



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, January 6, 2026
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Nancy Allen for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen and Comptroller Kristi Klauser

Agenda Details

AGENDA	
	Regular Business and Claims Meeting (action items)
	Agenda:
1	<ul style="list-style-type: none"> Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
2	<ul style="list-style-type: none"> Ratify signature on Change Order #1 from Idaho Fire and Flood (action item)
3	<ul style="list-style-type: none"> Discussion pertaining to hiring an appraiser for a property with potential executive session under Idaho Code §74-206(1)(c) to acquire an interest in real property not owned by a public agency with possible action following adjournment of Executive Session (requested 5 minutes) (action item)
4	RESOLUTIONS AND ORDINANCES (action items): Resolution No. 2026-1 Approving December 2025 Salaries Resolution No. 2026-2 Approving December 2025 Alcohol Licenses Resolution No. 2026-3 Self- Certification to Increase Micro-Purchase Threshold for Federal Funds Resolution No. 2026-4 Authorizing the Destruction of Records
5	SIGNATURE ONLY (action items): Memo: Authorization to destroy documents Commissioners' Proceedings – December 2025
6	CONSENT AGENDA (action items): <ul style="list-style-type: none"> 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 Mileage and Travel Approvals Minutes: Approval of and signature on certification for meeting minutes for December 30, 2025

Meeting Notes

- 9:00 AM Hough called the meeting to order. There were no Indigent cases.
- Moser moved to ratify the change order from Idaho Fire and Flood. The motion passed.

- 3 9:01 AM Bullock suggested hiring a property appraiser for a property the County is interested in purchasing. Klausner reported Dixon has taken care of appraisals in the past and that Dixon does not feel there would be a conflict of interest. Hough moved for the Clerk to order an appraisal up to a cost of \$3,000 and requesting a letter indicating no conflict. The motion passed.
- 4 9:04 AM Moser moved to approve Resolutions 2026-1, 2, 3, and 4. The motion passed.
- 5 9:07 AM Bullock moved to authorize destruction of records and publication of the December Commissioner Proceedings. The motion passed.
- 6 9:07 AM Moser moved to approve consent. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Change order from Idaho Fire and Flood was ratified.	Auditing
Appraisal to be ordered for real estate after declaration regarding conflicts of interest.	Clerk
Resolutions 2026-1 Approving December 2025 Salaries; 2026-2 Approving December 2025 Alcohol Licenses; 2026-3 Self- Certification to Increase Micro-Purchase Threshold for Federal Funds; and 2026-4 Authorizing the Destruction of Records were passed.	Clerk
Request to destruct records authorized.	Clerk/Resolution
December proceedings to be published.	Clerk
Consent agenda items were approved.	Clerk

In the Matter of APPROVING)
DECEMBER 2025 SALARIES)

R.S. No. 2026-1
January 6, 2026

RESOLUTION

WHEREAS, salary approval forms, for the month of December 2025, have been submitted for approval by the Board of County Commissioners;

NOW, THEREFORE, BE IT RESOLVED that the following salaries are approved by the Board:

Date Approved	Name – Position Department – Reason for Change	Effective Date & Salary
12/02/2025	Caid Moore – Maintenance Technician Level 2 Maintenance – Replacing Parker Blad	12/08/2025 \$19.68/hr
	Andrew Cervantes – Deputy Detention Division Jail – Replacing Riley Williams	12/08/2025 \$23.52/hr
	Bailey Denley – Deputy Detention Division Jail - Replacing Jordan Egbert	12/13/2025 \$23.52/hr
	Trevor Fuhriman – Deputy Detention Division Jail – Replacing Michael Sparrow	12/08/2025 \$23.52/hr
	Spencer Lindsay – Law Clerk Prosecutor’s Office – Position requirements	11/26/2026 \$2,652.92/biweekly
12/09/2025	Melissa Campbell – GIS Analyst I GIS – Replacing Danielle Huerta	12/29/2025 \$22.54/hr
	Noa Samuel Lora – Class/Booking Deputy Jail – Replacing Bailey Denley	12/27/2025 \$18.47/hr
12/23/2025	Ralph Vandyke – Deputy Detention Division Jail – Replacing Gentry Geary	12/27/2025 \$26.74/hr
	Ralph Vandyke – Deputy Detention Division Jail - Demotion	12/18/2025 \$26.74/hr
12/30/2025	Harli Williamson – Intern Juvenile Justice/The Village	01/05/2026 Intern
	Eliza Casper – Intern Juvenile Justice/The Village	01/05/2025 Intern

BOARD OF BANNOCK COUNTY COMMISSIONERS



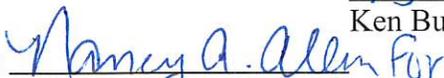
Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:  For
Jason C. Dixon, Clerk

In the Matter of APPROVING)
DECEMBER 2025 ALCOHOL LICENSES)

R.S. No. 2026-2
January 6, 2026

RESOLUTION

WHEREAS, in the month of December 2025, the following applied for the following licenses and have been issued permits by the District Health Department and do not have any disqualifications;

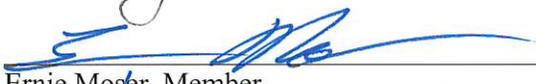
NOW, THEREFORE, BE IT RESOLVED that the following applications for licenses/permits be approved.

