



## 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 119, 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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### **Tuesday, June 16, 2026**

#### **9:00 AM Business Meeting (action items)**

##### **Agenda:**

- Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
- Dillon Evans, Landfill, requesting approval of and signature on Vocational Work Project with the Idaho Department of Correction (requested 5 minutes) (action item)
- Approval of the Bannock County Board of Commissioners Quarterly Jail Inspection report executed on June 11, 2026, per Idaho Code §20-622 (action item)
- Keri Povey, Clerk and Recorder, requesting approval of and signature on two Memos Requesting Authorization to Dispose of County Assets (requested 5 minutes) (action items)

##### **RESOLUTIONS AND ORDINANCES (action items):**

Resolution No. 2026-41 Authorization to Dispose Surplus Assets/Property  
Resolution No. 2026-42 Approving Tax Cancellation Requests

##### **LETTERS AND NOTICES (action items):**

**SIGNATURE ONLY (action items):**

FFY 2027 Traffic Enforcement Grant Project Agreement (TEGPA)

**CONSENT AGENDA (action items):**

- Manual Checks
- Alcohol Licenses and Catering Permits
- Certificate of Residency Approval
- 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
- Mileage and Travel Approvals
- Minutes: Approval of and signature on certification for meeting minutes for May 28 and June 5, 2026



**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**

*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](mailto:agendarequest@bannockcounty.gov)**

**Meeting Date Requested:** 06/16/2026

**Requestor Name:** Dillon Evans

**Department:** Solid Waste

**Item to be considered/background:**  
PWCC work crew contract renewal

**Action Requested:** Decision

**Amount of Time Requested:** 5 Minutes

**Financial Impact (Total Cost/Funding Source):**  
The funds are currently budgeted.

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

**Has the item been submitted to/reviewed by Legal?**

Yes

**Has the item been reviewed by Risk Management?**

**Are all supporting documents included?**

Yes

Has the item been

reviewed by Auditing?

No

**List of additional attendees:**

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

Commissioner Office Only:

Date: 6/16/26 Time: \_\_\_\_\_

**IDAHO DEPARTMENT OF CORRECTION  
Vocational Work Project  
Work and Financial Plan**

**Entered into by and between  
Idaho Department of Correction  
Pocatello Women's Correctional Center**

**And**

**Bannock County Solid Waste Department**

This plan is made and agreed to this date for the period beginning June 1, 2026, and continuing until June 30, 2027, or canceled in writing by either party with thirty (30) days' notice. This agreement is between Bannock County Solid Waste Department and Idaho Department of Correction under the provision of the Human Resource Agreement between Bannock County Solid Waste Department and Idaho Department of Correction.

Project Title: Bannock County Solid Waste Department-Landfill

Project Description: General building and grounds maintenance, painting, event coverage, and other related projects to include landfill departments.

Therefore, it is mutually agreed that:

**1. ASSIGNMENT OF RESIDENTS**

Up to 10 resident workers will be assigned to Bannock County Solid Waste Department. Idaho Department of Correction personnel will be responsible for transportation to and from the work site(s). Residents will not work in positions requiring apprenticeship. The parties hereto understand that residents will not be assigned to work on individual public work projects described in Idaho Code 54-1901(2)(c) Subsections (i) (ii) or (iii) that has an estimated cost of \$10,000 or more. Resident workers shall be available for project work for up to fifty (50) hours per week, including travel to and from the work site ('gate to gate'). This 'gate to gate' times sets forth the availability of crews; all billable time is set forth in section 8.

**2. ASSIGNMENT OF CORRECTIONAL STAFF**

One correctional staff member will be assigned to supervise the resident worker(s).

(a) Effectively manage and supervise up to 10, but not less than 6 resident workers.

**3. RESIDENT TIME KEEPING**

The correctional staff assigned to the resident worker(s) will act as timekeeper, responsible for recording and verifying all hours worked on this project.

**4. NOTIFICATION AND COMMUNICATIONS**

The Idaho Department of Correction and Bannock County Solid Waste Department liaison officials will provide mutual notification if, for any reason, the crew is unable to work.

5. RESIDENT TRAINING

Bannock County Solid Waste Department is responsible for explaining the project to correctional staff and the resident worker(s) and conducting any necessary training at the onset of each project or project phase.

