



BANNOCK COUNTY COMMISSIONERS' – MEETING

Commissioners' Agenda

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.

Thursday, June 11, 2026

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

Work Session Agenda:

- Review submission by Todd Mauger, Juvenile Justice, requesting signature on the 2027 Attestation of Grant Funds for Idaho Assessment Centers and approval to write and apply for the 2027 Sustainability Plan and Funding Request (action items)
- Discussion pertaining to a building for the Coroner (requested 10 minutes) (action item)
- **Signature Only:** State of Idaho Contract Number HC9579 for Mosquito Abatement (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



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

ERNIE MOSER JEFF HOUGH KEN BULLOCK
Commissioner Commissioner Commissioner
1st District 2nd District 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 119 Pocatello, Idaho, or as noticed **48 hours** prior to the meeting at <https://www.bannockcounty.gov/commissioners>. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special meeting accommodations should contact the Commissioner's Office at **208-236-7210**, five working days before the meeting.*

E-mail this completed form and any supporting documents to agendarequest@bannockcounty.gov

Meeting Date Requested: 06/11/2026

Requestor Name: Todd Mauger **Department:** Bannock County Juvenile Jt

Item to be considered/background:
2027 Attestation of Grant Funds for Idaho Assessment Centers (Signature Requested)
2027 Sustainability Plan and Funding Request (Approval to write and apply for funding)

Action Requested: Signature Only **Amount of Time Requested:** 5 Minutes

Financial Impact (Total Cost/Funding Source):
Applying for funds and receiving them would lessen financial impact on county and increase ability to collect data

Does this item involve a contract, agreement, external funding application, or award acceptance? No

Has the item been submitted to/reviewed by Legal? No **Has the item been reviewed by Auditing?** Yes
Has the item been reviewed by Risk Management? No
Are all supporting documents included? Yes

List of additional attendees: Davey Burrell, Todd Mauger (has prior training obligation c

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

Commissioner Office Only:
Date: 6/11/26 Time: _____



Idaho Department of Juvenile Corrections

954 W. Jefferson St. P.O. Box 83720 Boise, ID 83720-0285 Phone: 208-334-5100 Fax: 208-334-5120

TTY/TDD: 1-800-377-3529

Spanish TTY/TDD: 1-866-252-0684

BRAD LITTLE
Governor

ASHLEY DOWELL
Director

To: Idaho Assessment Centers

From: Ashley Dowell, Director, and Danielle Chandler, COPS Project Manager

Date: 05/19/2026

Assessment Center Millennium Income Funding Guidance

House Bill 942, passed during the 2026 legislative session, appropriates \$1,000,000 in one-time funding for FY27 for assessment centers, to be distributed through the Idaho Department of Juvenile Corrections (IDJC). This bill sets clear expectations related to the funding process and clearly establishes these funds as a one-time appropriation with no expectation of future financial support. This communication provides guidance related to House Bill 942, which can be read in its entirety here:

<https://legislature.idaho.gov/wp-content/uploads/sessioninfo/2026/legislation/H0942.pdf>

The Bill establishes requirements for Centers to provide a comprehensive sustainability plan that details how Centers can remain operational without reliance on state funds. Additionally, the Bill establishes the requirement that each Center sign an attestation letter that demonstrates how distributed moneys will be used and accounted for; and demonstrates operational and fiscal accountability. Both documents are required to be submitted to IDJC and the Budget and Policy Analysis Division of the Legislative Services Office prior to the Department of Juvenile Corrections distributing any moneys.

The Bill also articulates that funding shall be distributed to eligible Assessment Centers based on criteria set forth by the IDJC. Consideration will be given to Centers based on a multitude of factors, which include but are not limited to, Tier I vs. Tier II, youth and families served, catchment area of center, sustainability work described in requested Sustainability Plans, and remaining funds from previous grant years, including open grants and carryover funds.

IDJC has provided draft templates of the sustainability plan and funding request, as well as the Attestation Form. Each Center will need to submit a sustainability plan and funding request **no later than June 19th, 2026**. Centers may opt out of applying for this funding if their center has reached the goal of sustainability. IDJC will review all requests and distribute funds no later than July 15, 2026, with the second distribution to occur no later than December 1, 2026.

Each Center that receives funding must provide reports that include data-driven results on the success of the Center on a template to be developed by the Coalition. The initial report must be submitted no later than December 30, 2026, with the updated report to be submitted no later than June 1, 2027. Both reports must be submitted to IDJC and Budget and Policy Analysis Division of the Legislative Services Office.

The goal of the funding from the Millennium Income Fund is to ensure Centers become sustainable by July 1, 2027. It is our sincere hope that the Centers can use this funding to become sustainable and continue their amazing work in communities across the state. Thank you for the collaboration and for your dedication to Idaho's youth and families.

An active partnership with communities



Idaho Department of Juvenile Corrections

954 W. Jefferson St. P.O. Box 83720 Boise, ID 83720-0285 Phone: 208-334-5100 Fax: 208-334-5120

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BRAD LITTLE
Governor

ASHLEY DOWELL
Director

Attestation of Grant Funds for the Idaho Assessment Centers

I, Jeff Hough (authorized signatory), hereby attest that the moneys received from the Idaho Millennium Income Fund will be used in accordance with House Bill 942 and with any other applicable rule or law, that confirms that all moneys received will be accounted for using generally accepted accounting principles, and that demonstrates how the center will maintain operational and fiscal accountability throughout the year. Moneys will be monitored by way of adequate records for revenue and expenditure verification. In the case of ceased operations between the effective date of this section and June 30, 2027, the center shall immediately notify the Department of Juvenile Corrections and the Budget and Policy Analysis Division of the Legislative Services Office and shall return all unexpended moneys to the Department of Juvenile Corrections as soon as practicable.

As a condition of reimbursement for Millennium Income funding, I certify that following reporting principles will be taken throughout the year.

Prior to Funding:

Provide a detailed sustainability plan that demonstrates how the center can remain operational without reliance on state funds. The plan shall include documentation stating financial commitments for ongoing financial support for the center. The sustainability plan shall be submitted to the Department of Juvenile Corrections and the Budget and Policy Analysis Division of the Legislative Services Office prior to the Department of Juvenile Corrections distributing any moneys.

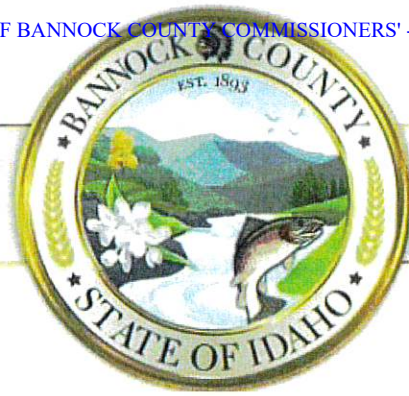
Reporting Obligations:

Provide reports demonstrating the State's return on investment for moneys provided, including data-driven results on the success of the center by using templates created by the ISTAC Coalition. Reports shall be submitted no later than December 30th, 2026, with the updated report to be submitted no later than June 1, 2027 to to the Budget and Policy Analysis Division of the Legislative Services Office and the Department of Juvenile Corrections

Signature of Duly Authorized Official Jeff Hough

June 11, 2026

Date



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

AGENDA REQUEST FORM

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Meeting Date Requested: 06/11/2026

Requestor Name: Ernie Moser

Department: Commission

Item to be considered/background:
Discussion pertaining to a building for the Coroner

Action Requested: Discussion

Amount of Time Requested: 10 Minutes

Financial Impact (Total Cost/Funding Source):

Does this item involve a contract, agreement, external funding application, or award acceptance?
No

Has the item been submitted to/reviewed by Legal?

Has the item been reviewed by Auditing?

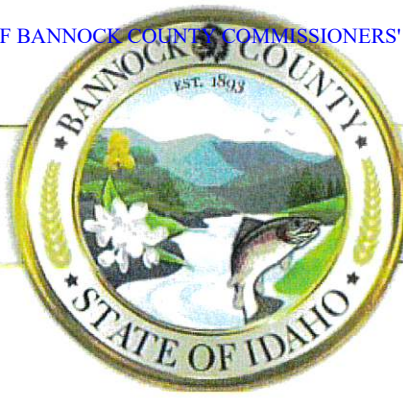
Has the item been reviewed by Risk Management?

Are all supporting documents included?

List of additional attendees: Torey Danner, Dan Kendall

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

Commissioner Office Only:
Date: 6/11/26 Time: _____



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Meeting Date Requested: 06/11/2026

Requestor Name: Bobette Beesley

Department: Mosquito Abatement

Item to be considered/background:

Mosquito Abatement - State of Idaho Contract No HC9579

Action Requested: Signature Only

Amount of Time Requested: N/A

Financial Impact (Total Cost/Funding Source):

Contract awarded an amount of \$4000.00 for mosquito surveillance activities. Grant application approved 5/14/26.

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

No

Has the item been submitted to/reviewed by Legal?

Has the item been reviewed by Risk Management?

Are all supporting documents included?

 Yes

Has the item been

reviewed by Audtiing?

 Yes

List of additional attendees: Buddy Romriell

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

Commissioner Office Only:

Date: 6/11/26 Time: _____



State of Idaho Contract Number HC9579

Parties

Agency	Contractor
Department of Health and Welfare 450 W State Street Boise, ID 83702	BANNOCK COUNTY 624 E CENTER ST POCATELLO, ID 83201

Contract Summary

Contract Name: Bannock County Mosquito Abatement District Contract Description: Mosquito surveillance activities Original Effective Date: June 5, 2026 Current Expiration Date: July 31, 2026	Contract Amount: \$ 4,000.00 Contract Usage Type: AGENCY
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Agency Contacts

Contact Name	Contact Type	Contact Email
MADDY JARVIS	CONTRACT MONITOR	MADDY.JARVIS@DHW.IDAHO.GOV
KATHRYN TURNER	CONTRACT MANAGER	KATHRYN.TURNER@DHW.IDAHO.GOV

Contractor Contacts

Contact Name	Contact Phone	Contact Email
KELLY BURMESTER	208-236-7337 7337	KELLYB@BANNOCKCOUNTY.US

Recitals

1. This Contract number HC9579 for Bannock County Mosquito Abatement District ("the Contract") is for services to the Department of Health and Welfare ("Department")
2. The Contract is issued under the authority provided by the Department pursuant to the State Procurement Act, title 67, chapter 92, Idaho Code. The CONTRACTOR agrees to undertake performance of this Contract under the terms and conditions set forth herein.
3. BANNOCK COUNTY ("Contractor") agrees to provide the Services identified in the line item(s) below as detailed herein.
4. It is understood that this Contract is effective when it is signed by both parties, or at a later date if specified in the Contract. The Contractor must not render services to the Department until the Contract has become effective. The Department will not pay for any services rendered prior to the effective date of the Contract.

Agreement

The following Attachments are hereby incorporated and made a part of this Agreement:

- Cover Sheet
- Terms and Conditions
- Riders
- Scope of Work
- Cost/Billing Procedure
- Reports

IN WITNESS WHEREOF, the parties have executed this agreement.

BANNOCK COUNTY

Idaho Department of Health and Welfare

Signature: _____

Signature: _____

Name: Jeff Hough

Name: _____

Title: Commissioner, Chairman

Title: _____

Date: June 11, 2026

Date: _____

Contract # HC9579

General Terms and Conditions

- I. PURPOSE. The purpose of this Contract is to set forth the terms and conditions upon which the Contractor will perform those services described in the attached Scope of Work in exchange for payment from the Department as described in the attached Cost/Billing Procedure.

- II. DEFINITIONS. As used in the Contract, the following terms shall have the meanings set forth below:
 - A. Contract shall mean the Contract Cover Sheet, these General Terms and Conditions, and all Attachments identified on the Contract Cover Sheet. The Contract shall also include any negotiated and executed amendment to the Contract.

 - B. Contract Manager shall mean that person appointed by the Department to administer the Contract on behalf of the Department. "Contract Manager" includes, except as otherwise provided in the Contract, an authorized representative of the Contract Manager acting within the scope of his or her authority. The Department may change the designated Contract Manager from time to time by providing notice to the Contractor as provided in the Contract.

 - C. Contractor shall mean an entity that executes the Contract or performs services under the Contract, including any subcontractor retained by the Contractor as permitted under the terms of the Contract.

 - D. Department shall mean the State of Idaho, Department of Health and Welfare, its divisions, sections, offices, units, or other subdivisions, and its officers, employees, and agents.

- III. CONTRACT EFFECTIVENESS. It is understood that this Contract or any Amendment is effective when it is signed by all parties, or at a later date if specified in the Contract or Amendment. The Contractor shall not render services to the Department until the Contract or Amendment has become effective. The Department will not pay for any services rendered prior to the effective date of the Contract or Amendment.

- IV. AUTHORITY AND LIMITATIONS. The legal authority for this Contract includes Idaho Code sections 67-2332 and 67-2333 and any other provisions of state law or regulation that authorize Idaho agencies to enter into contracts to perform any governmental service, activity or undertaking that each agency is authorized by law to perform. This Contract does not create or give either party any powers it would not have otherwise. This Contract only provides for the exercise of existing powers so as to achieve a more efficient operation of government. For this reason, this Contract sets forth the understanding of the parties in achieving a common purpose, and is not intended to provide a basis for legal action upon breach of any of its provisions.

- V. RENEWAL. The parties may extend this contract for additional periods, not anticipated to exceed a total of four (4) years, provided the Contractor has demonstrated satisfactory performance in the previous year. Any extension or amendment of this contract shall be in writing, signed by both parties.

- VI. CONTRACTOR STATUS.