DATE APPROVED	LIC #	TOTAL	OWNER/APPLICANT	DBA/Event
12/02/2025	ACP2025-016	\$20.00	Jim Dandy Brewing	Company holiday party
12/09/2025	ABL2025-168	\$125.00	Christiano	The Mart
	ABL2025-167	\$125.00	MLD Investments	Pocatello KOA
	ABL2025-166	\$200.00	Rogue LLC	Rogue
12/18/2025	ABL2025-169	\$175.00	BFFE 20 LLC	The Loading Pen

BOARD OF BANNOCK COUNTY COMMISSIONERS



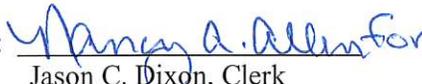
Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 
Jason C. Dixon, Clerk

In the Matter of SELF-CERTIFICATION)
TO INCREASE MICRO-PURCHASE)
THRESHOLD FOR FEDERAL FUNDS)

R.S. 2026-3
January 6, 2026

RESOLUTION

WHEREAS, Bannock County, from time to time, receives federal funding for the purpose of purchasing goods and services that are subject to the procurement standards in the Uniform Guidance in 2 C.F.R. Part 200; and

WHEREAS, procurement of such goods and services is also subject to Idaho Code Title 67, Chapter 28 Purchasing by Political Subdivisions and the Bannock County Procurement Policy; and

WHEREAS, pursuant to 2 C.F.R. 200.320(a)(1)(ii), micro-purchases can be awarded without soliciting competitive price or rate quotations if the price has been considered to be reasonable based on research, experience, purchase history or other information and documents that should be documented; and

WHEREAS, pursuant to 2 C.F.R. 200.320(a)(1)(iii), Bannock County is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), a micro-purchase threshold not to exceed \$50,000 can be made with an annual self-certification and documentation maintained and made available to a Federal awarding agency and auditors in accordance with 2 C.F.R. § 200.334; and

WHEREAS, pursuant to 2 C.F.R. § 200.320(a)(1)(iv), such self-certification must include (1) a justification for the threshold, (2) a clear identification of the threshold, and (3) supporting documentation; and

WHEREAS, 2 C.F.R. §200.320(a)(iv)(C) allows a higher threshold consistent with State law for public institutions; and

WHEREAS, Idaho Code §§67-2805 and 2806 require solicitation of quotes for procurements at or above \$100,000 for construction projects or services/personal property; and

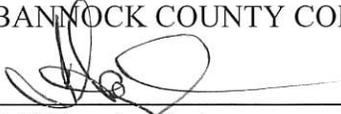
WHEREAS, Bannock County's Procurement Policy sets thresholds that follow State law; and

WHEREAS, increasing the federal micro-purchase threshold will ensure procurement compliance and uniformity for all County purchases;

NOW, THEREFORE, BE IT RESOLVED, in accordance with 2 C.F.R. §200.320(a)(1)(iv) and Idaho law, the Board hereby self-certifies the micro-purchase threshold,

which is a "higher threshold consistent with State law" under 2 C.F.R. § 200.320(a)(1)(iv)(C) for procurements with federal funds at \$50,000, which is at or below Bannock County's Procurement Policy and Idaho Code thresholds.

BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

Attest: 

Jason C. Dixon, Clerk

RESOLUTION

WHEREAS, Idaho Code §31-871 requires the Board of County Commissioners to authorize destruction of records that are not required as permanent records and that have met the minimum retention period provided by the retention schedules and are no longer required by law or for county business; and

WHEREAS, the Commissioners' Office has requested destruction of records that have exceeded their minimum retention according to the retention schedule, or have been scanned and saved to a permanent location; and

WHEREAS, Idaho Code §31-871(2) states records may only be destroyed by resolution of the Board of County Commissioners after regular audit and upon the advice of the prosecuting attorney;

NOW, THEREFORE, BE IT RESOLVED that the Commissioners' Office is authorized to destruct the original paper records listed below:

- 2003: BOE, miscellaneous documents from Veterans, Weed, Road and Bridge, mail, Prosecutor, Public Defender, PDA, PILT, plats, Landfill, legislation, and RDA
- 2002: Miscellaneous documents from Juvenile, Indigent appeals, mail, bids, budget, IAC, Weed, BOE, tax cancellations, Road and Bridge, RDA, railroad easements, PSWCD, PILT, plats, oaths, NACo, legislative, and Landfill

and that such destruction occurs under the supervision of the Bannock County Clerk.

BOARD OF BANNOCK COUNTY COMMISSIONERS



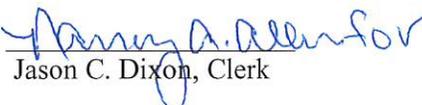
Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST: 
Jason C. Dixon, 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 December 30, 2025, as approved during the meeting of January 6, 2026.

BOARD OF BANNOCK COUNTY COMMISSIONERS



Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk