



## BANNOCK COUNTY COMMISSIONERS' – MEETING

### Commissioners' Agenda

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The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1), Jeff Hough (District 2, Chair), and Ken Bullock (District 3). The BOCC generally meets twice weekly: Tuesdays & Thursdays at 9:00 a.m. Unless otherwise noted, meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho. During these public meetings, the BOCC may approve contracts, expend funds, hear testimony, make decisions on land use cases, and take care of other County matters.

Times are subject to change within 15 minutes of the stated time.

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### **Thursday, April 30, 2026**

**9:00 AM** Work Session and Claims Meeting (action items)

#### **Work Session Agenda:**

- Stace Gearhart, Idaho Department of Juvenile Corrections, seeking to provide the annual IDJC report for Bannock County Juvenile Justice (requested 15 minutes) (action item)

#### **BOARD OF AMBULANCE DISTRICT**

- Ambulance District update (potential action item)

#### **BOARD OF COUNTY COMMISSIONERS**

- Hal Jensen, Planning and Development, to provide a Planning update (potential action)
- Scott Crowther, Event Center/Wellness Complex, follow-up conversation about joining the American Falls/Aberdeen Water District and final cost of joining (action item)
- Signature Only:
  1. Ambulance Invoice and Idaho EMS Account III Dedicated Grants Program Accounting Form (action item)
  2. Scope of Work for CDM Smith and Task Order 14 (action item)
  3. Memo authorizing destruction of documents (action item)

- Kristi Klauser, Auditing, seeking approval of Quarter One 2026 unemployment with possible Executive Session under Idaho Code §74-206(d) regarding records exempt from public disclosure with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
- **(AMENDED to include)** Matthew K. Phillips, Human Resources/Risk Management, regarding a discussion pertaining to potential ancillary property coverage and application for signature with possible Executive Session under Idaho Code §74-2026(1)(i) To engage in communications with a representative of the public agency's risk manager or insurance provider to discuss the adjustment of a pending claim or prevention of a claim imminently likely to be filed. The mere presence of a representative of the public agency's risk manager or insurance provider at an executive session does not satisfy this requirement with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
- **(AMENDED to include)** Property Tax Exemption discussion (action item)

### **Claims Agenda:**

- Board of Ambulance District: Invoices and Commissioner Report
- Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications
- Personnel Actions with potential Executive Session under Idaho Code § 74-206(1)(a),(b)&(d) for personnel actions or personnel records exempt from disclosure 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

Date: 04/09/2026 Time: 0900

## AGENDA REQUEST FORM

The Board of Bannock County Commissioners' business meetings are generally held on **Tuesday** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212, 624 E. Center, Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Study Sessions are generally held on **Thursday**. Meetings usually start at 9:00 a.m. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioner's Office at 208-236-7210, three to five working days before the meeting.

**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by 12 p.m., three working days prior to the scheduled meeting.**

Name/Department: Stace Gearhart/Idaho Department of Juvenile Corrections (IDJC)

Phone/Email: 208-690-9167/ [stace.gearhart@idjc.idaho.gov](mailto:stace.gearhart@idjc.idaho.gov)

Item to be considered: IDJC annual report for Bannock Co. Juvenile Justice

Informational background: Matt Olsen and I will present Bannock Co. Juvenile Justice statistics for CFY 2024.

1. What meeting date are you requesting? 4/30/2026
2. How much time will be needed for this agenda item? 15 minutes
3. Is Commission action requested (a decision, approval, signature, or guidance)? No, informational only.
4. Does this request involve a contract, agreement, external funding application, or award acceptance?  
No
5. What is the potential financial impact of this request? No impact
6. Have all supporting documents been included with this form? Yes
7. Will you be using presentation software or have other presentation needs? No
8. Name and contact information for others who should be invited to attend: Matt Olsen Director Bannock Co. Juvenile Justice Dustin Bingham (New D7 DL) [dustin.bingham@idjc.idaho.gov](mailto:dustin.bingham@idjc.idaho.gov) (training)
9. (FOR COUNTY STAFF ONLY) Is this item related to software or technology? Yes

*If yes, please submit to the Chief Technical Officer/Computer Services Department prior to agenda scheduling.*

# 2025

## Bannock County Annual Juvenile Justice Report

**PREPARED BY**  
THE IDAHO  
DEPARTMENT OF  
JUVENILE  
CORRECTIONS



Photo by: Stace Gearhart

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# INTRODUCTION

The Idaho Annual Juvenile Justice Report provides a statewide overview of youth involvement in the juvenile justice system and the outcomes associated with that involvement. The report is designed to inform community stakeholders by highlighting key data trends and system performance.

The report examines how youth enter the system through arrests, detention admissions, petitions, and charges. It also reviews youth outcomes, including probation and diversion participation, completion success rates, and recidivism.

Additional sections provide a profile of youth served in the system, highlight restorative efforts such as community service and restitution to victims, and summarize funding and resources supporting juvenile justice services across Idaho.

Together, these data provide a clear overview of system activity, youth outcomes, and the resources supporting juvenile justice efforts statewide.

# YOUTH JUSTICE FRAMEWORK

Decisions made within Idaho's youth justice system are guided by the three objectives below, which make up the balanced approach.

**Accountability:** Ensuring youth understand the impact of their actions on victims and the community. This often involves restitution and community service.

**Community Protection:** The public has a right to a safe and secure community, and youth have the right to be safe while in custody.

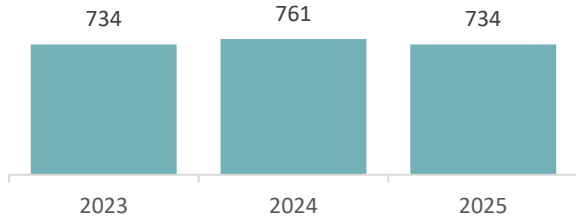
**Competency Development:** Helping youth develop the social, educational, and vocational skills they need to become productive, law-abiding members of society.

# SYSTEM ENTRY POINTS

The data reflects a breakdown of arrests, detention admissions, and petitions filed for the past three years as well as the charges filed by category.

\* Data in this report is collected from IJOS and is based on a 10/1/2024-9/30/2025 reporting period unless otherwise noted.

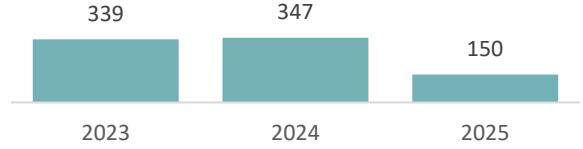
## Youth Arrests



ISP defines arrest as both booking into jail/detention AND court summons or citation.

- Data is obtained from Idaho State Police
- Reporting period: January-December 2025

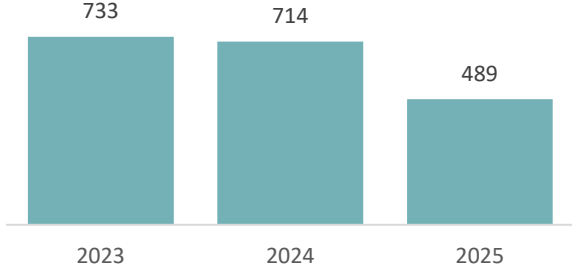
## Detention Admissions



These are admissions into an Idaho detention facility, excluding IDJC holds and out of state youth.

- Data is gathered from IJOS and CMS

## Youth Petitions



550 charges were filed in Bannock County in 2025. This is a breakdown of those charges.

