNE 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:

Joanne Agnelli

Department:

UI Bannock Co Extension

Requestor Email:

jagnelli@bannockcounty.gov

Item(s) to be considered:

Introduction of new Family & Consumer Sciences (FCS) Educator, Jenifer Reader and Presentation from Extension Educators of FCS, Eat Smart Idaho (ESI), 4-H Youth Development and Crops & Horticulture Programming available in Bannock County

Date of meeting being requested:

~~10/07/2025~~  
9/30

Time requested:

15 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:

Nikki Ennis, Educator; Reed Findlay, Educator; Jenifer Reader, Educator; Becky Woodhouse, ESI Coordi

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



ERNE 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:

Jason Dixon

Department:

Clerk

Requestor Email:

jdixon@bannockcounty.gov

Item(s) to be considered:

Parcel #RPRPPOC210000 Quitclaim update and tax refund to IHFA.

Date of meeting being requested:

~~09/25/2025~~

10/2

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:

Misty Katsilometes

**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 McKinney

Department:

Computer Services

Requestor Email:

adam@bannockcounty.gov

Item(s) to be considered:

Presenting a first iteration of an AI policy for Bannock County. Policy is based on State of Washington AI Policy, County of Sonoma California Policy, and utilized the NACO AI Primer for creation.

Policy has had clarifying language added to, been reviewed by, and approved by legal.

Date of meeting being requested:

09/30/2025

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 Artificial Intelligence (AI) Policy

Created: June, 2025

Adopted:

Revised:

## PURPOSE

The purpose of Bannock County's Artificial Intelligence (AI) Policy is to ensure legal and ethical use of AI technology. The guidance below defines acceptable and prohibited uses and outlines employee obligations related to the use or development of AI/GenAI models and applications. This rule applies to any data system, software, hardware, application, tool or utility that operates in whole or in part using AI, and any users & developers (employees, contractors, executives, elected officials, third parties) with access to county data or systems.

Bannock County Computer Services recognizes that the use of AI solutions has the potential to provide benefits to Bannock County by enabling employees to work more effectively and efficiently. In cases where the use of AI can help users to do so, users are allowed to use approved AI technologies in accordance with the requirements and guidelines set forth in this policy. The use of AI should always be subject to careful consideration and evaluation to ensure that it aligns with Bannock County values, goals, and best practices.

## DEFINITIONS

**Algorithm:** A set of rules or instructions given to an AI, neural network, or other machine to help it learn on its own; an algorithm is a process or set of rules to be followed in calculations or other problem-solving operations, especially by a computer.

**Artificial intelligence (AI):** endeavors to replicate core cognitive functions within computer systems. This involves endowing computers with the capacity for learning, reasoning, problem-solving, perception, and natural language understanding.

**AI Hallucination:** An instance where a generative AI model generates incorrect or nonsensical output that is not supported by its training data.

**Deep Learning:** A subfield of machine learning that uses artificial neural networks with multiple layers to extract higher-level features from raw input data.

**Deep Fake:** The creation and manipulation of audiovisual media using advanced artificial intelligence and machine learning technologies, particularly deep learning, to generate or alter human likenesses and voices in a manner that appears realistic. This includes, but is not limited to, the synthesis of human facial or vocal characteristics to create entirely new, false representations or the alteration of existing media to create misleading or untruthful portrayals. The term encompasses both the technology used for such purposes and the resultant media.

**Ethical Artificial Intelligence (Ethical AI):** Refers to the development and deployment of AI systems in a way that aligns with human values, moral principles, and societal well-being.

**Generative AI (GenAI):** technology that creates new content resembling human-created content (including text, images, voices, and videos) in response to user prompts.

**Large Language Model (LLM):** A deep learning algorithm that can recognize, summarize, translate, predict, and generate text and other content based on knowledge gained from massive datasets.

**Machine Learning (ML):** A type of AI that allows software applications to become more accurate in predicting outcomes without being explicitly programmed to do so. Machine learning algorithms use historical data as input to predict new output values.

**Prompt:** Information is shared with an AI tool by user input, or a series of instructions or questions for the tool. Generally, providing access to or inputting information constitutes sharing data with the tool. The sharing of data potentially makes confidential or sensitive information public as the tool may train its model on the data shared. In some cases, data that has been anonymized could be linked to personal information and become exposed. Any citizen or employee personal information, data categorized as sensitive information or intellectual property, or otherwise confidential information entered into the prompt may appear in other users' output. Therefore, users of AI should avoid entering any information into an AI tool which they do not want to be made public or is otherwise restricted by law or rule.

**Responsible Artificial Intelligence (Responsible AI):** A comprehensive approach to the development, deployment, and use of AI systems that prioritizes ethical principles and societal well-being while also focusing on practical implementation and governance.

**PROCEDURES**

Any use of AI/GenAI, via platforms, tools, and software must be consistent with Bannock County code of conduct and ethics, Bannock County IT Policy, and applicable law. Use of AI/GenAI on County devices must be limited to business purposes. Use of AI/GenAI tools on personal devices or personal accounts to conduct County business is strictly prohibited.

This table is not inclusive of all possible use cases and if a use case is not specifically listed, a user should seek permission before proceeding. Bannock County reserves the right to make changes to, and/or update this table periodically:

Acceptable Uses:	Prohibited Uses:
<ul style="list-style-type: none"> <li>• Translating text/language from a secondary, publicly available source</li> <li>• Conducting high-level background research into a non-sensitive topic</li> <li>• Brainstorming ideas for technical solutions or viable options</li> <li>• Summarizing or outlining contents of meetings for personal use (online meeting note-taking)</li> <li>• Assistance with letter/report generation, but not finalized writing for public dissemination, sources must be cited</li> </ul>	<ul style="list-style-type: none"> <li>• Utilization of ANY Personally Identifiable Information (PII) which is entrusted to or administered by the county</li> <li>• Upload/transmission into AI of ANY original county documents, spreadsheets, or records with county logos or intellectual property</li> <li>• Replacing final versions of human-work output (letters, reports, documents)</li> <li>• Creation of deep-fake audiovisual media utilizing county intellectual property</li> </ul> <p><b>-ANY/ALL other use not listed requires preauthorized approval from Bannock County Computer Services</b></p>

In addition to the use-case scenarios above, to maintain the security of Bannock County's data and IT systems, Bannock County Computer Services has created and maintains a list of approved AI/GenAI tools. Accessing unapproved AI applications is prohibited when using County's systems, networks, or conducting business on behalf of the County, or when using the County's data. This list is also subject to change or modification and use of any unlisted AI systems will require approval by Bannock County Computer Services.