- A. Status The Contractor's status under the Contract shall be that of a separate state agency of the State of Idaho. The Contractor shall be responsible for paying all employment-related taxes and benefits, such as federal and state income tax withholding, social security contributions, worker's compensation and unemployment insurance premiums, health and life insurance premiums, pension contributions and similar items.
- VII. NO AUTHORITY TO BIND OTHER PARTY. One party under this Contract shall have no authority to enter into contracts or agreements on behalf of the other party. All contracts or agreements shall be entered on behalf of the executing party or executed jointly by both parties. The procedures set forth in this Contract are intended for the sole use and benefit of the Department and the Contractor. No third party or other State entity may rely on these procedures. Any failure of the Department or the Contractor to follow any or all of these procedures, or any future amendment or modification of these procedures, shall not establish any liability of the Department or the Contractor to any third party or other entity of the State of Idaho.
- VIII. ASSIGNMENT AND SUBCONTRACTING. The parties' respective obligations and duties as set forth herein are to be performed by the parties and may not be assigned or subcontracted by either party without the written consent of the other party.
- IX. RECORDS AND DATA.
- A. Records Maintenance The Contractor shall maintain all records and documents relevant to the Contract for six (6) years from the date of final payment to the Contractor. If an audit, litigation or other action involving records is initiated before the six (6) year period has expired, the Contractor shall maintain records until all issues arising out of such actions are resolved, or until an additional three (3) year period has passed, whichever is later.
- B. Records Review Unless otherwise exempt from disclosure under the Idaho Public Records Law, all records and documents relevant to the Contract, including but not limited to fiscal records, shall be available for and subject to inspection, review or audit, and copying by the Department and other personnel duly authorized by the Department, and by federal inspectors or auditors. The Contractor shall make its records available to such parties at all reasonable times, at either the Contractor's principal place of business or upon premises mutually agreed to by the parties.
- C. Subcontracts The Contractor shall include the requirements of this section in all approved subcontracts and assignments.
- X. CONFIDENTIALITY. Each party shall comply with all applicable state and federal laws, rules, and regulations concerning confidentiality.
- XI. AUDIT EXCEPTIONS. If a federal or state audit indicates that payments made to the Contractor for goods or services that do not comply with the terms of the Contract or applicable federal or state laws, rules or regulations, the Contractor shall refund any compensation paid to the Contractor arising from such noncompliance.
- XII. COMPLIANCE WITH CERTAIN LAWS, LICENSING, AND CERTIFICATIONS. The Contractor shall comply with ALL requirements of federal, state, and local laws and regulations applicable to the Contractor pursuant to the Contract. For the duration of the Contract, the Contractor shall maintain

In effect and have in its possession all licenses and certifications required by federal, state, and local laws and rules, including but not limited to:

- A. Nondiscrimination The Contractor shall provide all services funded through or affected by the Contract without discrimination on the basis of race, color, national origin, religion, sex, age, and physical or mental impairment, and shall comply with all relevant sections of the following: Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; The Age Discrimination Act of 1975; and, The Americans with Disabilities Act of 1990. The Contractor shall comply with pertinent amendments to such laws made during the term of the Contract and with all federal and state rules and regulations implementing such laws.
- B. HIPAA The Contractor acknowledges that it may have an obligation, independent of this contract, to comply with the Health Insurance Portability and Accountability Act (HIPAA), Sections 262 and 264 of Public Law 104-191, 42 USC Section 1320d, and federal regulations at 45 CFR Parts 160, 162 and 164. If applicable, the Contractor shall comply with all amendments to the law and federal regulations made during the term of the Contract.
- C. Single Audit Act The Contractor acknowledges that it may have an obligation; independent of this contract, to comply with the terms of the "Single Audit Act" of 1984. Funds provided under the Contract may be used to pay for compliance with this act in proportion to other funding sources available to the Contractor for the services provided pursuant to the Contract.

XIII. CONFLICT OF INTEREST.

- A. Contractor The Contractor and its agents shall have no present or future interest, direct or indirect, that would prevent or interfere with the Contractor's ability to perform services provided pursuant to this Contract.

XIV. REMEDIES.

- A. Remedial Action If any of the Contractor's responsibilities do not conform to Contract requirements, the Department shall consult with the Contractor and may at its sole discretion require any of the following remedial actions, taking into account the nature of the deficiency: (1) require the Contractor to take corrective action to ensure that performance conforms to Contract requirements; (2) reduce payment to reflect the reduced value of services received; (3) require the Contractor to subcontract all or part of the service at no additional cost to the Department; or (4) terminate the Contract.
- B. Mutual Termination for Convenience Either party may cancel the Contract at any time, without cause, upon written notice to the other party specifying the date of termination; provided that the parties shall agree on a reasonable termination date that ensures continuity of business upon termination of the Contract, but shall not be less than thirty (30) calendar days.
- C. Survival of Terms Any termination, cancellation, or expiration of the Contract notwithstanding, provisions which are intended to survive and continue shall survive and continue, including, the provisions of Sections VI (Contractor Status), IX (Records and Data), XI (Audit Exceptions), and XII (Compliance with Certain Laws, Licensing, and Certifications).

XV. FORCE MAJEURE. Neither party shall be liable or deemed to be in default for any Force Majeure

delay in shipment or performance occasioned by unforeseeable causes beyond the control and without the fault or negligence of either party, including, but not restricted to, acts of God or the public enemy, fires, floods, epidemics, pandemics, quarantine, restrictions, strikes, freight embargoes, or unusually severe weather, provided that in all cases either party shall notify the other party promptly in writing of any cause for delay and the parties concur that any of the delays identified above were beyond their control and without the fault or negligence of either party. The period for the performance shall be extended for a period equivalent to the period of the Force Majeure.

XVI. DUTY TO VERIFY LAWFUL PRESENCE. Department and Contractor acknowledge that, pursuant to Idaho Code § 67-7903, each agency or political subdivision of Idaho is obligated, with exceptions, to verify the lawful presence in the United States of each natural person eighteen (18) years of age or older who applies for state or local public benefits or for federal public benefits for the applicant. To the extent that this Contract contemplates or authorizes Contractor's administration of an application process that could trigger obligations under I.C. § 67-7903(1)-(3), Contractor agrees to ensure compliance by establishing and implementing a system of lawful presence verification consistent with those available to each agency or political subdivision of Idaho in I.C. § 67-7903(4)-(6). Such system of lawful presence verification shall be subject to approval and monitoring by Department.

XVII. MISCELLANEOUS.

- A. Governing Law The Contract shall be governed by and construed under the laws of the State of Idaho.
- B. Officials Not Personally Liable In no event shall any official, officer, employee or agent of the State of Idaho, the Department, or the Contractor be liable or responsible for any representation, statement, covenant, warranty or obligation contained in, or made in connection with, the Contract, express or implied.
- C. Notices Any notice given in connection with the Contract shall be given in writing and shall be delivered electronically or by hard copy, to the other party.
1. Notice to the Department shall be as designated by the Department.
 2. Notice to the Contractor shall be as designated by the Contractor.
- D. Allocation of Liability Each party will be responsible only for liabilities associated with the conduct of its officials, employees, and agents, subject to the provisions of the Idaho Tort Claims Act, Idaho Code section 6-901 through 6-929. Each party shall promptly notify the other party of any claim arising under this Contract and shall cooperate fully with the defending party or its representatives in the defense of such claim. The parties acknowledge that both parties participate in the State of Idaho Risk Program, and any tort liability claim, suit or loss arising from this Contract shall be allocated in accordance with law by the Office of Risk Management for purposes of the respective loss experiences and subsequent allocation or self-insurance assessments. Each party shall notify the State of Idaho Risk Program in the event it receives notice or has knowledge of any claims arising out of this Contract.
- E. Appropriation by Legislature Required Each Party is a government entity and this Contract shall in no way or manner be construed so as to bind or obligate the State of Idaho beyond the term of any particular appropriation of funds by the State's Legislature as may exist from time to time. Each party reserves the right to terminate this Contract in whole or in part (or any order placed

under it) if, in its sole judgment, the Legislature of the State of Idaho fails, neglects, or refuses to appropriate sufficient funds or rescinds or requires any return or "give-back" of funds, or if the Executive Branch mandates any cuts or holdbacks in spending, as may be required for such party to continue its performance under the Contract. All affected future rights and liabilities of the parties hereto shall thereupon cease within ten (10) calendar days after notice to the other party. It is understood and agreed that the State's payments herein provided for shall be paid from Idaho State Legislative appropriations.

- F. Nonwaiver of Breach The failure of the Department to require strict performance of any term or condition of the Contract, or to exercise any option herein, in any one or all instances shall not be construed to be a waiver or relinquishment of any such term or condition. The same shall be and remain in full force and effect unless there is a prior written waiver by the Department.

- G. Complete Statement of Terms The Contract constitutes the entire agreement between the parties and shall supersede all previous proposals, negotiations, representations commitments, and all other communications between the parties. The Contract may not be released, discharged, changed, extended, modified, subcontracted or assigned in whole or in part, and no claim for additional services not specifically provided herein will be allowed by the Department, except to the extent provided by an instrument in writing signed by a duly authorized representative of the Department and the Contractor.

- H. Priority of Contract Documents The Contract consists of and precedence is established by the order of the documents as listed on the Contract Cover Sheet.

- I. Amendments This Contract may be modified upon written agreement of the parties. However, no amendment or modification of this Contract shall be effective unless in writing signed by both parties.

Riders

Insurance

For the term of the Contract and until all services specified in the Contract are completed, the Contractor must maintain in force, at its own expense, the following insurance.

- Commercial General Liability Insurance and, if necessary, Commercial Umbrella Liability Insurance with a limit of not less than one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) in general aggregate. Insurance required by this section must name the State of Idaho and Department of Health and Welfare as an additional insured.
- Commercial Automobile Liability Insurance and, if necessary, Commercial Umbrella Liability Insurance with a limit of not less than one million dollars (\$1,000,000) each accident. Such insurance must cover liability arising out of any auto incident (including owned, hired, and non-owned autos). Insurance required by this section must name the State of Idaho and Department of Health and Welfare as an additional insured.
- Pollution Liability Insurance. Contractor shall maintain Pollution Liability coverage extending to claims of bodily injury, property damage, including cleanup costs, removal, storage, disposal, and/or use of the pollutant with a limit of liability of not less than one million dollars (\$1,000,000) and the State, officers, employees, agents, and volunteers shall be included as an Additional Insured with respects to liability and defense of suits arising out of activities performed by or on behalf of Contractor, including Completed Operations. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the State.
- Workers Compensation Insurance and Employer's Liability. The Contractor must maintain Workers Compensation and Employer's Liability. The Employer's Liability must have limits not less than one million dollars (\$1,000,000) each accident for bodily insurance by accident, one million dollars (\$1,000,000) disease policy limit, and one million dollars (\$1,000,000) disease, each employee.

The Contractor must provide either a certificate of workers compensation insurance issued by a surety licensed to write Workers Compensation Insurance in the State of Idaho, as evidence that the Contractor has in effect a current Idaho workers compensation insurance policy, or an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Idaho Industrial Commission.