6. TOOLS AND EQUIPMENT

The Idaho Department of Correction will provide the following tools and equipment at the reimbursement rates specified in section 8:

- (a) Gloves
- (b) Trailer
- (c) Honey Hut (Porta Potti)

7. VEHICLES

The following vehicles will be provided by the Idaho Department of Correction at the reimbursement rates specified in section 8:

- (a) One 15-Passenger Van

8. PAYMENT SERVICES

Payment for services identified in this agreement and the Human Resource Agreement will be paid by Bannock County Solid Waste Department to the Idaho Department of Correction no later than thirty (30) days from the issue date of each monthly itemized invoice. The invoices will be sent to the following:

Fiscal Contact: Aubri Lewis  
 Phone: 208-339-0292  
 E-Mail: aubril@bannockcounty.gov  
 Address: 1500 N Fort Hall Mine Road, Pocatello, ID 83204

The primary IDOC fiscal contact for Pocatello Women’s Correctional Center is Addy Matamoros and can be reached at (208) 658-2133 or at amatamor@idoc.idaho.gov. The secondary IDOC fiscal contact is Brenda Corbett and can be reached at (208) 658-2107 or at bcorbett@idoc.idaho.gov.

The Idaho Department of Correction does not guarantee the quality of work provided by resident worker(s).

Payment will be made to the Idaho Department of Correction based on monthly billings at the following rates:

Resident Labor:	\$15.15/hour per resident for 6-resident crew
	\$12.71/hour per resident for 8-resident crew
	\$11.30/hour per resident for 10-resident crew
IDOC Officer Regular Rate	\$46.48/hour up to 40 hours per week
IDOC Officer Overtime Rate	\$59.82/hour over 40 hours
IDOC Vehicle Mileage:	\$0.85/mile per vehicle
IDOC Trailer Mileage:	\$0.30/mile per trailer
Honey Hut (Porta Potti):	\$10/day

The parties have executed this agreement as of the last date written below:

\_\_\_\_\_  
Dillon Evans, Operations Manager  
Bannock County Solid Waste Department

\_\_\_\_\_  
Date

June 16, 2026

\_\_\_\_\_  
Jeff Hough, Commissioner, Chairman  
Bannock County

\_\_\_\_\_  
Date

June 16, 2026

\_\_\_\_\_  
Ernie Moser, Commissioner  
Bannock County

\_\_\_\_\_  
Date

June 16, 2026

\_\_\_\_\_  
Ken Bullock, Commissioner  
Bannock County

\_\_\_\_\_  
Date

\_\_\_\_\_  
Amanda Gentry, Interim Warden  
Pocatello Women's Correctional Center  
Idaho Department of Correction

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patrick Franks, Business Support Manager  
Management Services  
Idaho Department of Correction

\_\_\_\_\_  
Date

\_\_\_\_\_  
Liz Neville, Chief of Prisons  
Division of Prisons  
Idaho Department of Correction

\_\_\_\_\_  
Date



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**Meeting Date Requested:** 06/16/2026

**Requestor Name:** Kristi Davenport

**Department:** Commission

**Item to be considered/background:**

Requesting approval of the Bannock County Board of Commissioners Quarterly Jail Inspection report executed on March 19, 2026 per Idaho Code §20-622

**Action Requested:** Decision

**Amount of Time Requested:** N/A

**Financial Impact (Total Cost/Funding Source):**

N/A

**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

**Has the item been reviewed by Risk Management?**

reviewed by Auditing?

**Are all supporting documents included?**

**List of additional attendees:**

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

Commissioner Office Only:

Date: \_\_\_\_\_ Time: \_\_\_\_\_



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**Meeting Date Requested:** 06/11/2026

**Requestor Name:** Keri Povey

**Department:** Clerk

**Item to be considered/background:**

Request to dispose of an old printer that the court department has not used in a year and a half.  
Make: Toshiba  
Allied ID#: 21494  
FCC Registration No: BJIFA05BF350  
Model DP-5210S  
There is no Bannock County asset number assigned to the printer.

**Action Requested:** Decision

**Amount of Time Requested:** 5 Minutes

**Financial Impact (Total Cost/Funding Source):**

None

**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?**

Has the item been reviewed by Auditing?

**List of additional attendees:**

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

Commissioner Office Only:  
Date: 6/16/26 Time: \_\_\_\_\_



# Memo

TO: Board of Bannock County Commissioners

FROM: Keri Povey

DATE: June 11, 2026

RE: Request for Authorization to Dispose of County Asset

The purpose of this memo is to request authorization to dispose of a county owned asset that has reached the end of its life and is no longer cost-effective to maintain or operate. This asset has not been used for a year and a half. A new asset was purchased over a year ago to replace this piece of equipment. I propose giving this asset to the Facilities Manager for recycling or scrap disposal.

Asset Information (Printer)

Make: Toshiba

Allied ID #: 21494

FCC Registration No: BJIFA05BF350

Model: DP-52105

Bannock County Asset No: none assigned

I recommend that the Board of County Commissioners authorize the disposal of the above described asset.