Permitted AI Systems:	Prohibited AI Systems:
• OpenAI (ChatGPT/claude.ai)	• Alexa+/SageMaker (Amazon AI)
• Google AI (Gemini/VEO)	• Grok/xAI
• Microsoft Co-Pilot/Azure AI	• Oracle AI
• AppleAI (Siri)	• Salesforce Einstein
• IBM Watson	• MetaAI/pyTorch
• Wolfram Alpha	• H2O.ai
• Lexis+ (Lexis Nexis Legal AI)	
• Read.ai (transcription assistant)	
• AdobeAI	
• Motorola AssistAI (ViQi)	

To avoid potential data leaks or security incidents regardless of platform:

- **Do not** use County credentials, email addresses, or telephone numbers as a login to publicly available AI applications.
- **Do not** install non-approved Application Programming Interfaces (APIs), plug-ins, connectors, or software related to AI systems on ANY County owned computer systems.
- **Do not** implement or use in any way code generated by AI on County systems.
- **Do not use AI recording or transcription tools which are not on the approved list above.** Many of the AI recording and transcription tools maintain usage rights to all data acquired by the tools.
- Any use of embedded AI within vendor managed or hosted solutions shall be shared with and vetted by Bannock County Computer Services.

To maintain the confidentiality of Bannock County's sensitive (PII) information, **do not input county data categorized as sensitive or restricted or containing ANY Personally Identifiable Information into ANY AI applications.**

To maintain transparency with citizens and employees and protect the County from claims against copyright infringement and/or theft of intellectual property, all AI generated content must be reviewed to exclude use of copyright or trademark material or other infringement on the intellectual property of another, and must be cited and fact-checked before publication.

- Clearly cite any use of AI/GenAI when using the content.
  - For example: "*A common example of alliteration is the child's tongue twister "Peter picked a peck of pickled peppers" (ChatGPT, 2025).*"
  - Another example: "This document was drafted with support from ChatGPT. The content was edited and fact-checked by county staff."
- Fact-check all information with trusted verifiable sources and cite sources as necessary. (County resources, newspapers, research papers, etc.)
- Check for possibly copyrighted information using free online plagiarism tools.
- AI shall not be used to generate or alter human likenesses and voices in a manner that appears realistic, i.e. deepfakes, for the purpose of misrepresentation, spreading misinformation or other malicious or unlawful purposes.

To protect Bannock County employees and constituents from harm, and to protect the County from reputational damage, employees must use AI/GenAI pursuant to the County's code of conduct and non-discrimination policies. AI-created content that is inappropriate, not considered ethical AI nor responsible AI, discriminatory or otherwise harmful to Bannock County employees or citizens must not be used for work purposes. Such use could result in disciplinary action, up to and including termination.

To protect Bannock County employees, citizens, and the County:

- **Verify all AI/GenAI Output via knowledge or other sources:** Outputs created by AI/GenAI tools may provide fictitious answers, these are sometimes referred to as hallucinations. Furthermore, many open-source AI/GenAI models are often trained on large, publicly available datasets (e.g., through data extraction of public webpages). The outputs may therefore contain copyrighted information, or others' intellectual property. While ownership in many of these cases is unclear, users should err on the side of caution and not use any output that contains material they suspect to be under copyright protection in any materials, internal or externally facing.
- Users of AI/GenAI tools must also be aware that those tools incorporate biases of the data sets that were used to train them. This modeling bias may not always align with Bannock County's core values. Therefore, model output may make systematic errors or favor certain groups, leading to unfair or discriminatory outcomes. Users of AI must adhere to existing review processes where AI/GenAI is used to make decisions or provide analysis of information that may be subject to bias. Using output from AI/GenAI tools without reviewing it for accuracy places the County at risk and may harm the County's reputation with the general public and constituents.
- Do review the output of AI/GenAI applications to make sure it meets County's standards for principles of equity, ethics, and appropriateness.
- Do not use any output that discriminates against individuals on the basis of race, color, religion, sex, national origin, age, disability, marital status, political affiliation or sexual orientation.
- Do not use AI/GenAI applications to create text, audio, or visual content for purposes of committing fraud or to misrepresent an individual's identity.
- Do not use AI/GenAI to create a deepfake, to misrepresent the county or others.
- Do not use AI/GenAI to infringe upon the intellectual property of another.

All employees and contractors are expected to comply with applicable laws, regulations, and Bannock County policies regarding the use or development of AI/GenAI content or tools.

All third-party contracts for organizations that will have access to county data should incorporate language restricting the use of county data in AI tools.

### **Evaluation of Proposed AI Tools for use within the County:**

Bannock County Computer Services shall conduct a thorough evaluation using established processes and procedures before acquiring any AI or GenAI solution. Evaluation criteria shall include but not be limited to:

- Assessing the vendor's reputation for security, reliability and protection of intellectual property rights.
- Evaluating the solutions compatibility with existing systems.
- Ensuring compliance with relevant data privacy laws. Reviewing the vendor's commitment to responsible AI.
- Procurement decisions shall prioritize vendors that prioritize security, privacy, respect for intellectual property rights and transparency in their AI solutions. Appropriate language shall be added to contracts to address vendor's obligations.

## **MONITORING**

Bannock County Computer Services reserves the right to access and monitor AI/GenAI applications used on any County-issued devices or appearing on County managed networks to ensure compliant use of these systems. This includes monitoring remotely via support tools and firewall logs.

## **FAILURE TO COMPLY**

Users who fail to comply with any provision of this Policy may be subject to discipline up to and including termination of employment. If a contractor's agreement includes provisions restricting the use of Generative AI, violations of those specific provisions may be considered a breach of contract and result in removal from assignment. Any AI-related activities which appear to violate applicable laws will be reported to law enforcement. If monitoring systems and processes detect a possible rule violation or if a User reports a possible rule violation, the suspect event should be reported to a department head and Bannock County Computer Services for investigation and possible escalation.

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 McKinney

Department:

911 Communications

Requestor Email:

adam@bannockcounty.gov

Item(s) to be considered:

Seeking approval to purchase the Kinport Radio Tower, final bill of sale is attached.

Date of meeting being requested:

09/30/2025

Time requested:

5 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:

**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:

Ken Bullock

Department:

Commission

Requestor Email:

commission@bannockcounty.gov

Item(s) to be considered:

Request for one-way mileage to Boise for the Idaho Power 2025 Energy Academy

Date of meeting being requested:

09/30/2025

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**  
Expenditure Reimbursement Voucher

updated 11/1/22

NAME: Ken Bullock	DEPARTMENT: Commission
ADDRESS:	DATE: 9/25/2025

This Expenditure Reimbursement Voucher is to be completed and submitted to the Auding Department by the week after your business trip.