If coverage is not available on an occurrence basis, coverage must be provided on a claims-made basis. For claims made policies the retroactive date must be shown and must be before the date of the Contract or the beginning of Contract work; insurance must be maintained and evidence of insurance must be provided for at least three (3) years after completion of the Contract of work; if coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of three (3) years after completion of Contract work.

State of Idaho as Additional Insured: The liability insurance coverage required for performance of the Contract shall include the State of Idaho, the (agency) and its divisions, officers and employees as additional insured, but only with respect to the Contractor's activities to be performed under this Contract.

The Contractor must provide proof of the State of Idaho, the (agency) and its divisions, officers and employees being additional insured by providing endorsements to the liability insurance policies showing the State of Idaho, the (agency) and its divisions, officers and employees as additional insured. The endorsements must also show the policy numbers and the policy effective dates.

If a liability insurance policy provides for automatically endorsing additional insured when required by

Contract, then, in that case, the Contractor must provide proof of the State of Idaho, the (agency) and its divisions, officers and employees being additional insured by providing copies of the policy pages that clearly identify the blanket endorsement.

Notice of Cancellation or Change: Contractor shall ensure that should any of the above described policies be cancelled before the expiration date thereof, or if there is a material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s), that written notice will be delivered to the Division of Purchasing (if the Contract was issued by the Division) or to the Purchasing Activity (contracting state agency) in accordance with the policy provisions.

Contractor shall request that all policies of insurance are endorsed to read that any failure to comply with the reporting provisions of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage(s) provided to the State of Idaho, and its divisions, officers and employees.

Acceptable Insurers and Deductibles: Insurance coverage required under the Contract shall be obtained from insurers rated A-VII or better in the latest Bests Rating Guide and in good standing and authorized to transact business in Idaho. The Contractor shall be financially responsible for all deductibles, self-insured retention's and/or self-insurance included hereunder. The coverage provided by such policy will be primary to any coverage of the State on or related to the contract and shall provide that the insurance afforded applies separately to each insured against whom a claim is made, except with respect to the limitation of liability.

Waiver of Subrogation: All policies shall contain waivers of subrogation. The Contractor waives all rights against the State and its officers, employees, and agents for recovery of damages to the extent these damages are covered by the required policies. Policies may contain deductibles but such deductibles will not be deducted from any damages due to the State.

Prior to performing any services, the Contractor must provide an ACORD Certificate of Insurance (ACORD 25) to the Department. The Contractor is also required to maintain current certificates on file with the Department and to provide updated certificates upon request. Failure to provide the required certificates of insurance shall constitute a default under this Contract and upon such failure the Department may, at its option, terminate the Contract. Insurance required by this section must be policies or contracts of insurance issued by insurers approved by the Department. Should any of above described policies be cancelled before the expiration date thereof, notice must be delivered in accordance with the policy provision.

Email updated certificates to: DHWInsurance@dhw.idaho.gov

Additional Insured name and address:

State of Idaho and Department of Health and Welfare
Contracting & Procurement Services Unit -- 9th Floor
450 West State Street
Boise, ID 83702

Scope of Work

I. GENERAL REQUIREMENTS

- A. This Contract is funded by the Epidemiology and Laboratory Capacity (ELC) Cooperative Agreement awarded 08/01/2025, through the Centers for Disease Control and Prevention.
- B. This Contract supports the Idaho Department of Health and Welfare (Department) Strategic Plan and the Division of Public Health priorities.
- C. The Contractor must provide a point of contact to the Contract Monitor. If a change in key staffing occurs during the Contract timeframe, the Contractor must notify the Contract Monitor of the change within five (5) business days.
- D. The Contractor must receive prior written approval from the Department for any deviations from the budgeted services/activities. The Contractor must be financially responsible for costs deemed unallowable or unapproved by the Contract Monitor.
- E. For the general monitoring of this Contract, the Contractor must maintain and have available for review all reporting and evaluation data and information for activities, and financial data as specified in the Records and Data section of the General Terms and Conditions.
- F. The Contractor must ensure that procedural safeguards are followed in confidentiality requirements according to IDAPA 16.05.01, Use and Disclosure of Department Records.
- G. The Contractor must adhere to the Federal Office of Management and Budget (OMB) Circular 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, located at <https://federalregister.gov/a/2013-30465>.

II. CONTRACT SERVICES AND ACTIVITIES

- A. This Scope of Work must be shared with staff to ensure their knowledge of the expectation and ability to meet Contract expectations.
- B. The Contractor must house all supplies in a secure location and make every effort to ensure the safekeeping of the surveillance items.
- C. The Contractor must conduct the following surveillance activities:
 1. Arbovirus Surveillance
 - a. The Contractor must identify mosquito surveillance sites within their jurisdiction in areas adjacent to human activity considered suitable for *Culex* species (spp.) mosquitoes, which are West Nile virus (WNV), St. Louis Encephalitis virus (SLEV), and Western Equine Encephalomyelitis virus (WEE) vectors and document them by latitude/longitude when possible.
 - b. The Contractor must deploy no fewer than three (3) mosquito traps weekly during the Contract period, when weather supports active mosquito populations, in an effort to collect *Culex* spp. mosquitoes.
 - c. The Contractor must consider weekly rotation of trap locations based on trap contents to optimize *Culex* trapping and surveillance. Once a location is considered WNV-positive, trapping for surveillance associated with this Contract activity, is no longer necessary in that location.

- d. Mosquito pools must be speciated to *Culex tarsalis*, *Culex pipiens*, and *Culex* spp.
- e. Any exotic *Aedes* mosquitoes (*Aedes albopictus* or *Aedes aegypti*) detected during routine surveillance activities must be documented and placed in labeled vials for verification by the Idaho Bureau of Laboratories (IBL).

2. Virus Testing

- a. If the Contractor has the capacity to speciate mosquito pools and test for WNV in-house using either a Rapid Analyte Measurement Platform (RAMP®) machine and kit or Polymerase Chain Reaction (PCR) testing:
 - i. Mosquito pools must be speciated to *Culex tarsalis*, *Culex pipiens*, and *Culex* spp.
 - ii. Only speciated *Culex* mosquito samples must be RAMP® tested in-house by the Contractor using a RAMP® machine. Testing must be completed within one (1) week of trap collection, for timely surveillance.
 - iii. Equivocal RAMP® samples, as defined as RAMP® WNV test values greater than or equal to fifty (50) and less than or equal to two hundred ninety-nine (299) RAMP® units by in-house testing, must be confirmed by IBL.
 - iv. Positive RAMP® samples are defined as those determined to be greater than two hundred ninety-nine (299) RAMP® units by in-house testing. Samples greater than two hundred ninety-nine (299) RAMP® units do not need to be confirmed as positive by IBL; however, IBL will provide confirmatory testing to ensure accuracy of the RAMP® test machine upon request, particularly early in the mosquito season.
 - v. Date collected, collection location, mosquito pool quantity (by *Culex* spp.), and RAMP® value must be maintained in a database/log and submitted with the weekly report to the Contract Monitor and included in the annual report (see Reports section).

b. In-house Speciation Only

- i. If RAMP® testing is not conducted in-house by the Contractor, speciated mosquito pools (*Culex tarsalis*, *Culex pipiens*, and *Culex* spp. only) must be forwarded to IBL within one (1) week of field collection for WNV, SLEV, and WEE testing (see shipping section below). Note: IBL does not provide *Culex* speciation services.

c. Pesticide Resistance Studies

- i. The Contractor may use Contract funds to conduct pesticide resistance studies. Results of any pesticide resistance studies must be included in the close-out report.

3. Shipping Samples to IBL

- a. The Contractor must submit samples as required below:
 - i. To maintain timely surveillance, the Contractor must ship samples with equivocal RAMP® values (as defined as RAMP® WNV test values greater than or equal to fifty [50] and less than or equal to two hundred ninety-nine [299] RAMP®) units to IBL within three (3) business days of in-house RAMP® testing completion.
 - ii. If the Contractor does not do in-house RAMP® testing, they must ship speciated *Culex* mosquito pools weekly to IBL for timely WNV, SLEV, and WEE testing.
 - iii. The Contractor must ship all suspected or confirmed exotic *Aedes* mosquito

collections to IBL within one (1) week of detection.

- iv. All shipments must include the following: properly labeled sample vials with a unique (key) identification (ID) and paperwork including a log-sheet of all shipment contents (to include: key ID for each sample, collection date, collection site, species, approximate number of mosquitoes in each pool, and RAMP[®] value if applicable).
 - v. The Contractor must ship samples with chill packs, in accordance with proper packaging and shipping protocols, to the following location: Idaho Department of Health and Welfare, Bureau of Laboratories, Virology Section, 2220 Old Penitentiary Road, Boise, ID 83712.
 - vi. Questions regarding proper sampling and shipping procedures must be addressed to the Virology Laboratory, IBL. 208-334-0530.
4. Sending Mosquito Surveillance Data Weekly to the Contract Monitor
- a. The Contractor must:
 - i. Maintain a log of mosquito surveillance data throughout the vector season to include unique trap number, trap date, trap location, mosquito pool speciation results, pool mosquito count, and WNV test results, and email weekly log findings to the Contract Monitor. Use the following email: epimail@dhw.idaho.gov.
 - ii. Email WNV-positive results to the Contract Monitor within three (3) business days of detection for timely surveillance. Include the unique trap number, trap date, trap location, mosquito pool speciation results, pool mosquito count, and WNV test results in the email. Use the following email: epimail@dhw.idaho.gov.
 - b. The Contract Monitor will upload all Idaho mosquito surveillance data into Arbonet, in support of state and national vector surveillance efforts.

III. RECORDS AND DOCUMENTATION

- A. The Contractor must maintain a weekly log of all mosquito pools collected throughout the vector season and include the unique trap number, trap date, trap location, mosquito pool speciation results, pool mosquito count, and WNV test results either determined by in-house or IBL testing.
- B. The Contractor must document all exotic *Aedes* detections in the same log.