### Felony



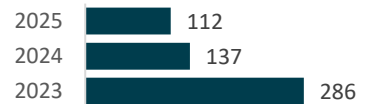
16% of charges were Felonies

### Misdemeanor



64% of charges were Misdemeanors

### Status Offense



20% of charges were Status Offenses

# YOUTH OUTCOMES

The data shows a comparison of Releases vs. Intakes and the success rates of both Probation and Diversion as well as recidivism rates.

## Probation Intakes vs. Releases



## Diversion Intakes vs. Releases



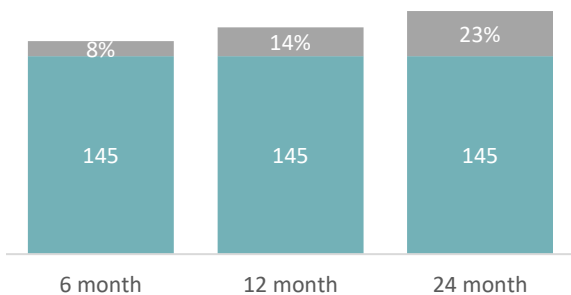
## Probation Success Rate



## Diversion Success Rate



The percentage of youth who recidivated at 6,12, and 24 months

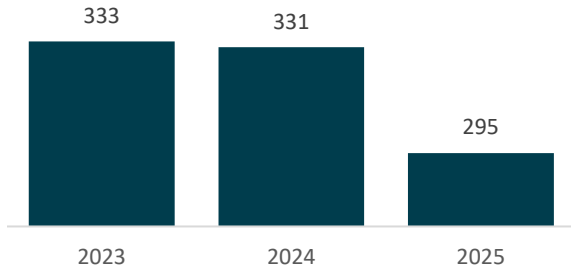


# YOUTH PROFILE, SYSTEM SNAPSHOT, RESTORATIVE MEASURES

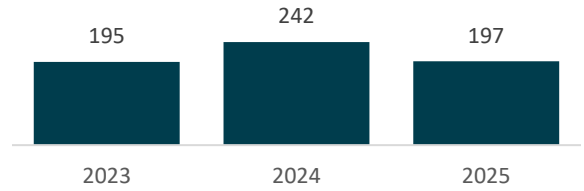
BOARD OF BANNOCK COUNTY COMMISSIONERS - WORK SESSION - APRIL 30, 2026

The snapshot shows the number of youth on Probation, Diversion, and in IDJC Custody on September 30th over the past three years, along with the average youth profile and restorative measures.

## Youth on Probation



## Youth on Diversion

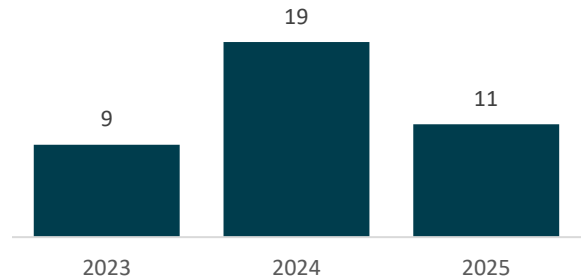


### Youth work to address harm they caused through restorative practices

2,390 Hours of Community Service completed as reported by the county probation department

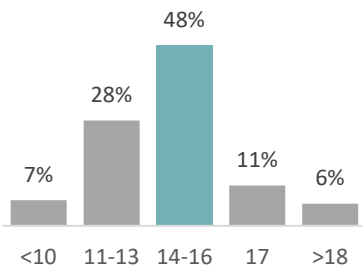
\$31,190 Paid directly to victims as reported by the Idaho Supreme Court

## Youth in IDJC Custody

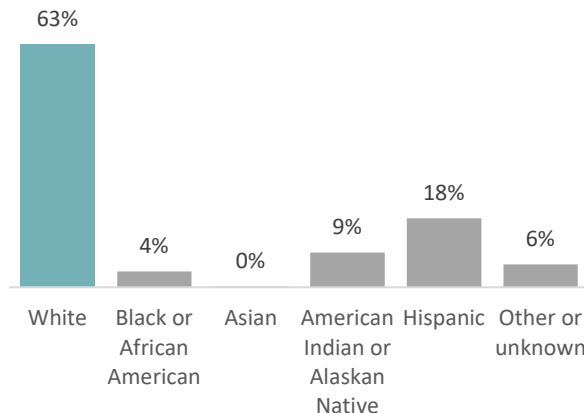


The average youth offender in Bannock County was a 14-16 year old White female.

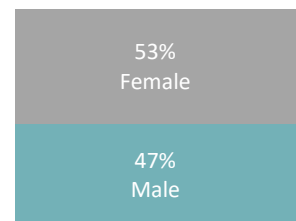
## Age at Point of Intake



## Race at Point of Intake



## Gender at Point of Intake



## FUNDING & RESOURCES

BOARD OF BANNOCK COUNTY COMMISSIONERS' - WORK SESSION APRIL 30, 2026

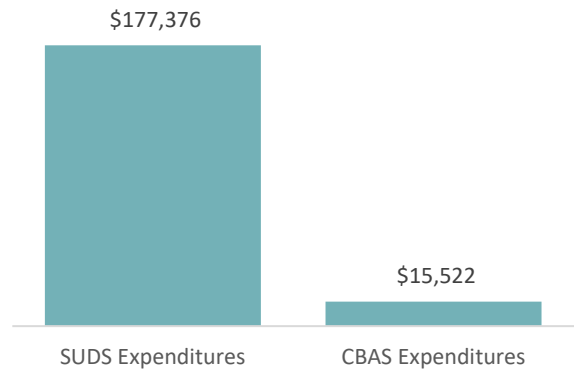
The data outlines the Legislative passthrough funds to the county, the percentage of the juvenile justice budget these funds made up, and funds spent on treatment for justice involved youth in the community.

### Legislative Pass Through Funds



The overall distribution is established by the Idaho Legislature and calculated based on the counties youth censuses.

### State Behavioral Health Funds Spent on Juvenile Treatment in the Community

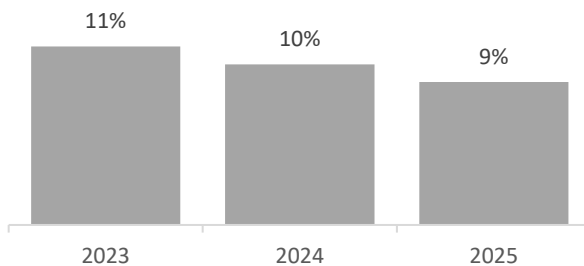


56 Youth Served

9 Youth Served

The overall distribution is established by the Idaho Legislature. Juvenile Probation Departments submit requests for funding to IDJC.

### Juvenile Justice Budget - % of State Funding



This percentage is calculated as Legislative Passthrough Funds/Juvenile Justice County Budget.

## BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER  
 Commissioner  
 1st District

JEFF HOUGH  
 Commissioner  
 2nd District

KEN BULLOCK  
 Commissioner  
 3rd District

## Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Shane Grow

Department:

Ambulance

Requestor Email:

sgrow@pocatello.gov

Item(s) to be considered:

Ambulance District update

Date of meeting being requested:

04/30/2026

Time requested:

10 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Autumn Baker

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Requestor Name:

Hal Jensen

Department:

Planning and Development

Requestor Email:

halj@bannockcounty.gov

Item(s) to be considered:

Providing a monthly Planning and Development Update

Date of meeting being requested:

04/23/2026

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

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Requestor Name:

Scott Crowther

Department:

Event Center/Wellness Complex

Requestor Email:

scottc@bannockcounty.gov

Item(s) to be considered:

Follow-up conversation about joining the American Falls/Aberdeen Water District and the final cost of joining

Date of meeting being requested:

04/30/2026

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Name			
Bannock County			
Water Right CFS 2026 Priority Date			
\$1,094.09			
29-7329 0.82	\$897.15		
29-7972 0.48	\$525.16		
<a href="#">29-13466</a> 0.55	\$601.75		
Total 1.85	\$2,024.07		

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Requestor Name:

Kristi Klauser

Department:

Auditors

Requestor Email:

kristik@bannockcounty.gov

Item(s) to be considered:

\*Signature Only\*

Accounting form for the purchase of Ambulance Vehicle

Date of meeting being requested:

04/30/2026

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

# PSS / PROFESSIONAL SALES AND SERVICE, L.C.

Quality Emergency Vehicles Since 1974

1720 W. Indiana Avenue, Suite C  
Salt Lake City, UT 84104

Remittance Info:  
1717 South Redwood Rd  
Salt Lake City, UT 84104  
(801) 977-3961 Phone  
(801) 977-3969 Fax  
Tax ID # 84-1404777

## Invoice

Date	Invoice #
4/23/2026	35728

Bill To
Pocatello Fire Department Fire Station #1 408 E. Whitman Pocatello, ID 83201

Ship To
Pocatello Fire Department Fire Station #1 408 E. Whitman Pocatello, ID 83201

S.O. No.	P.O. Number	Terms	Due Date	Rep	Via	F.O.B.
27151		Net 10	5/3/2026	CGP		

Quantity	Item Code	Description	Price Each	Amount
1	CSP	The following item is a customer supplied part Vendor: Motorola Part / Model: M25URS9PW1BN Description: Ratio brain Date Received: 11/24/2025	0.00	0.00T
2	CSP	The following item is a customer supplied part Vendor: Motorola Part / Model: C0P0BT02JP Description: Radio Date Received: 11/24/2025	0.00	0.00T
1	CSP	The following item is a customer supplied part Vendor: Motorola Part / Model: HLN6954A Description: Dust cover Date Received: 11/24/2025	0.00	0.00T
		Total sales tax calculated by AvaTax	0.00	0.00
		Select this as a transaction's tax to use AvaTax	0.00%	0.00
	286581-90200	\$208333.00		
	124230-90200	\$114202.00		
<b>BANNOCK COUNTY COMMISSIONERS</b>				
_____ <b>Chairman</b>				
_____ <b>Commissioner</b>				

4/30/26

Parts & Service invoices payable online at <a href="http://www.psscs.com">www.psscs.com</a> (vehicles not eligible; third-party fees are customer's responsibility).	<b>Commissioner</b>	<b>Payments/Credits</b>	\$0.00
"Quality Emergency Vehicles and Emergency Vehicle Equipment"		<b>Balance Due</b>	\$322,535.00

# PSS / PROFESSIONAL SALES AND SERVICE, L.C.

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27151		Net 10	5/3/2026	CGP		

Quantity	Item Code	Description	Price Each	Amount
1	#22135	Pocatello Fire Department Horton Emergency Vehicles 2024 Ford 603-1 Vin: 1FDUF5HT1RDA10338 Prod# 22135	323,789.00	323,789.00T
	Discount Customer	Horton Offered Discount	-8,000.00	-8,000.00
1	Misc Part Sale	Change Orders - Move 360 camera control to driver's side of the console. - Not Applicable - Add tag around battery switch with 5, 10, 15 min function. - \$41 - Add 110V to sid of cab console next to 12V. - \$184 - Add 110V to Crash I/O upper. - \$184 - Add 110V to upper linen cabinet. - \$184 - Add recessed opticom 794H. - NC - Interior upholstery to be Dove gray including the attendant seat. - NC - Walls to be CG tech white. - NC - Cabinet color to be smooth white. - NC - Add an adjustable shelf to upper action area. - \$164 - Delete O2 access window. - \$(165) - Cargo net to have seat belt latches. - \$249 - Add done timer to rear 3 button panel. - NC - Add scene light cancel to side button panel. - NC - Red paint to be FLNA3050/PPG 700222. - NC - Paint to be two tone with Silver metallic FLNA94738, chassis top half will be silver, module will be silver 12" sown from drip rail. - \$3,863 - Add 36" SOL on roof. - \$289 - Install Stryker Floor Plate. - \$1,882 - Change dome lights to Kinequip LED lights. - \$(987) - change grill lights to 4 ION split Red/White. - \$683 - Delete 360 camera and keep the back up camera with a Advent 7.3" monitor. - \$(3,180) - Install a Stryker Floor plate. - \$1,882	6,746.00	6,746.00T

Parts & Service invoices payable online at [www.pro-sales.com](http://www.pro-sales.com)  
(vehicles not eligible; third-party fees are customer's responsibility).

**Payments/Credits**

**Balance Due**

"Quality Emergency Vehicles and Emergency Vehicle Equipment"

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27151		Net 10	5/3/2026	CGP		

Quantity	Item Code	Description	Price Each	Amount
		<ul style="list-style-type: none"> <li>- Change dome lights to Kinequip LED lights. - \$(987)</li> <li>- Chevrons are to be Diamond Grade Lime Green Yellow/Red on the rear of the unit but not on the doors. - NC</li> <li>- Add graphics. - \$5,490</li> <li>- Paint Vent Covers Silver to match upper paint of module. - \$137</li> <li>- The Silver paint to come down to even with the lower NFPA vent. The vents should be in all silver paint. - NC</li> <li>- Change grill lights to 4 ION lights Top Red White and Bottom White Red. - NC</li> <li>- Add a toggle switch to activate the opticom when not in primary mode. - \$164</li> <li>- All lights to have black bezels. - NC</li> <li>- Change the floor color to grey Loncoin. - NC</li> <li>- Delete Chevrons, options 5000-0312 &amp; 5000-0192. - \$(1,504)</li> <li>- Delete Stripes, option SR324887. - \$(2,838)</li> <li>- Delete Lettering, option SR324894. - \$(1,148)</li> <li>- Install Customer Supplied Radios. - \$500</li> <li>- Install Customer Supplied Power Load - \$1,550</li> <li>- Purchase &amp; Install a Longer Radio Cable pn: HKN6168. - \$109</li> <li>- Purchase &amp; Install a Voyager Camera w/ an Extension Cable &amp; a RCA Adapter. - NC</li> </ul>		
1	DSDI	The following items are to be supplied by PSS and to be installed at the dealership before final delivery:	0.00	0.00T
1	639007000100	Stryker, Floor Plate, Assy Kit	0.00	0.00T
1	HKN6168	Motorola, 30 Foot Remote Mount Cable	0.00	0.00T
1	ASACEC34	Voyager 34ft Camera Cable	0.00	0.00T
1	ASA31300006	Adaptor, Cam 4 Pin Fem to RCA w/ Power	0.00	0.00T
1	10021439	(A02F) CAMERA KIT, COLOR, VOYAGER	0.00	0.00T

Parts & Service invoices payable online at [www.pro-sales.com](http://www.pro-sales.com)  
(vehicles not eligible; third-party fees are customer's responsibility).