**A copy of agenda must be attached**

BUSINESS EVENT: 2025 Energy Academy	EVENT LOCATION: Boise, Idaho
-------------------------------------	------------------------------

Departure Date: 10/8/2025	Return Date: 10/10/2025
Time:	Time:

**Per Diems are for overnight travel ONLY; use Business Meal Log for misc meals**

**Attach a copy of the approved GSA rate for the conference location, if this is not attached the form will be returned as incomplete**

**Follow this link for reference:** <https://www.gsa.gov/travel/plan-book/per-diem-rates?topnav=>

GSA Per Diem Allowance:	3	SUN	MON	TUES	WED	THU	FRI	SAT	TOTAL
INSERT DATES BELOW									
*Begin with first day of travel exclude any personal days									
*Enter Per Diem amount for each allowable daily meal.	Breakfast								\$ -
	Lunch								\$ -
	Dinner								\$ -
	or FULL DAY								\$ -
<b>TOTAL PER DIEM</b>									<b>\$ -</b>

RETURN OF EXCESS PER DIEM (Explain):	Enter as a negative
--------------------------------------	---------------------

Personal Vehicle used for county Business:	Total miles driven	234.9	x per mile rate of:	\$ 0.45	\$ 105.71
	110105 3 45400				Attach copy of valid auto insurance

Other Expenditures: *ORIGINAL RECEIPTS MUST BE ATTACHED			
Date	Description	Business Purpose	TOTAL \$

If a vehicle was used, please mark which vehicle <input type="checkbox"/> Personal <input type="checkbox"/> County Vehicle	<b>Total All Other Expenditures</b>	<b>\$ -</b>
--	-------------------------------------	-------------

<b>GRAND TOTAL EXPENDITURE REIMBURSEMENT TO BE PAID</b>	<b>\$ 105.71</b>
---	------------------

DEPARTMENT APPROVAL (Cannot be same as employee)	Under penalties of perjury, I declare that I have examined this report, and to the best of my knowledge and belief, it is true, correct and complete business expense.   EMPLOYEE SIGNATURE	DATE
---	--	------



# 2025 ENERGY ACADEMY

THURSDAY  
OCT. 9 • 2025

## AGENDA

HOSTED BY  
IDAHO POWER

- 7:45–8:10 a.m.**      **Breakfast — Welcome & Introductions**  
Megan Ronk, Customer Experience and Economic Development Director  
Idaho Power Corporate Headquarters  
1221 W. Idaho St. Boise, ID
- 8:10–8:40 a.m.**      **Idaho Power: Building Our Future**  
Lisa Grow, President & CEO
- 8:40–9:40 a.m.**      **Balancing the Energy Transition**  
Adam Richins, Senior Vice President & COO
- 9:40–9:50 a.m.**      **Energy Academy Group Photo & Break**
- 9:50–10:10 a.m.**      **Travel to Boise Center West**
- 10:10–11 a.m.**      **Planning for the Future: The Integrated Resource Planning Process and Generation Resource Development**  
Eric Hackett, Projects and Resource Development Director and Jared Ellsworth, Transmission, Distribution, & Resource Planning Director
- 11 a.m.–12:10 p.m.**      **Load Serving Operations and Dispatch Tour**  
Ben Brandt, Load Serving Operations Director
- 12:10–12:30 p.m.**      **Travel to the Skills Training Center**
- 12:30–1 p.m.**      **Lunch — Update on Idaho Power’s Wildfire Mitigation Plan**  
Jon Axtman, Wildfire Mitigation and T&D Engineering Director
- 1–2:10 p.m.**      **Hands-on Experience: Simulations for Real World Scenarios**
- 2:10–3 p.m.**      **Travel to Swan Falls Dam & Environmental Roadside Tour**  
Brett Dumas, Environmental Affairs Director
- 3–4 p.m.**      **Tour of Swan Falls Dam & Museum**
- 4–5 p.m.**      **Travel to Boise**
- 5–6 p.m.**      **Reception with Idaho Power Executive Leadership**  
Hotel Renegade, Downtown Boise

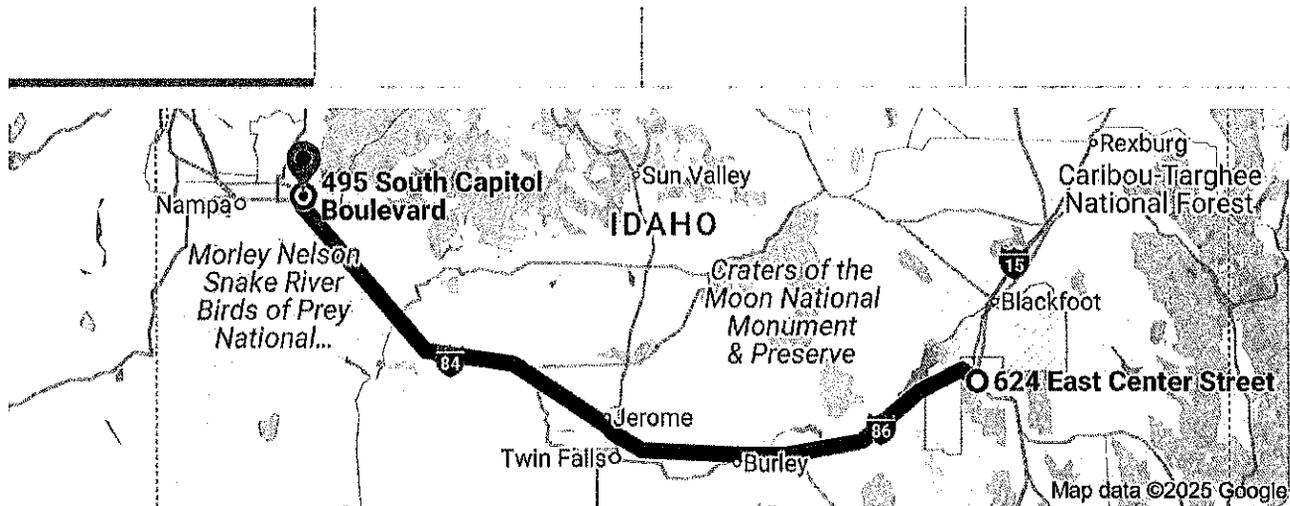
624 e. center street pocatello to 495 s. ca



AI Mode All Maps Images Shopping Web Forums More Tools

624 E Center St, Pocatello, ID 83201

495 S Capitol Blvd, Boise, ID 83702



3 hr 22 min (234.9 mi) via I-84 W

Directions

4 hr 21 min (270.9 mi) via US-26 W and US-20 W

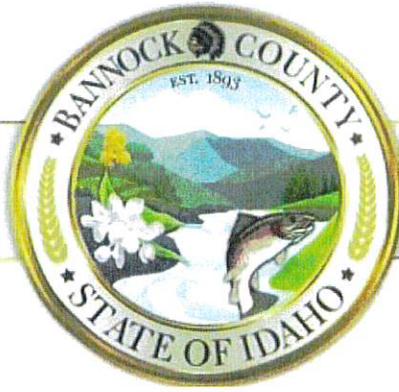
People also ask :

Does Hampton Inn Boise Downtown have parking? v

What is the elevation of Pocatello Idaho? v

How far is Hampton Inn Boise from downtown? v

Is Pocatello a city in Idaho? v



**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

**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:**

Shanda Crystal/Chief Procurement Officer

**Item to be considered/background:**

Request to discuss (1) a protest received and (2) the Landfill Construction Entrance Invitation to Bid.

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

15 minutes

9/30/25

**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:**

Dillon Evans

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

Commissioner Office Only:

Date: 9/30/25 Time: \_\_\_\_\_



September 22, 2025

Bannock County  
Office of the Board of County Commissioners  
624 E Center Street,  
Pocatello ID 83201

**Re: Landfill Entrance Facility Improvement Bid**

Dear Commissioner Moser,

Thank you for allowing us to meet with you earlier today regarding our company, RS Jobber, Inc., being eliminated from consideration of award for the Bannock County Landfill Entrance Facility Bid. As was discussed in our meeting, we feel that our being eliminated as an incomplete bid is not an entirely accurate assessment. The unit price that we failed to insert in the bid schedule is present by implication because this item, Additive Alternate No.1 – Z-Wall, item 103 Barrier Gates/Fencing/Signage, is a “Lump Sum” item with a quantity of 1. Therefore, no matter what the unit price of a “Lump Sum” item with a quantity of 1, the total cost will be the same as the unit price. We therefore feel that the presence of the total “Bid Amount” can also represent the “Bid Unit Price” as the same. Because this is such an arguable and easily supported reality in our bid, we are requesting that the Commissioners reconsider and allow RS Jobber, Inc. to be placed back on the list of bids for consideration to award. As the record shows, the RS Jobber total bid for base and alternates is \$3,426,743.00, the second bid was ESI at \$4,072,334.00. This shows that if the RS Jobber Inc. bid is eliminated over such an “arguable” technicality, the project will cost the County \$645,591.00 more than going forward with the low bid.

Again, we respectfully request the Commissioners to reconsider and allow RS Jobber, Inc. to be considered as the lowest responsible bidder for this project. Thank you for your consideration.

Sincerely,



Richard Jessop  
RS Jobber, Inc.

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



ERNE 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:

Ian Johnson

Department:

Prosecutors

Requestor Email:

ianj@bannockcounty.us

Item(s) to be considered:

Request executive session under IC 74-206(1)(a)(b) to discuss potential prosecutor hires and exceptional placement.

Date of meeting being requested:

09/30/2025

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:

Jonathan Radford, Kristi Klauser

**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:

<b>Description</b>	<b>Asset/ID Number/VIN (if known)</b>
Outdated Gear	0413200416
Gear Drive	04132-004-15
3 Air Shaft Kits	
4 Honda Air Filters	
2 Float Meters	
2 Bobcat Filters	
Ingersoll Filter	
Transmission Filter	
Transmission Gasket	
Air Filter	
Durango Transmission Filter	
Public Access Signs	
Metal Chop Saw	
Old Porta Power and Cylinder	
Backhoe Auger	
3 Backhoe Buckets	
Corner Guard	5198491
Guard	253-0062
2 Plates Wear 6-16	9w6747
2 Cutting Edges	139-9230
2 Edges	1006668
2 Edges	9w-8215
Guard	253-0063
2 Snow Plow Shoes	1714808
6 Tips	4755484
2 Cutting Edges	4T8101
2 End Bits	3G6395
2 Edges	135-9397
C145 2015 Dodge Durango	1C4SDJFT5FC907855
BMW	5UXFA13515LY02498
5H135 Dodge Durango	1C4SDJFT3FC923312
2 Mosquito generators	
Old oil and air filters	
Old shop parts inventory	

and

WHEREAS, it was recommended to auction, salvage, donate, or dispose of the items.

NOW THEREFORE, IT IS HEREBY RESOLVED that the above property is declared to be surplus and the items be auctioned, salvaged, donated, or disposed of as best determined.

BOARD OF BANNOCK COUNTY COMMISSIONERS

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

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

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

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



**SUBSCRIBER AGREEMENT FOR TRADS SERVICES**  
(for Public Sector Subscriber)

Full Legal Name of Agency or Department (the "Subscriber")	
Physical Address:	

THIS SUBSCRIBER AGREEMENT FOR TRADS SERVICES (for Public Sector Subscriber) (the "Agreement") is entered into as of the date indicated below by and between the above-identified Subscriber and TransUnion Risk and Alternative Data Solutions, Inc. ("TRADS") effective as of the later of the date on which Subscriber has undergone and satisfactorily completed TRADS' subscriber credentialing with an approval disposition and is issued user credentials or the date indicated below (the "Effective Date").

- Subscriber understands and agrees that TRADS offers public record and proprietary information services and other products and services (the "TRADS Services") that may contain sensitive information that is governed by applicable state and federal laws, including, but not limited to, the Gramm-Leach-Bliley Act (15 U.S.C. § 6801 et seq.) ("GLBA") and the Driver's Privacy Protection Act (18 U.S.C. § 2721 et seq.) ("DPPA"), all of which Subscriber certifies to comply.
- TRADS is not a "consumer reporting agency," and the TRADS Services do not constitute "consumer report(s)," as these terms are defined by the Fair Credit Reporting Act (15 U.S.C. § 1681 et seq.) ("FCRA"). Accordingly, the TRADS Services may not be used in whole or in part as a factor in determining eligibility for credit, insurance, or employment, or for any other purpose contemplated by the FCRA.
- TRADS may make a reasonable number of TRADS Services available to Subscriber on a trial basis free of charge until the earlier to occur of: (i) reaching 300 transactions or seven (7) calendar days from the commencement of such free trial, unless otherwise agreed to by TRADS in writing (which may be by means of an email to the primary account administrator); or (ii) the start date of purchased TRADS Services ordered by Subscriber. Subscriber's access to the TRADS Services during any such free trial shall be subject to all terms of this Subscriber Agreement and the Terms and Conditions. After the expiration of a free trial, if any, Subscriber agrees to pay TRADS all applicable fees and charges for the TRADS Services accessed, including taxes, duties and other charges imposed by any governmental entity for the TRADS Services provided under this Agreement within twenty (20) days of the date of each invoice.
- Unless provided otherwise in a pricing supplement to this Agreement, either party may terminate this Agreement at any time for any reason upon notice to the other party.
- The online Additional Terms and Conditions located at <https://www.tlo.com/ps-terms-conditions> (the "Terms and Conditions") are incorporated herein by reference. This Agreement, which includes the incorporated Terms and Conditions and any attachments hereto, constitutes the entire agreement between the parties, and supersedes and replaces all previous agreements and understandings, whether oral or written, express or implied, with respect to the subject matter of this Agreement.

**AUTHORIZATION AND ACCEPTANCE OF TERMS**

Subscriber agrees to be bound by this Agreement and agrees to pay all fees and charges according to the Terms and Conditions. The undersigned hereby certifies their authority to execute this Agreement on behalf of the Subscriber and that the statements provided in this Agreement are true and correct.

Authorized Signature:	Date: <u>Sept. 30, 2025</u>
Print Name of Authorized Signer: <u>Jeff Hough</u>	Title: <u>Commissioner, Chairman</u>

**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:

Kristi Klauser

Department:

Auditing

Requestor Email:

kristik@bannockcounty.us

Item(s) to be considered:

signature only - sign titles for vehicles to be auctioned. These were approved 9/23/25. I'll bring the titles to the meeting

Date of meeting being requested:

09/30/2025

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:

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**MINIDOKA COUNTY, STATE OF IDAHO (REPRESENTING THE MINI-CASSIA**

**JUVENILE DETENTION CENTER) AND**

**COUNTY OF BANNOCK, STATE OF IDAHO**

**THIS AGREEMENT** is made and executed this 30<sup>th</sup> day of September, 2025, by and between the County of Minidoka, State of Idaho, and the County of Bannock, State of Idaho, pursuant to the provisions of Section 20-517, Idaho Code.

