



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Friday, October 17, 2025
Commissioners present:	Jeff Hough and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Ernie Moser
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and HR Director Matthew Phillips

Agenda Details

AGENDA	
	Business and Claims Meeting (action items)
	Agenda:
1	<ul style="list-style-type: none"> Shanda Crystal, Procurement, requesting (1) to discuss the Landfill construction project, (2) potential signature on a contract with Thomas D. Robison Roofing, and (3) present a procurement update (requested 10 minutes) (action item)
2	<ul style="list-style-type: none"> Matthew K. Phillips, Human Resources, seeking Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (potential action item)
3	Claims Agenda: <ul style="list-style-type: none"> Board of Ambulance District: Invoices and Commissioner Report Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session Payroll Report Alcohol Licenses and Permits Certificate of Residency Approval Mileage Reimbursement Requests Technology Request Form Memorandum Authorization for Accounts Payable Cardholder User Agreement and Authorization

Meeting Notes

- 9:00 AM Hough called the meeting to order. Crystal reviewed quotes were sought from companies for the same scope of work from the bid. Three quotes have been received and are being reviewed. A proposed contract is being finalized with legal and a recommendation will be brought back next week.
 9:01 AM Crystal reviewed the bid requirements have been met and recommended approving a contract with Thomas D. Robison Roofing for the Road and Bridge roof project in an amount not to exceed \$194,406. Bullock moved to approve the contract. The motion passed.
 9:02 AM Crystal gave updates on procurement projects.

- 2 9:03 AM Phillips explained the request is for an exceptional placement hire in the Prosecutor's Office. An individual has been selected. Hough moved to approve the exceptional placement as discussed pending the Prosecutor's signature on the salary form. The motion passed.
- 3 9:05 AM Bullock moved to approve the items on the claims agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved contract with Thomas D. Robison Roofing for Road and Bridge roof.	Procurement/Public Works
Approved exceptional placement hire.	Prosecutor/HR/Auditing
Approved claims agenda.	Auditing