**Payments/Credits**

**Balance Due**

"Quality Emergency Vehicles and Emergency Vehicle Equipment"

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27151		Net 10	5/3/2026	CGP		

Quantity	Item Code	Description	Price Each	Amount
1	CSDI	The following items are to be customer supplied and installed in the vehicle at PSS before delivery:	0.00	0.00T
1	CSP	The following item is a customer supplied part Vendor: Stryker Part / Model: 639005550001 S/N 2502012400126 Description: Power Load Date Received: 3/26/2026	0.00	0.00T
2	CSP	The following item is a customer supplied part Vendor: Motorola Part / Model: HSN 4038A Description: External Speaker Date Received: 11/24/2025	0.00	0.00T
2	CSP	The following item is a customer supplied part Vendor: Motorola Part / Model: HKN6186A Description: Bracket Date Received: 11/24/2025	0.00	0.00T
1	CSP	The following item is a customer supplied part Vendor: Motorola Part / Model: HLN6861D Description: Trunnion, intallation Hardware kit Date Received: 11/24/2025	0.00	0.00T
2	CSP	The following item is a customer supplied part Vendor: Motorola Part / Model: HMN1089C Description: Mic Date Received: 11/24/2025	0.00	0.00T

Parts & Service invoices payable online at <a href="http://www.pro-sales.com">www.pro-sales.com</a> (vehicles not eligible; third-party fees are customer's responsibility).	<b>Payments/Credits</b>
"Quality Emergency Vehicles and Emergency Vehicle Equipment"	<b>Balance Due</b>

# PSS / PROFESSIONAL SALES AND SERVICE, L.C.

Quality Emergency Vehicles Since 1974

1720 W. Indiana Avenue, Suite C  
Salt Lake City, UT 84104

Remittance Info:  
1717 South Redwood Rd  
Salt Lake City, UT 84104  
(801) 977-3961 Phone  
(801) 977-3969 Fax  
Tax ID # 84-1404777

## Invoice

Date	Invoice #
4/23/2026	35728

Bill To
Pocatello Fire Department Fire Station #1 408 E. Whitman Pocatello, ID 83201

Ship To
Pocatello Fire Department Fire Station #1 408 E. Whitman Pocatello, ID 83201

S.O. No.	P.O. Number	Terms	Due Date	Rep	Via	F.O.B.
27151		Net 10	5/3/2026	CGP		

Quantity	Item Code	Description	Price Each	Amount
1	CSP	The following item is a customer supplied part Vendor: Motorola Part / Model: KT000271A01 & KT000272A01 Description: Dust Cover Date Received: 11/24/2025	0.00	0.00T
1	CSP	The following item is a customer supplied part Vendor: Motorola Part / Model: HAF4017A Description: Roof Top Antenna Date Received: 11/24/2025	0.00	0.00T
1	CSP	The following item is a customer supplied part Vendor: Motorola Part / Model: HLN6863B Description: Cables Date Received: 11/24/2025	0.00	0.00T
1	CSP	The following item is a customer supplied part Vendor: Motorola Part / Model: HKN4192C Description: Power Cable Date Received: 11/24/2025	0.00	0.00T
2	CSP	The following item is a customer supplied part Vendor: Motorola Part / Model: HKN6169B Description: Cables Date Received: 11/24/2025	0.00	0.00T
2	CSP	The following item is a customer supplied part Vendor: Motorola Part / Model: HKN6188B Description: Cables Date Received: 11/24/2025	0.00	0.00T

Parts & Service invoices payable online at <a href="http://www.pro-sales.com">www.pro-sales.com</a> (vehicles not eligible; third-party fees are customer's responsibility).  "Quality Emergency Vehicles and Emergency Vehicle Equipment"	Payments/Credits
	<b>Balance Due</b>



# State of Idaho Military Division Bureau of Emergency Medical Services

## IDAHO EMS ACCOUNT III DEDICATED GRANTS PROGRAM ACCOUNTING FORM

Agencies are required to document the receipt, purchase, and payment of the equipment and/or vehicle within 30 days of delivery through completion of this document and submitting it with the following back up documents:

1. Invoice from Vendor to include:
  - a. Vendor Name and Address
  - b. Date of Purchase
  - c. Amount Due
  - d. Description for Each Purchased Item
2. Proof of Payment, through one of the three options:
  - a. Copy of the processed check, both front AND back with vendor endorsement
  - b. Copy of bank statement with same payment amount as noted on vendor invoice
  - c. Vendor statement that shows a zero balance or payment has been received in full.

Please Note: A "PAID" stamp or handwritten notation is insufficient to show proof of payment.

Bannock County Agency Name 7698 Subgrant Number

Date of Delivery	Item Type	Serial Number or Other Unique Identifying Number	Amount of:		Difference <small>(award - invoice)</small>
			Award	Invoice	
<u>04/28/20</u>	<u>Vehicle</u>	<u>22135</u>	<u>208,333.00</u>	<u>322,535.00</u>	<u>114,202.00</u>
Total Amount to be Refunded:					<u>0.00</u>

*Serial or unique identifying numbers are only required if the individual item is over \$2,000*

Jeff Hough Printed Name and Signature 4/30/26 Date

If your award was for a vehicle purchase and you are replacing a vehicle, please also complete the following:

2024 Ford 603-1 Vehicle Year, Make & Model 1FDUF5HT1RDA10338 VIN #

Will the replaced vehicle remain in the Agency's possession:  Yes  No  
 If no, it was/will be \_\_\_\_\_ Donated \_\_\_\_\_ Sold on: \_\_\_\_\_ (date)

Disposition Narrative: \_\_\_\_\_

Return this completed form and the supporting documents to: [EMSGrants@dhw.idaho.gov](mailto:EMSGrants@dhw.idaho.gov) or by mail to: Idaho Bureau of Emergency Medical Services Attn: EMS III Grants; 4732 S. Ingalls Street, Bldg. 668; Boise, ID 83705-5004

BANNOCK COUNTY COMMISSIONERS  
624 E. Center, Pocatello, ID 83201  
Phone: (208) 236-7210 • Fax: (208) 234-7363



ERNIE MOSER  
Commissioner  
1st District

JEFF HOUGH  
Commissioner  
2nd District

KEN BULLOCK  
Commissioner  
3rd District

### WORK SESSION REQUEST FORM

Work Sessions are held on Thursdays at 9:00 a.m., unless otherwise noticed.

Email this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by noon on Monday prior to the scheduled meeting.

Name/Department:

Dillon Evans, Landfill

Concern/issue/question:

Seeking signature on Task Order & Scope of Work

Suggested solution?

How much time will be needed for this issue?

5 minutes

What meeting date is requested?

4/30/26

List of attendees:

Please include any supporting documents with your Work Session Request Form.

Commissioner Office Only:

Date: 4/30/26 Time: \_\_\_\_\_



April 21, 2026

Mr. Dillon Evans – Landfill Manager  
Bannock County Fort Hall Mine Landfill  
1500 N Fort Hall Mine Rd,  
Pocatello, ID 83204

**Subject:** Proposed Scope of Work Refinement for Bannock County Landfill Floodway Evaluation

Dear Mr. Evans:

CDM Smith is pleased to submit this scope of work proposal for the Bannock County Landfill Floodway Evaluation project. This scope of work was developed in response to information provided by Bannock County Planning and Development in September 2025 and in follow up conversations in April 2026. The evaluation detailed in this scope of work proposal includes evaluation of the designated floodway in the vicinity of the landfill.

The intent is to utilize the adaptive management approach discussed in our existing Task Order 14 - 2025/2026 Remediation Activities and Alternatives Evaluation at the Fort Hall Mine Landfill agreement that provides the flexibility to reprioritize and adjust existing scope elements to meet the changing needs at this complex site and based upon new information that informs the next steps of the program. The collection of data can, and has, modified the current understanding of the site and, as a result, some anticipated tasks and costs that are assumed in a task order may need to be modified to incorporate the new information. In this case, the need for the floodway evaluation described in this scope has been identified as a critical next step and is proposed to utilize the budget set forth in Task Order 14 for Task 14M - Fort Hall Creek Infiltration Reduction Evaluation and Design.

