



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, November 20, 2025
Commissioners present:	Ernie Moser and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Jeff Hough
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Attorney Jonathan Radford, and HR Director Matthew Phillips

Agenda Details

AGENDA	
Commissioners' Regular Business and Claims Meeting (action items)	
Work Session Agenda:	
1	<ul style="list-style-type: none"> Dillon Evans, Landfill, requesting review of and signature on a Sales Agreement with CAT for a new Compactor (requested 5 minutes) (action item)
2	<ul style="list-style-type: none"> Shanda Crystal, Procurement, seeking to (1) discuss potential signatures on contracts for the Surveyor Review Roster and, (2) provide a procurement update (requested 5 minutes) (action item)
3	<ul style="list-style-type: none"> Discussion pertaining to the Facilities Use Agreement for the Exhibit Hall on the Bannock County Fairgrounds (requested 10 minutes) (action item)
4	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
5	10:00 AM Interview for Fair Board with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (potential action item)

Meeting Notes

- 9:00 AM Moser called the meeting to order. Evans reviewed a lease for a compactor. Discussion ensued on leasing, purchasing, and related options. Moser moved to approve the agreement. The motion passed.

- 2 9:06 AM Subdivision Planner Alisse Foster also appeared. Crystal reviewed contracts for the Survey Review Roster for Adam Thayer and Stewart Ward. Bullock moved to approve the two contracts. The motion passed.
9:08 AM Crystal gave updates on procurement projects.
- 3 9:20 AM Administrative Assistant Jamie Pehrson, Fair Board Member D'Lyn Evans, and Business Manager and Event Director Scott Crowther appeared. Discussion ensued on fees, building usage, riding passes, events, and access via phone, fob, or codes. The building rental can begin in January with an hourly rate after completing a rental checklist and inventory.
- 4 10:07 AM Moser noted reports included in the consent agenda. The process for payment requests for the Homeland Security grant was discussed. Bullock moved to approve items on the claims and consent agenda. The motion passed. Moser moved to approve the certificate of residency and salary form. The motion passed.
- 5 10:30 AM Moser moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel to conduct an interview for the Fair Board. The motion passed by roll call vote. 11:02 AM Bullock moved to exit executive session. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved agreement with CAT for a compactor lease.	Landfill
Approved Survey Review Roster contracts with Adam Thayer and Stewart Ward.	Planning
Prepare inventory and rental checklist for exhibit building.	Fair
Approved claims, residency application, salary form, and consent agenda.	Clerk/Auditing
Approved entry/exit executive session – personnel.	Clerk