Cost/Billing Procedure

COST:

This is a COST REIMBURSEMENT Contract.

The Department will pay up to the total amount defined below for services satisfactorily performed and authorized under the Contract.

PROJECT BUDGET – MOSQUITO SURVEILLANCE ACTIVITIES

Staff Time	Costs of staff time required to conduct surveillance for mosquitoes of public health importance (including driving times associated with trap placement and retrieval); mosquito speculation; RAMP® testing (if applicable); packaging and shipping of any <i>Culex</i> and exotic <i>Aedes</i> mosquitoes that are detected in routine traps to the IBL for initial and/or confirmatory arbovirus testing; data management; and final report compilation for all activities listed in the Scope of Work.
Supplies	<p>Approved list of supplies/items (must be purchased no later than 7/31/2026):</p> <ul style="list-style-type: none"> • Mosquito traps; • Refrigerators; • Growth chambers; • Microscopes; • Drone; • Disposable mosquito surveillance supplies for traps including dry ice and batteries; • Disposable laboratory supplies such as Petri plates, vials, tweezers, RAMP® kits, and baggies; • Office supplies in support of activities described in the Scope of Work; • Gasoline required to drive to trap deployment and collection sites; • Materials and costs associated with packaging and shipping samples to IBL; and • Pesticides and other materials specifically used in pesticide resistance assays (if conducted).

TOTAL CONTRACT AMOUNT	\$4,000.00
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Items not listed above require prior approval from the Contract Monitor before placing the order. Only those chemicals used in the pesticide resistance bioassay must be purchased; funding must not be used to purchase other chemical or non-chemical abatement supplies.

BILLING PROCEDURES:

The invoice must be submitted to the Department no later than **8/30/2026**. Invoices received without backup/supporting documentation or with errors will be returned to the Contractor for resubmission. This process could delay payment.

The Contractor must ensure information provided in the reports aligns with invoices submitted during the reporting timeframe.

Invoices must include, but are not limited to:

1. All Contract services delivered during the billing period must be itemized in the invoices, as reflected in the budget and the total for each. Dates of service for items and activities included in the invoice must be included, assuring that they do not fall outside the active Contract funding period (billing ends 7/31/2026).
2. Two (2) unique invoices: 1) The total amount billed for the billing period ending 6/30/2026 and 2) The total amount billed for the billing period 7/1/2026 through 7/31/2026. Any amount spent after 7/31/2026 will not be reimbursed.
 - Because the funding period includes dates that fall within two (2) state fiscal years, costs incurred through 6/30/2026 must be invoiced separately from costs incurred from 7/1/2026 through 7/31/2026.
3. Contract number.
4. Contractor name, address, phone number, and e-mail address.
5. Invoice number.

Please use a format for invoiced items/activities similar to the table provided below:

Date/Date Range	Description (i.e., Staff time per hour, supplies)	Amount
Add more lines, as needed.		
	Total:	

Invoices and reports are to be submitted via email to: Epimail@dhw.idaho.gov

Reports

Report Description:

Total Mosquito Pools Speciated: The report must include a line list of total mosquito pools tested weekly, including unique pool ID, collection date, and collection site, with all WNV-positive pools noted.

Report Format:

Word or Excel

Report Due Date:

Weekly throughout the duration of the mosquito season.

Report Description:

WNV-Positive Mosquito Pools: WNV-positive mosquito pools must be reported in a timely manner, in support of vector-borne disease surveillance.

Report Format:

Word or Excel

Report Due Date:

Within three (3) business days of detection.

Report Description:

Exotic *Aedes* Mosquito Detections: The report must include any detection of suspected or confirmed exotic *Aedes* mosquito species (*Aedes aegypti* or *Aedes albopictus*) identified during routine mosquito population trapping.

Report Format:

Word, Excel, or email (Attn: Contract Monitor)

Report Due Date:

Within three (3) business days of detection.

Report Description:

Annual Report: The annual report must include a summary of mosquito surveillance activities and must consist of no more than ten (10) pages (not including any supporting attachments, mosquito logs, and/or maps of collection sites). The report must include the following:

- 1) A current map of the boundaries for surveillance services rendered during the 2026 mosquito season, a general description of personnel involved with Contract deliverables, and a brief overview of surveillance and speciation activities.
- 2) A copy of the Contractor's detailed trap log for the 2026 mosquito season including a list of all mosquito pools collected. Information on each pool must include collection date, collection location, species (*Culex* spp. and exotic *Aedes*), approximate number of mosquitoes per pool, shipment date to the IBL for each pool (if applicable), unique ID, and test results for any samples where information is available.
- 3) A graph must be included demonstrating *Culex* population dynamics, over time, during the trapping season.
- 4) A description of how the supplies and staff time purchased under this Contract enhanced the arboviral surveillance efforts by the Contractor.

Report Format:

Word, Excel, and other applications as approved by the Department

Report Due Date:

No later than 10/31/2026 to ensure all seasonal surveillance activities are included.

Email report findings to the Contract Monitor at EpiMail@dhw.idaho.gov