**WITNESSETH**

**WHEREAS**, Bannock County is authorized by law to provide maintenance for children for emergency and other care pursuant to provisions of Chapter 5, Title 20, Idaho Code; and

**WHEREAS**, as required by law, Minidoka County operates a detention facility for the temporary detention and maintenance of children (hereinafter “Mini-Cassia Juvenile Detention Center”);

**NOW THEREFORE**, for and in consideration of the mutual promises contained herein and other good and valuable consideration, Bannock County and Minidoka County (in its own capacity and on behalf of the Mini-Cassia Juvenile Detention Center), HEREBY AGREE:

1. Minidoka County will allow male and female juvenile offenders under the jurisdiction or control of Bannock County (hereinafter “Juveniles”) to be temporarily housed at the Mini-Cassia Juvenile Detention Center and will treat all such Juveniles in the same manner as other Juveniles housed at the center in accordance with the rules, regulations, and policies of the Mini-Cassia Juvenile Detention Center.

2. a. **Placement with Court Order.** Arrangement for desired maintenance and housing of Juveniles shall be made at least four (4) hours in advance, if possible, of the requested admission or arrival time. Prior notification shall not be required in situations of an emergency nature or when such notification is not reasonably feasible. Prior notification shall be made by the Prosecuting Attorney's Office, Sheriff's Office, or the Juvenile Probation Officer of Bannock County by contacting the Mini-Cassia Juvenile Detention Center. All Juveniles transported to the Center will not be admitted without a **Court Order** which authorizes said Juveniles' detention at the Center.

b. **Pre-arraignment Detentions.** Juveniles who are in custody and require temporary detention may be housed at the Center pending arraignment. Bannock County agrees that it must provide a court order placing the Juvenile at the Center by noon the next judicial day after the detention begins. If said order is not obtained, Bannock County will be responsible for assuming custody and transporting the Juvenile from the Center to Bannock County.

c. **Criminal Act Requirement.** The Mini-Cassia Juvenile Detention Center requires that any crime in which a contracted juvenile is housed meets the following requirement(s): The crime in which the juvenile is / will be charged must be an act or omission of a federal, state, local, or municipal law or ordinance which would be a crime if committed by an adult, regardless of where the same occurred, except traffic, water craft, fish and game, or failure to obey a misdemeanor citation. Juveniles who are charged solely with Status Offenses will not be housed. If a juvenile is / will be charged with a Status Offense which violates a valid Court Order, the said circumstances will be taken into consideration before a detainment decision will be made.

d. **Social History Reports.** The Mini-Cassia Juvenile Detention Center requires that all post-adjudicated Juveniles housed in the facility be accompanied with a Social History report. Such report must include all current and past charges; substance abuse concerns; as well as physical, emotional, and sexual abuse issues. If a Juvenile is detained pre-adjudicatory, Bannock

County agrees to provide the Mini-Cassia Juvenile Detention Center administrator or his designee with as much information as possible regarding the Juvenile's Social History. This information should be received by the Mini-Cassia Juvenile Detention Center no later than noon the day after detainment. The Mini-Cassia Juvenile Detention Center agrees to keep all such Social History confidential.

3. Bannock County will be responsible for obtaining medical releases for the Juvenile and providing all information requested by the Center's administrative staff. Bannock County will also be responsible for all necessary arrangements for, and costs of, all desired services not normally provided at and by the Mini-Cassia Juvenile Detention Center or its staff, such as, but not limited to, medical or testing for conditions not directly related to the Juveniles being housed at the Juvenile Detention Center. It is expressly understood that Bannock County assumes all responsibility for the Juveniles under its jurisdiction and control while said Juveniles are not housed or detained within the doors of the Mini-Cassia Juvenile Detention Center and that all Juveniles shall be delivered by Bannock County, at its expense, to the doors of the Mini-Cassia Juvenile Detention Center.

4. Detention, maintenance, and housing of Juveniles under the jurisdiction and control of the Mini-Cassia Juvenile Detention Center shall be short and temporary.

5. Bannock County agrees to pay to Minidoka County the sum of Two Hundred Fifty and No/100 Dollars (\$250.00) per day for each Juvenile housed in the Mini-Cassia Juvenile Detention Center under this separate Agreement. A day will be defined as any period of time in which a Juvenile eats two (2) or more regularly scheduled meals or occupies a bed for any portion of a night.

6. The Mini-Cassia Juvenile Detention Center reserves the right to refuse admittance of any Juvenile under the jurisdiction of Bannock County when such admittance would unduly

burden the facilities or create disadvantages for Juveniles under the jurisdiction of Minidoka or Cassia Counties. The Administrator of the Center may also refuse admission of, or order within twenty-four (24) hours the removal of, any Juvenile whose presence, or whose continued presence, would be unduly detrimental to the welfare of such Juvenile or of any juveniles in the Juvenile Detention Center or the general operation of the detention facility. Said right of refusal shall be limited to situations involving Bannock County Juveniles:

- a. That are charged solely with a Status Offense(s), with no pending criminal offense;  
or
- b. That are not accompanied by complete and proper documentation and arrive without prior notification of at least four (4) hours to the Mini-Cassia Juvenile Detention Center; or
- c. That have medical conditions or injuries requiring immediate medical treatment; or
- d. That are in such an emotional or distraught state as to be a risk to themselves, other Juveniles at the Center, or to Mini-Cassia Juvenile Detention Center employees.

7. When the Mini-Cassia Juvenile Detention Center has reached its full capacity for detainees, juveniles who were placed at the Center by an entity other than Minidoka or Cassia Counties will be released to the custody of the responsible county, in accordance with their chronological entrance date into the facility, coupled with considerations of case related requirements for detention such as protection to the community. The weight given to those considerations shall be at the sole discretion of, and shall be determined by, the Director of the Mini-Cassia Juvenile Detention Center or his designee.

8. The Mini-Cassia Juvenile Detention Center agrees to certify to Bannock County at the end of each calendar month the name of each child placed as provided in this Agreement, the length of time care was provided, and the rate or rates and total charge in accordance with this

Agreement. For this purpose, the Mini-Cassia Juvenile Detention Center agrees to maintain a current registry of Juveniles which shall be open to inspection by authorized representatives of Bannock County or its attorney at all reasonable times.

9. Neither the Mini-Cassia Juvenile Detention Center nor Bannock County shall discriminate as to Juveniles placed and cared for because of race, color, creed, or national origin.

10. The Mini-Cassia Juvenile Detention Center shall adopt and comply with the standards of the Prison Rape Elimination Act. All contracting agencies shall also adopt and comply with the standards of the Prison Rape Elimination Act and allow the Mini-Cassia Juvenile Detention Center administration adequate opportunity to monitor the contracting agency's compliance with PREA standards.

11. INDEMNIFICATION: Except as precluded by applicable law (including the limitations prescribed by the laws of the state of Idaho and, to the extent required by such laws, the lawful policies promulgated by the BANNOCK COUNTY BOARD OF COMMISSIONERS), the COUNTY shall indemnify and hold \_\_\_\_\_ harmless for injury (physical or otherwise) or death to persons or damage to property arising from acts or omissions of the COUNTY and COUNTY'S employees, agents, and representatives. COUNTY'S liability coverage is self-funded and administered by the State of Idaho Risk Management Program. This indemnity shall not extend the responsibility or liability of County beyond that allowed by applicable law, including without limit and to the extent applicable, the Idaho Tort Claims Act. The parties further agree that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Idaho; (2) the consent of the County or its agents and agencies to be sued; or (3) a waiver of sovereign immunity of the County. 12. No officer, agent, or employee of Minidoka, Cassia, or Bannock Counties shall be entitled to receive or be admitted to any personal share or benefit under any provision of this Agreement.

13. This Agreement shall be in effect from October 1, 2025, until September 30, 2026. Either party may terminate this Agreement by giving the other party written notice postmarked or hand delivered, at least thirty (30) days prior to the intended date of termination.

14. It is expressly acknowledged and agreed that the parties shall observe the confidentiality of information provisions of the Idaho Code, county, state, and federal regulations pertaining to any records, access to which is provided by Bannock County or the Mini-Cassia Juvenile Detention Center for the purpose directly connected with the administration of investigations.

IN WITNESS HEREOF, the parties hereto have executed this Agreement as of the date and year first written above.

**BOARD OF MINIDOKA COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Jarod Orton  
Chairman

By: \_\_\_\_\_  
Sheryl Koyle  
Commissioner

By: \_\_\_\_\_  
Dan Schaeffer  
Commissioner

ATTEST:

\_\_\_\_\_  
Tonya Page, Minidoka County Clerk

**BOARD OF BANNOCK COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Chairman *Jeff Hough*

By: \_\_\_\_\_  
Commissioner *Ernie Moser*

By: \_\_\_\_\_  
Commissioner *Ken Bullock*

ATTEST:

\_\_\_\_\_  
Bannock County Clerk

**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 September 18, 23, and 25, 2025, as approved during the meeting of September 30, 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, September 18, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and HR Director Matthew Phillips

### Agenda Details

AGENDA	
	Regular Business and Claims Meeting (action items)
	<b>Work Session Agenda:</b>
1	<ul style="list-style-type: none"> <li>• Tammy Harman, seeking to discuss a donation of a park bench for the Portneuf Wellness Complex (requested 15 minutes) (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>• Anita Hymas, Assessor, regarding signature on Tax Cancellation Request (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>• Matt Olsen, Juvenile Justice, seeking approval to dispose (1) items that have been offered to County Departments and not claimed, and (2) documents as listed (requested 10 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>• Daniel Kendall, Chief Building Officer, providing a monthly facilities update</li> </ul>
5	<ul style="list-style-type: none"> <li>• Kristi Klauser, Auditing, requesting to discuss access controls/fobs and keypads for Exhibit Hall (requested 10 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>• Shanda Crystal, Procurement, regarding (1) a discussion pertaining to bids received for the Landfill Entrance Construction ITB, (2) potential signature on contract with Boatman and Sons Cleaning for Janitorial Services, and (3) provide a procurement update (requested 10 minutes) (action items)</li> </ul>
7	<ul style="list-style-type: none"> <li>• Kristi Davenport, Commission Office, requesting a discussion pertaining to the Bannock County History Book sets (requested 5 minutes) (action item)</li> </ul>
8	<ul style="list-style-type: none"> <li>• Discussion regarding Juneteenth (requested 5 minutes) (action item)</li> </ul>
9	<ul style="list-style-type: none"> <li>• Discussion pertaining to a master plan for the Event Center (requested 10 minutes) (action item)</li> </ul>
10	<ul style="list-style-type: none"> <li>• Signature on FY26 Annual Law Enforcement Agreements with south County cities (action items)</li> </ul>
11	<ul style="list-style-type: none"> <li>• (AMENDED to include) Signature on a Passthrough Funds Recipient Agreement with the Department of Juvenile Corrections (action item)</li> </ul>
12	<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> </ul>

	<ul style="list-style-type: none"> <li>• Cardholder User Agreement and Authorization</li> </ul>
13	Bid Opening for Winter Road Salt Invitation to Bid (action item)
14	State Flood Plain Meeting (potential action) <i>(NOTE: This meeting will be held at the Bannock County Landfill – 1500 N. Fort Hall Mine Road, Pocatello, Idaho)</i>
15	Work Session for Energy Ordinance (potential action item)

## Meeting Notes

- 1 9:29 AM Hough called the meeting to order and reviewed an amendment. Bullock moved to approve the updated agenda. The motion passed.  
9:30 AM Stephanie Harman also appeared. Tammy Harman reviewed the proposal to donate a park bench, possibly two, in honor of her husband. She suggested the northeast side of the complex. Discussion ensued on the size of the concrete pad. Business Manager and Event Director Scott Crowther joined the meeting. The location will need determined. Donating a tree was questioned. Moser moved to give permission to work with Crowther for a location of the donated bench and tree. The motion passed.
- 2 9:37 AM Hymas appeared for a tax cancellation request. Hough moved to approve the tax cancellation. The motion passed.
- 3 9:37 AM Dan Montgomery, Assistant Chief JPO, also appeared. Olsen reviewed in transitioning for the location move, they are finding property that has not been used. Records for disposal were also reviewed. Moser moved to approve disposal of the items. The motion passed.
- 4 9:42 AM Kendall gave updates on ag extension, OEM move to SICOG, boiler, YDC move, exhibit building, and wall at the Juvenile Center. Hough mentioned the internet at the YDC has issues.
- 5 9:48 AM Klauser shared the request to add access controls/fobs to the new exhibit hall and questioned how many, the timeframe, and funding. Moser explained they are looking into options, such as a keypad with code expiration.
- 6 9:50 AM Landfill Manager Dillon Evans also appeared. Crystal reviewed that bids were received and reviewed. Crystal recommended to disqualify two bidders. The bid for Sloan Security Group stood out. They only put in a bid for fencing. They did not submit all the requirements. RS Jobber also missed a required item, so the bid was not complete. Moser moved to eliminate bids that were not complete. The motion passed. Crystal explained she will reach out to the apparent low bidder for additional documentation.  
9:54 AM Crystal presented a contract with Boatman and Sons for the janitorial services bid. Bullock moved to approve the agreement. The motion passed.  
9:54 AM Crystal gave updates on procurement projects.
- 7 9:56 AM Davenport explained the owner of Gate City Coffee has offered to take some of Bannock County History books and sell them on consignment. The Board agreed and instructed to set up a control system.
- 8 10:23 AM Bullock reviewed difficulties experienced by departments working on Juneteenth and moved to add the holiday to the personnel policy. The motion passed.
- 9 10:03 AM Business Manager/Event Director Scott Crowther and Procurement Officer Shanda Crystal appeared. Hough discussed creating a master plan and putting out for qualifications for a study and design that will spell out phases and options on where to head with the facility. Crystal will seek firms that have worked with multiuse facilities. Community engagement will be sought. A scope for intent of the study will include incorporate our assets with the cities and community to work in tandem with another. Raul Cano with the Auditorium District disclosed the District hired a firm from Chicago for a feasibility study that was \$60,000. Hough moved to approve going forward with the RFQ to find a firm. Bullock added the

need to address parking and the flow. Discussion ensued on an ordinance to address illegal parking. The motion passed.

- 10 10:25 AM Moser moved to approve the agreements. The motion passed.
- 11 9:39 AM Olsen reviewed that state funding has been passed through for years. This is the first year this agreement has been requested. Moser moved to approve the pass-through agreement. The motion passed.
- 12 10:25 AM Klauser reviewed a personal vehicle reimbursement request for past travel. Bullock moved to approve the claims agenda. The motion passed.
- 13 10:00 AM Procurement Officer Shanda Crystal appeared for the bid opening for road salt. Hough reviewed the solicitation information. Crystal unsealed two bids. Hough reviewed bids from:

Compass Minerals	Specialty Construction Supply
Deliver to:	Deliver to:
Road & Bridge \$48.48/ton	Road & Bridge \$46.29/ton
Virginia \$48.48/ton	Virginia \$46.29/ton
Philbin \$48.48/ton	Philbin \$46.29/ton
No delivery \$35/ton	No delivery \$32/ton

Moser moved to accept the bids for review. The motion passed.

- 14 The Board met at the Landfill with Peter Jackson, State Floodplain Manager. Also present were Clerk Jason Dixon, Deputy Clerk Nancy Allen, Planning Director Hal Jensen, Assistant Planning Director Tristan Bourquin, Subdivision Planner Alisse Foster, Landfill Manager Dillon Evans, and Management Assistant Aubri Lewis.  
Discussion ensued on floodplain issues that came to light due to a downstream parcel's development plans. Jackson reported the discrepancy between the flow values used by CDM Smith and those adopted by FEMA, noting that the FEMA flow is about 10 times greater. Jackson suggested submitting a new study to FEMA to adopt a lower flow, which would align more closely with CDM Smith's numbers. Remapping the creek and redesigning it to equalize flows would require a state stream channel permit. A berm could be placed along the creek to increase capacity.  
Jackson reported this is an unusual case, as FEMA typically does not place floodways on alluvial fans, and an updated study would be needed to clear up the issue. A study to assess current conditions would need to be completed and then submitted to FEMA for review and approval seeking a letter of map revision. Jackson advised moving hazardous materials out of the floodplain to prevent contamination in case of a major storm.  
Discussion ensued on the County seeking to reduce the freeboard standard from two feet to one foot. Bourquin will work on a scope and reach out to CDM Smith to conduct the study to submit to FEMA.
- 15 1:00 PM Assistant Planning Director Tristan Bourquin and Planning Director Hal Jensen appeared. Bourquin reviewed issues of having multiple ordinances with some of the same information. To provide clarity and conciseness, it was proposed to have a chapter for alternative energy in the land use ordinance. Survey questions have been sent out, and the public open houses will have a separate table for alternative energy. Discussion ensued on decommissioning, regulations, nuclear energy, and lack of clarity and conciseness in ordinances.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda.	Clerk
Approved bench and tree donation with location to be determined.	Parks and Rec
Approved tax cancellation request.	Assessor/Treasurer/Resolution
Approved disposal of surplus assets and destruction of records.	Juvenile
Approved Passthrough Funds Recipient Agreement with Department of Juvenile Corrections.	Juvenile
Disqualified two bids for landfill entrance project.	Procurement

Approved contract with Boatman and Sons to provide janitorial services for \$118,089,60/year.	Procurement
Move forward with consignment of history books.	Commission
Approved adding Juneteenth as a holiday.	HR
Approved preparing RFQ for master plan design firm.	Procurement
Approved FY26 Law Enforcement Agreements with small cities.	Sheriff
Approved claims agenda.	Clerk
Accepted bids for review from Compass Mineral and Specialty Construction Supply for road salt.	Procurement
Prepare scope of work for floodplain study to submit to FEMA for letter of map revision.	Planning



## MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

### Meeting Details

Date of Meeting:	Tuesday, September 23, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and Attorney Jonathan Radford

### Agenda Details

AGENDA	
	Commissioners' Regular Business Meeting (action items)
	<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>City of Pocatello requesting a discussion pertaining to the Area of City Impact Agreement (potential action items)</li> </ul>
3	<ul style="list-style-type: none"> <li>Seth Scott, Juvenile Detention, regarding approval of and signature on (1) Memorandum of Understanding between District 6 Juvenile Detention Center and Family Services Alliance, (2) Passthrough Funds Recipient Agreement, and (3) Memorandum of Agreement between Minidoka County and Bannock County (requested 5 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Shanda Crystal, Procurement, seeking to discuss a recommendation to award Winter Road Salt Invitation to Bid (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Buddy Romriell, Public Works, requesting signature on a Consignment Agreement with Prime Time Auctions (requested 10 minutes) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li>Kristi Klauser, Auditing, seeking (1) signature on an Opioid Settlement and, (2) discussion pertaining to YDC furniture (requested 5 minutes) (action item)</li> </ul>
7	<b>RESOLUTIONS AND ORDINANCES (action items):</b> Resolution No. 2025-61 Awarding Firearm to Retired Sheriff Deputy Resolution No. 2025-62 Approving Tax Cancellation Requests Resolution No. 2025-63 Authorizing the Destruction of Records Resolution No. 2025-64 Authorization to Dispose Surplus Assets/Property
8	<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: Approval of Meeting Minutes from September 9 and 11, 2025, and Certification of Said Minutes</li> </ul>