Board of Bannock County Commissioners

\_\_\_\_\_  
 Jeff Hough, Chair 6/16/26

\_\_\_\_\_  
 Ernest Moser, Member

\_\_\_\_\_  
 Kenneth Bullock, Member

ATTEST: \_\_\_\_\_  
 Jason Dixon, Clerk





**ALLIED** | print  
business solutions | scan  
copy

**ID #: 21494**

Go to Customer Login at:  
**[www.digitalallied.com](http://www.digitalallied.com)** or

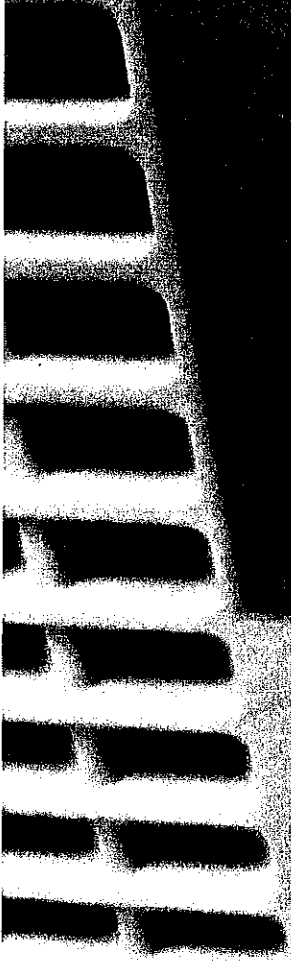
**Service**  
888-800-7717

**Sales and Supplies**  
888-800-7718

e-STUDIO527S

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**E-mail this completed form and any supporting documents to [agendarequest@bannockcounty.gov](mailto:agendarequest@bannockcounty.gov)**

**Meeting Date Requested:** 06/16/2026

**Requestor Name:** Keri Povey

**Department:** District Court/Jury

**Item to be considered/background:**

Request to dispose of an old laptop that the jury office has not used in several years.  
Make: Acer Model: Aspire R  
Manufacturing Date: 08/11/2016  
Bannock County Asset Number: 12244  
Serial Number: NXG7WAA01263201D157200

**Action Requested:**

**Amount of Time Requested:** 5 Minutes

**Financial Impact (Total Cost/Funding Source):**

n/a

**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

**Has the item been reviewed by Risk Management?**

reviewed by Auditing?

**Are all supporting documents included?**

**List of additional attendees:**

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

Commissioner Office Only:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

# Memo



TO: Board of Bannock County Commissioners

FROM: Keri Povey

DATE: June 12, 2026

RE: Request for Authorization to Dispose of County Asset

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The purpose of this memo is to request authorization to dispose of a county owned asset that has reached the end of its life. This asset has not been used for several years. I propose giving this asset to the IT Department for recycling or scrap disposal.

Asset Information (Laptop)

Make: Acer

Model: Aspire R

Manufacturing Date: 08/11/2016

Serial Number: NXG7WAA01263201D157200

Bannock County Asset No: 12244

I recommend that the Board of County Commissioners authorize the disposal of the above described asset.

Board of Bannock County Commissioners

---

Jeff Hough, Chair

---

Ernest Moser, Member

---

Kenneth Bullock, Member

ATTEST: \_\_\_\_\_  
Jason Dixon, Clerk

acer

Assistance  
Meeting Date  
well post



15-4721-2177 WIG Date: 2014/08/11  
EIN: 00 74443 128328 0137209  
S/N: 03304744672

BANNOCK COUNTY  
12244

In The Matter of AUTHORIZATION TO )  
DISPOSE SURPLUS ASSETS/PROPERTY )

R.S. No 2026-41  
June 16, 2026

**RESOLUTION**

WHEREAS, Idaho Code §§31-807 and 31-808 vest the power and authority to manage real and personal property for the benefit of the County with the Board of County Commissioners; and

WHEREAS, Idaho Code §31-829 provides that whenever any elected official has any personal property belonging to the county under his/her jurisdiction or control which, in his/her judgment, is of no further use to the county, he/she may, with the consent of the Board of County Commissioners, dispose of the property through sale or other means; and

WHEREAS, the following assets/property are of no further use to the County:

Description	Asset/ID Number/VIN (if known)
Office chairs, various	Planning and Development

and

WHEREAS, it was recommended to auction, salvage, donate, or dispose of the items.

NOW THEREFORE, IT IS HEREBY RESOLVED that the above property is declared to be surplus and disposed of as best determined by the department.