The Fort Hall Creek Infiltration Reduction design task consists of finalizing a Fort Hall Creek Infiltration Reduction Design along the east side of Cell 1. Infiltration of Fort Hall Creek in this area may increase leaching from the Cell 1 waste area to groundwater. This task is intended to incorporate the data and results from previous efforts into a Fort Hall Canyon Creek Design that will include a Fort Hall Creek Infiltration Reduction Design, including engineering design drawings, and a report summarizing the impact (e.g., reduction of infiltration to groundwater adjacent to the Cell 1 waste area) of the modified creek channel as compared to current infiltration of the creek.

Completion of the Fort Hall Creek Infiltration Reduction design task is contingent on securing grant funding for which we are currently awaiting response from IDEQ. If awarded, this funding is not expected to be available until after the end of Task Order 14 on September 30, 2026. As such, and given the priority need for the Floodway evaluation outlined in this scope, we propose utilizing the Task 14M budget of \$205,000 to forward the effort related to the Floodway Evaluation as described in the scope below.

Mr. Dillon Evans  
April 21, 2026  
Page 2

## Background

Fort Hall Mine Creek is currently a mixture of approximate Zone A, detailed Zone AE with regulatory floodway, and alluvial fan Zone AO floodplains (Figure 1). The Zone AE floodway extends from the Portneuf River to a point 3,700 feet upstream on Fort Hall Mine Creek. There are three floodway lobes located within this reach, one extends adjacent to Fort Hall Mine Road and the other two are located along the boundaries of the apparent alluvial fan that extends from the mouth of Fort Hall Canyon down to the Portneuf River. Proposed development sites at the FHML, including the future scale-house location, may be impacted by these existing, but unverified, floodway lobes shown in the FEMA mapping.

This alluvial fan and the floodplain analysis associated with it are not referenced in the effective FEMA Flood Insurance Study (FIS), 16005CV001B with a revised date of July 22, 2020. The FIS identifies an effective 1-percent annual exceedance probability (AEP), aka the 100-year, flow of 1,950 cubic feet per second (cfs). The Fort Hall Mine Landfill Stormwater Pond Capacity Assessment identifies a significantly lower 1 percent AEP flow rate of 175.9 cfs for the same watershed. Due to this discrepancy, Bannock County is seeking engineering services to evaluate existing hydrologic and hydraulic conditions and determine whether a Letter of Map Revision (LOMR) is necessary to update the FEMA flood maps. Based on the findings of the new analysis, recommendations will be made by CDM Smith on whether a floodplain letter of map revision (LOMR) is needed to revise the flood hazard information along the river reach near the landfill.

The proposed scope of work below includes various alternative task items that may or may not be required, depending on the outcome of prior tasks. The intent is to perform the project in a step-wise fashion with the simplified evaluation first and more complex study of the alluvial fan to be performed only as needed. Both scenarios would start with a review of the existing hydrologic and hydraulic analyses to better understand the source of the discrepancy in flow rates and their impacts on associated floodplains, including a hydrologic analysis intended to provide another comparison point for the 100-year flow rate in the vicinity of the landfill. Following this step, a hydraulic analyses will be conducted based on the newly defined flow rates to assess the nature and extent of floodplain within the landfill area and downstream to the Portneuf River. A one-dimensional (1D) hydraulic model will be developed first to determine the location and likelihood of overtopping of the existing channel using the newly defined flows. The results of the initial one-dimensional modeling will determine if further, two-dimensional (2D), hydraulic modeling of the alluvial fan will be required.

All work conducted will be in accordance with FEMA guidelines and protocols so that it can be used as a basis for the development of a LOMR application, if one is needed. This proposal includes assistance with development of the LOMR application packet, submittal of an application or follow up efforts needed to obtain a LOMR, as a separate optional task since the need for a LOMR will not be established until the proposed analyses have been completed and accepted by the county.

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 April 21, 2026  
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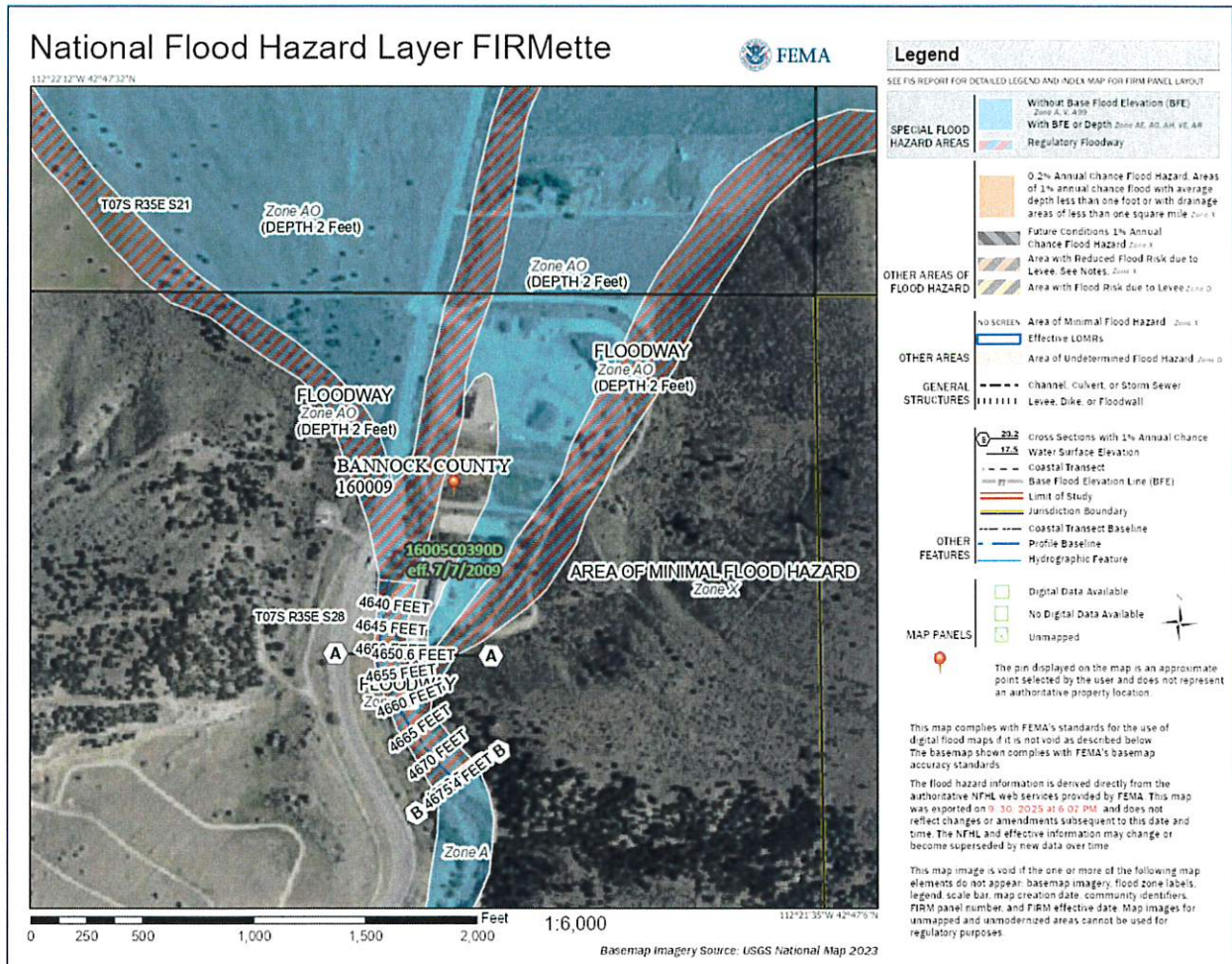


Figure 1: FEMA FIRMette of Area of Concern

Should Bannock County determine that a LOMR is appropriate, CDM Smith will prepare and coordinate all necessary analyses and reporting required to achieve an approved and final determination from FEMA.