## Meeting Notes

---

- 1 8:59 AM Hough called the meeting to order.
- 2 9:00 AM Becky Babb and Brent McLane appeared from the City of Pocatello. McLane reviewed work has been ongoing between the Planning Departments for the ACI. County staff presented an agreement to the city and it was shared with city staff and some amendments are requested. He discussed annexation, growth, development standards, and conflicts between the entity's standards. The amendments are based on reducing conflicts for properties that will be annexed at some point.  
9:03 AM Moser explained the request goes against a recent supreme court decision and the jurisdiction is county. There needs to be coordination together, but not mandate developers follow city rules. Bullock relayed he read the meaning of the amendments to reflect the city be allowed to review applications. The city would like to assist in developments to ensure they adhere to city requirements. Babb shared that Planning staff already coordinate with the city public works really well, but adding language to continue working together when possible would keep that going. Dixon expressed concern about urban sprawl and development outside the ACI to avoid additional regulations. McLane addressed the concern in that there is not much more growth that can happen with the geology. The city has concerns after annexation such as areas like Johnny Creek with narrow roads and no sewer.  
9:12 AM Public Works Director Kiel Burmester addressed middle ground development, which has been being done as a courtesy. Discussion ensued on having a general MOU to cooperate on a minimal level and communicate, having clear standards, standards that more closely match a city, and concerns for the public hearing date. The proposed amendments will be changed and presented again.
- 3 9:24 AM Sarah O'Banion, Family Services Alliance Executive Director, also appeared. Scott reviewed as a requirement for compliance with PREA, we have to provide access to treatment for victims. Family Services Alliance provides that service through an MOU. O'Banion explained they provide victim advocacy to the community and to those in these settings. Bullock moved to authorize signature on the document. The motion passed.  
9:28 AM Scott reviewed an agreement with IDJOC for passthrough funds. This is the first time seeing this agreement. Clinicians have been employed since 2008 and the funding was previously paid to the contractor. The state is changing to the passthrough process, so now the County will pay the contractor. Moser moved to approve the agreement. The motion passed.  
9:32 AM Scott reviewed the Mini-Cassia agreement to house overflow juveniles if needed. Bullock moved to approve the agreement with Mini-Cassia. The motion passed.
- 4 9:33 AM Public Works Assistant Director Buddy Romriell also appeared. Crystal recommended to award the winter road salt bid to Specialty Construction Supplies for delivery. Bullock moved to award the bid to Specialty Construction Supply. The motion passed.
- 5 9:36 AM Romriell reviewed items to dispose by auction or donation. Discussion ensued on reallocating the Fight the Bite trailer to maintenance, Event Center, or Juvenile, and potentially keeping it as a pool trailer for any department to use. The order of preference for purging the items is auction, salvage, donate, and dispose. Hough moved to dispose of the property as discussed. The motion passed.
- 6 9:42 AM Klauser reviewed the agreement for opioid settlement funds. Discussion ensued on projects that have used the funds and finding projects. Moser moved to approve the settlement agreement. The motion passed.  
9:44 AM Juvenile Probation Director Matt Olsen also appeared. Klauser explained the new furniture for the YDC has arrived and is being stored by the vendor. The furniture was included in the next budget. The vendor can deliver the products by the end of the month if funding is available. There are some excess PILT funds that can be used. Bullock moved to pay for the furniture using current budget PILT funds. The motion passed.
- 7 9:47 AM Hough moved to approve Resolutions 2025-61, 62, 63, and 64. The motion passed.
- 8 Bullock moved to approve the items on the consent agenda, which included manual checks, alcohol licenses, certificates of residency, salary forms, and minutes.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved MOU with Family Services Alliance; Passthrough Funds Recipient Agreement with IDJC; and Agreement with Mini-Cassia Juvenile Detention Center.	Juvenile
Awarded road salt bid to Specialty Construction Supply.	Procurement/Public Works
Approved disposal of assets for Public Works.	Public Works/Resolution
Approved Opioid Settlement Agreement and using FY25 PILT funds for YDC furniture.	Auditing/Juvenile
Approved Resolutions 2025-61 Awarding Firearm to Retired Sheriff Deputy; 2025-62 Approving Tax Cancellation Requests; 2025-63 Authorizing the Destruction of Records; and 2025-64 Authorization to Dispose Surplus Assets/Property.	Clerk
Approved consent agenda.	Clerk



## MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

### Meeting Details

Date of Meeting:	Thursday, September 25, 2025
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and HR Director Matthew Phillips

### Agenda Details

AGENDA	
	Regular Business and Claims Meeting (action items)
	<b>Agenda:</b>
1	<ul style="list-style-type: none"> <li>Torey Danner, Coroner, requesting approval of and potential signature on grant (requested 5 minutes) (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>Shanda Crystal, Procurement, regarding a discussion pertaining to (1) a potential signature on Change Order #11 with Headwaters Construction and, (2) providing a procurement update (requested 5 minutes) (action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Matthew K. Phillips, Human Resources and Risk Management, seeking to present the Ideal Idaho 529 Education Savings program and <b>(AMENDED to include)</b> PERSI Choice 401(k) administered by Empower (requested 10 minutes) (action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Tristan Bourquin, Planning and Development, to discuss a Public Hearing to consider the Areas of City Impact for all cities within Bannock County per Idaho Code §67-6526 (requested 30 minutes) (action item)</li> </ul>
5	<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>
6	Bid Opening for Road and Bridge Roof Invitation to Bid (action item)

### Meeting Notes

- 9:01 AM Hough called the meeting to order and announced the amended agenda. Moser moved to accept the amended agenda. The motion passed.

- 9:01 AM Danae Zepeda, SICO, also appeared. Danner reviewed the Cloverdale Grant to help build forensic capabilities. It was requested to apply for \$100,000 for equipment. No match is required. Questions were addressed on timing before the building is constructed and the fee for SICO. Bullock moved to go forward with the grant. Discussion on including the application submission in the motion. The motion passed.
- 2 9:10 AM Crystal reviewed a change order with Headwaters Construction to remove a fuel tank and cap water lines found during parking lot construction near the YDC in the amount of \$2,193.99. Discussion ensued on the water line. Moser moved to approve change order #11. The motion passed.  
9:17 AM Crystal gave updates on procurement projects.
- 3 9:21 AM Phillips explained the SECURE Act passed by Congress requires that Roth accounts be offered. This does not affect the Persi pension plan, but only the Choice plan. Moving forward, the County must offer a Roth post-tax option by January and allow part time eligibility. That process will be worked out. The final change is optional, which is an enhanced catch-up provision. Phillips recommended to opt out of offering the super catch-up provision. Moser moved to opt out of the super catch-up provision. The motion passed.  
9:30 AM Phillips explained the need for benefits to be competitive for recruitment and retention. One thing the County does not help with is education, other than help with federal student loan forgiveness paperwork. Nick Thiros with the Idaho College Savings Program appeared. Ferris gave an overview of the 529 plan with no cost to the County.
- 4 Cancelled.
- 5 9:43 AM Bullock moved to approve the consent agenda. The motion passed.
- 6 10:00 AM Hough reviewed the solicitation for the bid opening of the Road and Bridge roof project. Procurement Officer Shanda Crystal unsealed the bids. Hough reviewed bids were received from:  
All County Roofing Inc for \$199,500  
Contract West Roofing for \$197,700  
Thomas D Robison Roofing Inc for \$188,709  
Upson Company for \$217,058  
Vision Investments LLC for \$230,492
- Hough moved to accept the bids and take them under advisement for legal review and compliance. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda.	Clerk
Approved applying for BJA FY25 Strengthening the Medical Examiner-Coroner System Program	Grant Team/Coroner
Approved Change Order #11 with Headwaters Construction for \$2,193.99.	Procurement
Approved opting out of enhanced catch-up provisions of SECURE Act.	HR
Approved consent agenda.	Clerk
Accepted bids for review and compliance for roof project from: All County Roofing Inc, Contract West Roofing, Thomas D Robison Roofing Inc, Upson Company, and Vision Investments LLC.	Procurement