



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Tuesday, February 24, 2026
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 Ian Johnson, and Attorney Jonathan Radford

Agenda Details

AGENDA	
	Regular Business Meeting (action item)
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"> Ashley Bringhurst, D6 Treatment, requesting approval of and signature on Service Order Form with Qualifacts (requested 15 minutes) (action item)
3	<ul style="list-style-type: none"> Shanda Crystal, Procurement, seeking to discuss (1) potential signature on project agreement with PaveConnect through the Equalis cooperative, (2) potential signature on Contract for Brush Removal Projects with CR Fence Company, and (3) providing a Procurement update (requested 10 minutes) (action items)
4	<ul style="list-style-type: none"> Kristi Klauser, Auditing, regarding an update pertaining to the Bannock County Events Fund (requested 5 minutes) (action item)
5	<ul style="list-style-type: none"> Matthew K. Phillips, Human Resources/Risk Management, seeking approval for Memo requesting personnel leave with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
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 February 17 and 19, 2026

Meeting Notes

- 9:00 AM Moser called the meeting to order. Community Resources and Advocacy Director Shantal Lauu presented an application for cremation assistance for case number 20260015 and one release of lien. Bullock moved to approve case number 20260015 and the release of lien. The motion passed.

- 2 9:01 AM Trial Court Administrator Jason Dye also appeared. Dye reviewed the contract and funding. Bullock moved to approve the agreement. The motion passed.
- 3 9:07 AM Facilities Director Dan Kendall also appeared. Crystal reviewed an agreement to pave the parking lot that is a piggyback through a co-op. Bullock moved to accept the contract with the changes as discussed if approved by the vendor. The motion passed.
9:14 AM Charity Staggs also appeared. Crystal explained she did not receive the documents for the agenda item.
9:15 AM Crystal gave updates on procurement projects.
- 4 9:17 AM Events and Business Manager Scott Crowther also appeared. Klauser explained the profit and loss report changed due to late invoices.
- 5 9:25 AM Moser moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. 9:28 AM Moser moved to exit executive session. The motion passed. Moser moved to sign the memo. The motion passed.
- 6 9:29 AM Moser reviewed the consent agenda included salary forms, alcohol licenses, and minutes. Bullock moved to approve the items. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Application for cremation assistance for case number 20260015 and one release of lien were approved.	Indigent
Qualifacts contract was approved.	D6
Piggyback contract with PaveConnect was approved for parking lot paving.	Procurement
Personnel leave approved.	HR
Consent agenda items were approved.	Auditing/Resolution

**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 February 17 and 19, 2026, as approved during the meeting of February 24, 2026.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair



Ernie Moser, Member



Ken Bullock, Member

ATTEST:



Jason C. Dixon, Clerk