**Scope of Work**

The Scope of Work for this dam site is divided into the following tasks:

- Task 1 – Data Collection and Review
  - Task 1.1 – Initial Data Collection and Review
  - Task 1.2 – Additional Field Data Collection (if needed)
- Task 2 Hydrologic and Hydraulic Evaluation
  - Task 2.1 – Hydrologic and 1D Hydraulic Model Development and Comparison

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- Task 2.2 – 2D Model Development and Comparison **(if needed)**
- Task 3 – Recommendations and Reporting
- Task 4 – LOMR Application and Processing **(if needed)**

## Task 1 – Data Collection and Review

Data collection for this project will consist of up to two subtasks, as needed.

### *Task 1.1 – Initial Data Collection and Review*

CDM Smith will obtain and review both the effective FEMA hydrologic and hydraulic analyses, if available, which are the basis of the current effective regulatory flow rate of 1,950 cfs, as well as the existing Fort Hall Mine Landfill Stormwater Pond Capacity Assessment, which documents a 1 percent AEP flow rate of 175.9 cfs. The methodologies and inputs will be compared and evaluated for appropriateness and accuracy. Data for independent hydrologic/hydraulic analysis will also be collected during this task. CDM Smith will:

- Review effective FEMA Flood Insurance Study (FIS) and associated floodway/floodplain mapping.
  - Gather effective hydrologic/hydraulic models from FEMA, if available.
  - Verify that flood hazard information presented in effective FIS and FIRM panel are supported by modeling information.
- Review prior engineering reports and supporting hydrologic/hydraulic analyses.
- Collect and evaluate available LiDAR, topographic, hydrologic, and hydraulic data for the 3 square mile watershed contributing to the floodplain/floodway near the Bannock County Landfill.
  - Data collection includes current topographic, land use, soil, and precipitation data for the contributing watershed.
- Create a three-dimensional terrain model of the 3 sq. mi. contributing watershed including the Fort Hall Mine Creek channel and the apparent alluvial fan downstream of the canyon outlet that will be used for both hydrologic and hydraulic analyses.

### *Task 1.2 – Additional Field Data Collection (if needed)*

In addition to these desktop analyses, and if the more detailed modeling described in Task 2.2 below is found to be necessary, CDM Smith will conduct a field reconnaissance based on FEMA alluvial fan stage 2 guidelines (FEMA, *Guidance for Flood Risk Analysis and Mapping: Alluvial Fans*, Nov. 2016). The intent of the more detailed analyses is to accurately delineate areas of active and inactive alluvial fan areas and narrow the area of active deposition, erosion, and unstable flow paths. Inactive areas may have been subjected to long-term (i.e., > 100-year) flooding, most notably within entrenched channels but are not exhibiting short-term alluvial fan activity.

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Specific evidence of inactive areas may include armoring along the margin of the area bordering active areas, older vegetation, and the lack of change in flow paths. Active areas of the alluvial fan are that portion where short-term deposition, erosion, and unstable flow paths are possible and have occurred, generally within the past 100 years, exhibiting multiple flow paths, channel avulsions and/or sheet flow. These areas will initially be identified using aerial photography and topography and then field verified. Field reconnaissance will also be used to identify any additional information that can be used to inform and refine active/inactive areas that are not apparent in aerial photography or topography.

**Assumptions:**

- Bannock County will provide CDM Smith all available plans, reports, and other data available and relevant to the floodway assessment.
- Existing topographic information of Fort Hall Mine Creek will be utilized for detailed cross-sectional data. However, it is suggested the County consider having a detailed topographic survey performed for the area of interest to ensure a high level of detail of the current conditions. Survey subcontractor costs are not included in this proposal.
- Field reconnaissance in compliance with FEMA alluvial fan guidelines will be conducted, if determined necessary, although no sampling or laboratory testing is assumed to be needed.

**Task 2 – Hydrologic and Hydraulic Evaluation**

CDM Smith will prepare hydrologic and hydraulic models of Fort Hall Mine Creek for the project site. The hydrologic model will be prepared first to compare and confirm existing flow rates. A one-dimensional hydraulic model will then be developed to assess the likelihood that flow will split at the two locations as shown in the FIRM. Depending on the results of this modeling effort, a more complex two-dimensional model will be developed to determine the flood impacted areas within the alluvial fan.

*Task 2.1 – Hydrologic and 1D Hydraulic Model Development and Comparison*

CDM Smith will first prepare the hydrologic model of the watershed. This will be prepared in the most recent version of USACE’s HEC-HMS software (currently version 4.13) and will utilize a HEC HMS model currently being developed for the site characterization report under Task 14K as a starting point. The data collected and developed during Task 1 will be used to update geographic information systems (GIS) datasets of the current contributing watershed to the downstream limit of Fort Hall Mine Creek and all necessary watershed characteristics. Current NOAA precipitation-frequency data from NOAA (Atlas 14) will be utilized to model the 10-, 2-, 1-, and 0.2% AEP floods.

CDM Smith assumes that the existing hydraulic model used to develop the effective regulatory floodplain mapping utilizing HEC-2, the precursor to HEC-RAS, is not available and/or outdated. Therefore, we will begin hydraulic analyses by developing a one-dimensional (1D), steady state hydraulic model using the current version of USACE HEC-RAS (version 6.6). Cross sectional data will be obtained using the 3D terrain model developed for the project and/or supplemental survey data provided by the County and roughness coefficients will be selected initially based on those identified in the FIS and modified by aerial imagery. Peak discharges developed in the hydrologic analysis will be input and modeled to determine the extents of the Fort Hall Mine Creek floodplain to the Portneuf River. An

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analysis will be performed to assess the likelihood that flow will split at the two locations as shown in the FIRM (Figure 1) where the floodway splits into three components. Based on the results of the 1D hydraulic analysis, the requirement of performing a 2D hydraulic analysis for alluvial fan flooding concerns will be confirmed with FEMA review partners. A floodway model and map will also be developed using the new discharges to compare to those shown on the effective FIRM panel.

### *Task 2.2 – 2D Model Development and Comparison*

Depending on the results of 1D modeling, additional analysis and hydraulic modeling may be required to identify the extent and characteristics of alluvial fan flooding and its potential 100-year flow paths through the area downstream of the landfill. This analysis will extend from the apex of the fan at the mouth of the canyon at the detailed study limit located at cross-section B in Figure 1 and extend downstream to the fan's toe at the Portneuf River. Lateral extents will include the area between the flow split floodways, presumed to be the east and west boundaries of the fan.

In accordance with FEMA guidelines, assuming the area is an alluvial fan, active and inactive areas of the fan will also be identified. CDM Smith is assuming at this time that the inactive area extends from the topographic apex to a point where the flow split floodways occur and below that point the fan is active; however, this will also be confirmed during the study. Once the fan has been geomorphically characterized, a hydraulic analysis will be conducted. This analysis will utilize the 1D steady state HEC-RAS model initially created during this task but will be supplemented with a 2D model utilizing the 3D terrain model to assess possible flow paths and locations of potential channel avulsions and overland flow. This 2D model will utilize the 1 percent annual chance time-series flows developed with the HEC-HMS hydrology. These analyses will be used to map the 100-year (1% annual chance) floodplains and floodways and used to either verify the effective FIRM or as the basis for the development of an existing conditions LOMR.

