



# 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><del>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)</del></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