### **Assumptions:**

- Modeling methodology will be of equal or greater detail to the FIS analyses (required for LOMR).
- Any effective hydraulic structures in the modeled reach will not be surveyed, as the current effective FEMA analysis does not include them. Any new or modified structures will be surveyed for dimensions and key elevations, or as-built drawings will be obtained from the County.
- In accordance with FEMA guidelines, CDM Smith will contact FEMA Region 10 to advise them that an alluvial fan study has been undertaken, advise the agency regarding our approach to the study and request feedback prior to beginning Task 2 work.

### **Deliverable:**

- HEC-HMS and HEC-RAS modeling files.
- Digital data of all supporting modeling data including worksheets of computing watershed parameters and watershed characteristic data in GIS format.

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### Task 3 – Recommendations & Reporting

CDM Smith will develop a draft and final technical memorandum summarizing Task 1 and 2 findings, including flow rate calculations, hydraulic model outputs, and comparison to existing FEMA mapping. The memorandum will include a recommendation on the need for a FEMA Letter of Map Revision (LOMR) or alternative next steps.

#### **Assumptions:**

- One round of comments will be addressed.
- Bannock County will review the draft memorandum and provide comments within three weeks of delivery.

#### **Deliverable:**

- A draft and final technical memorandum outlining the hydrologic/hydraulic methodology, the findings of the new modeling effort, and a comparison to both the FEMA FIS values and the previously reported values. The memo will also include a comparison of the extents of the floodplain/floodway.
- Recommendation to the county on whether a LOMR is warranted given the results of the updated modeling effort.

### Task 4 – Letter of Map Revision (LOMR) Application and Processing (Optional)

If Bannock County determines a LOMR is warranted based on the findings of Task 2, CDM Smith will prepare the application package for a LOMR submittal to FEMA. CDM Smith will act as the point of contact on the LOMR application and will work with the FEMA reviewer and Bannock County to answer any questions and address comments that come up throughout the processing of the application. This will include meetings discussing any received technical comments, submittals of revised models or mapping, and coordination of any property owner notifications required for the revision.

The following items will be prepared for the LOMR application per FEMA requirements:

- All required FEMA LOMR forms.
- A written narrative outlining the area's background, the modeling efforts, and revised floodplain/floodway mapping.
- All hydrologic and hydraulic modeling files in digital format.
- All supporting digital files, including worksheets and GIS files, needed to verify modeling inputs.
- A topographic work map showing the revisions to the currently effective FEMA Special Flood Hazard Area (SFHA). The work map will include the river centerline and all modeled cross sections in the hydraulic model.
- An annotated FIRM panel showing the floodplain revisions overlaid on the effective FIRM.

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- All regulatory requirements, including but not limited to draft property owner notifications based on the revisions to the SFHA and 100-year (base) flood elevations (BFEs).

#### **Assumptions:**

- Bannock County will provide parcel data for the area to determine potentially impacted properties.
- Hydraulic structures will not be included in the hydraulic modeling.

#### **Deliverables:**

- LOMR package for initial review by the County.
- Final LOMR determination from FEMA.

### **Basis of Proposal**

The following overarching assumptions have been made for preparing this scope of work:

- This scope of work will be performed based on the data and information provided by Bannock County or available in public sources.
- One review by Bannock County is assumed for the draft deliverables or Tasks 2 and 3.
- The Engineer will not attend any site visits or in-person meetings beyond the field reconnaissance detailed in Task 1.2.

### **Schedule**

CDM Smith is prepared to start work immediately and will proceed as expeditiously as possible to develop the upfront information necessary to identify the path forward with resolving the floodway issue. The overall duration to complete the scope of work for all optional/as-needed tasks is up to twelve months following notice to proceed. This time frame includes assumed durations in which the LOMR application is being reviewed by FEMA, those durations are subject to change based on FEMA's responsiveness timelines. As stated in the scope of work, a 3-week review period has been assumed for review of the draft submittals prior to preparation of the final version addressing Bannock County comments.

### **Budget**

CDM Smith proposes to perform this work on a time and materials basis as defined in the current Task Order 14 agreement. The Cost table below (**Table 1**) provides anticipated costs for several different scenarios that may play out in evaluating the floodway and potentially working with FEMA to obtain a LOMR. The proposed upper limit of \$204,750 shown is inclusive of all optional tasks is described below and is within the existing Task 14M budget of \$205,000. Project management tasks will be covered under the existing Task Order 14 project management budget. Several of the tasks would only occur if required as a result of the outcome of previous tasks, so totals for the potential alternative scenarios are provided in the table below. Note that subtasks 1.2 and 2.2 and Task 4 may not be necessary and will not be performed without prior client approval.

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**Table 1- Cost Estimate - Bannock County Landfill Floodway Evaluation**

WBS/Activity Name	Labor Hours	Labor Cost	ODC	Subs	Total Billable
<b>Task 1 – Data Collection and Review</b>	<b>150</b>	<b>\$25,680</b>	<b>\$3,230</b>		<b>\$28,910</b>
Task 1.1 - Initial Data Collection and Review	52	\$9,060			\$9,060
Task 1.2 - Additional Field Data Collection (if needed)	98	\$16,620	\$3,230		\$19,850
<b>Task 2 - Hydrologic and Hydraulic Evaluation</b>	<b>692</b>	<b>\$125,400</b>			<b>\$125,400</b>
Task 2.1 - Hydrologic and 1D Hydraulic Model Development	170	\$30,600			\$30,600
Task 2.2 - 2D Model Development and Comparison (if needed)	522	\$94,800			\$94,800
<b>Task 3 – Recommendations and Reporting</b>	<b>144</b>	<b>\$25,420</b>			<b>\$25,420</b>
Task 3.1 - Draft Technical Memorandum	114	\$20,000			\$20,000
Task 3.2 - Final Technical Memorandum	30	\$5,420			\$5,420
<b>Task 4 – LOMR Application and Processing (if needed)</b>	<b>152</b>	<b>\$25,020</b>			<b>\$25,020</b>
Task 4.1 LOMR Application and Processing	152	\$25,020			\$25,020
Alt 1 Subtotal (Hydrology + 1D Analysis + Report)	<b>366</b>	<b>\$65,080</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,080</b>
Alt 2 Subtotal (Hydrology + 1D Analysis + Field + Detailed 2D Analysis+ Report)	<b>986</b>	<b>\$176,500</b>	<b>\$3,230</b>	<b>\$0</b>	<b>\$179,730</b>
Subtotal LoMR Application	<b>152</b>	<b>\$25,020</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,020</b>
<b>Alt 1 Total (Simplified Analysis + LoMR)</b>	<b>518</b>	<b>\$84,680</b>	<b>\$0</b>	<b>\$0</b>	<b>\$84,680</b>
<b>Alt 2 Total (Detailed Analysis + LoMR)</b>	<b>1,138</b>	<b>\$201,520</b>	<b>\$3,230</b>	<b>\$0</b>	<b>\$204,750</b>

If you have any questions or would like to discuss further, please give me a call at 303-383-2484.

Sincerely,

Brian Bennett, PMP  
 Project Manager  
 CDM Smith Inc.

**BANNOCK COUNTY COMMISSIONERS**

\_\_\_\_\_ **Chairman**

\_\_\_\_\_ **Commissioner**

\_\_\_\_\_ **Commissioner**

**TASK ORDER NO. 14**TO: CDM Smith, Inc.FROM: Bannock CountyWORK REQUISITION NO: 14

JOB TITLE: 2025/2026 Remediation Activities and Alternatives Evaluation at the Fort Hall Mine Landfill

Under the terms and conditions contained in our existing Master Service Agreement dated **July 24, 2018**, this Task Order hereby authorizes *CDM Smith* to perform the specific services and under the particular conditions as set forth herein:

<b>1. SCOPE OF WORK:</b>		<b>See attached for detailed breakdown of scope</b>
<b>Task</b>	<b>Task Name</b>	<b>Estimated Cost</b>
14.A	Project Management/Meetings/QC	\$212,900
14.B	Operations, Maintenance and Monitoring	\$73,600
14.C	Non-Routine O&M Activities	\$119,600
14.D	Quarterly Meetings	\$35,900
14.E	Generate 2025 Annual Report	\$16,800
14.F	Public Outreach	\$54,500
14.G	Data Quality and Data Management	\$61,700
14.H	Semiannual Onsite Groundwater Sampling Events	\$266,800
14.I	Semiannual Onsite Groundwater Monitoring Reports	\$78,650
14.J	Annual Offsite Groundwater Sampling and Reporting	\$98,400
14.K	Site Characterization Report	\$51,200
14.L	Leachate Pond Inspection and Stormwater Control Planning	\$67,600
14.M	Fort Hall Creek Infiltration Reduction Evaluation and Design	\$205,000
14.N	Post-Pilot Work- Injections and Monitoring	\$258,000
14.O	Pilot Study Final Report and Additional Evaluation	\$66,200
14.P	Permitting and Grant Writing Support	\$32,600
14.Q	Evaluation of Current Practices for Landfill Reporting, Permitting and On-Call Services	\$139,100
14.R	Cell 1 Maintenance Recommendations and Cell 2/4 Cover Evaluation and Updated Closure Plans	\$160,300
<b>TOTAL</b>		<b>\$1,998,850</b>
<b>2. COMPENSATION: PER ESTIMATE \$</b>		
3. INVOICES:	<u>In accordance with the Master Services Agreement</u>	
4. TIME FOR COMMENCEMENT:	<u>Upon Receipt of Authorization to Proceed</u>	

5. ESTIMATED COMPLETION:	<u>September 30, 2026</u>
6. REPORTING REQUIREMENTS:	<u>Monthly Invoices and Progress Reports</u>
7. OTHER PROVISIONS:	CDM Smith 2025 billing rates are shown in the cost estimate and will apply until March 31, 2026. CDM Smith 2026 billing rates will be presented to Bannock County for approval and would apply beginning April 1, 2026. Annual billing rate increases have been estimated and accounted for in this task order cost and no modification to this task order will be required to utilize the 2026 billing rates when approved by Bannock County.

Upon execution of this Task Order, *CDM Smith* and *BANNOCK COUNTY* agree to be bound to and to comply with all of the terms and conditions contained in the above referenced Agreement, except as modified by the specific terms and conditions herein.

APPROVED AND ACCEPTED BY:  
**CDM Smith, Inc.**

**Bannock County Landfill**

BY: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
 TITLE: Commissioner, Chairman  
 DATE: April 30, 2026

# Memo

**To:** Board of Bannock County Commissioners  
**From:** Bannock County Commission Office Staff  
**Date:** April 30, 2026  
**Re:** Authorization to destroy documents

I am requesting authorization for the Board of Bannock County Commissioners to dispose of documents according to the records destruction schedule set forth by the Bannock County Clerk's Office. Please see the list below:

Boxes/Documents to Dispose	
Department/Year	Document(s)
1994/Misc	Weed, water, transportation, tax cancellation, boe,, roads, proclamations, plats, Escrow Agreement, Ordinance 1994-2, landfill, juvenile, jail, indigent appeals
1993/misc	District 5, Fish & Game, BoCG, Grants, landfill, jail, juvenile, indigent, energy, CDA, City of Pocatello, chamber, BIDS
1989 - 1993	Indigent Services Miscellaneous
2008	Prosecutor Miscellaneous
1978	Treasurer's Investments, Flood Map and Herd Law
2004	Board Members for Boat/Snowmobile, Fire Districts, Em. Serv., Health Board, Historical Society, Industrial Development, Library Districts.

Thank you for your consideration in this matter.

BANNOCK COUNTY COMMISSIONERS

\_\_\_\_\_  
 Jeff Hough, Chairman

\_\_\_\_\_  
 Ernie Moser, Commissioner

\_\_\_\_\_  
 Ken Bullock, Commissioner

## BANNOCK COUNTY COMMISSIONERS

624 E. Center, Pocatello, ID 83201  
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER  
 Commissioner  
 1st District

JEFF HOUGH  
 Commissioner  
 2nd District

KEN BULLOCK  
 Commissioner  
 3rd District

## Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Kristi Klauser

Department:

Auditing

Requestor Email:

kristik@bannockcounty.us

Item(s) to be considered:

approval of Quarter 1 2026 unemployment. This may require executive session under IC 74-206(d) to report records exempt from public disclosure.

Date of meeting being requested:

04/30/2026

Time requested:

5 Minutes

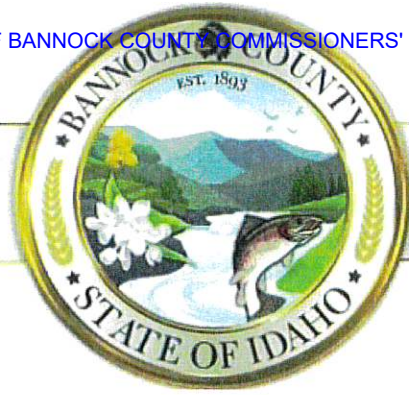
Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:



**BANNOCK COUNTY COMMISSIONERS**  
621 E. Center, Pocatello, ID 83201  
Phone: (208) 236-7210 • Fax: (208) 232-7363

**ERNIE MOSER**  
Commissioner  
1st District

**JEFF HOUGH**  
Commissioner  
2nd District

**KEN BULLOCK**  
Commissioner  
3rd District

**AGENDA REQUEST FORM**

*The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:00 AM** in the Commissioners' Chambers in the Bannock County Courthouse, 624 E. Center, Room 212, Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.us/commissioners/>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meetings should contact the Commissioner's Office at **208-236-7210**, three to five working days before the meeting.*

**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.us](mailto:agendarequest@bannockcounty.us) by NOON on the Thursday prior to the scheduled meeting.**

**Name/Department:**

Matthew K. Phillips / Human Resources & Risk Management

**Item to be considered/background:**

Discussion of potential ancillary property coverage and application for signature with potential to enter executive session under Idaho Code 74 § 206(1)(i).

**How much time will be needed? Meeting date requested:**

5 minutes

**Does this item involve a contract, agreement, external funding application or award acceptance?**

YES  NO

**Have all supporting documents been included with this form?**

YES  NO

**List of attendees:**

Kiel Burmester, Public Works Director, Buddy Romreill, Asst. Public Works Director

**Please include any supporting documents with your Agenda Session Request Form.**

Commissioner Office Only:  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

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Requestor Name:

Commission

Department:

Commission

Requestor Email:

dav@bannockcounty.gov

Item(s) to be considered:

Discussion pertaining to Property Tax Exemptions

Date of meeting being requested:

04/30/2026

Time requested:

10 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

Anita Hymas, Randy Hobson