BOARD OF BANNOCK COUNTY COMMISSIONERS

\_\_\_\_\_  
Jeff Hough, Chair

\_\_\_\_\_  
Ernie Moser, Member

\_\_\_\_\_  
Ken Bullock, Member

ATTEST: \_\_\_\_\_  
Jason C. Dixon, Clerk

In the Matter of APPROVING )  
TAX CANCELLATION REQUESTS )

R.S. No. 2026-42  
 June 16, 2026

**RESOLUTION**

WHEREAS, requests for cancellation of taxes were considered on June 9, 2026; and

WHEREAS, these cancellation requests have been reviewed pursuant to Idaho Code §§63-711, 63-1302, 63-1303 and 63-1304;

NOW, THEREFORE, BE IT RESOLVED that the County Tax Collector, Jennifer Clark, is hereby authorized and directed to cancel the following on the tax rolls as listed by year:

- (1) At the request of Assessor Anita Hymas, in a letter dated June 9, 2026, for cancellation of **market value** for the **2024 and 2025** tax years.

PARCEL NUMBER	OWNER	EXPLANATION	MARKET VALUE TO CANCEL
RPRCPAA015900	Peterson, Steven	HEX not applied	
Tax Year 2024			\$125,000
Tax Year 2025			\$125,000
MHMHPFL013904	Devinney, Franklin G	Manufactured home moved out of county	
Tax Year 2025			\$19,400
MHMH007007600	Sanford, Melody	Manufactured home moved out of county	
Tax Year 2025			\$32,740
RPR3803005901	Bigday, Sunnie	Tribal Exempt	
Tax Year 2025			\$102,978

BOARD OF BANNOCK COUNTY COMMISSIONERS

\_\_\_\_\_  
 Jeff Hough, Chair

\_\_\_\_\_  
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\_\_\_\_\_  
 Ken Bullock, Member

ATTEST: \_\_\_\_\_  
 Jason C. Dixon, Clerk



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Meeting Date Requested: 06/16/2026

Requestor Name: Kristi Klauser

Department: Sheriff

**Item to be considered/background:**

\*Signature Only\*

FY27 TEGPA. Yearly agreement for out Mobilization (mini) grants.

Action Requested: Signature Only

Amount of Time Requested: N/A

Financial Impact (Total Cost/Funding Source):

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

Agreement

Has the item been submitted to/reviewed by Legal?

Has the item been reviewed by Risk Management?

Are all supporting documents included?

List of additional attendees:

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

Commissioner Office Only:

Date: 6/16/26 Time: \_\_\_\_\_



SHIFT

**IDAHO TRANSPORTATION DEPARTMENT OFFICE OF HIGHWAY SAFETY**  
 FFY 2027 Traffic Enforcement Grant Project Agreement (TEGPA)

This agreement for Federal Fiscal Year (FFY) 2027 (October 1, 2026 – September 30, 2027) is made and entered into by and between: (Agency Name) Bannock County, hereinafter referred to as "Contractor" and the Idaho Transportation Department Office of Highway Safety, hereinafter referred to as "OHS" on the 16<sup>th</sup> day of June 2026

**IT IS THE PURPOSE OF THIS AGREEMENT** to provide National Highway Traffic Safety Administration (NHTSA), funded assistance to the Contractor for participation in local and statewide traffic projects as specified in the Triennial Highway Safety Plan (THSP) target focus areas for the following safety-related activities:

- High Visibility Enforcement (HVE) traffic grant-funded mobilizations
- Mini-grants that support special emphasis on traffic enforcement, equipment, community education efforts, and traffic safety-related training

**THE GOAL OF THIS AGREEMENT** is to establish project requirements and a funding process to support the efforts of the contractor to reduce deaths, serious injuries, and economic loss as established in the THSP.

**It is, therefore, mutually agreed that:**

1. Contractor will conduct traffic enforcement mobilizations and/or mini-grants in accordance with the criteria established by OHS for each mobilization and/or traffic mini-grant.
2. Contractor will provide a commissioned police officer (active or paid reserve) with appropriate equipment (vehicle, radar, etc.) under conditions identified under Part 5 of this agreement to enforce impaired driving, alcohol beverage control, distracted driving, aggressive driving, safety restraint, school zone violations, bicycle, pedestrian, motorcycle laws with emphasis as designated by OHS and/or crash problem identification.
3. Contractor and/or partnering enforcement agencies will publicize the enforcement effort to increase effectiveness by.
  - a. Working with the media to increase awareness of enforcement efforts; and
  - b. Provide pre and post public outreach such as press releases, social media posts, or other messaging effort and make note of efforts on the Performance Report.
4. Contractor will take a zero tolerance for unrestrained drivers, passengers, and children during all OHS-funded mobilizations and mini-grants.
5. Based on the availability of funding and by signing this agreement, Contractor agrees to support statewide highway safety public awareness campaigns and will accept the benefits of having the earned and paid media run in their local communities.

6. OHS will reimburse Contractor for traffic enforcement grant activities at the rate of up to 1.5 times the officer's regular hourly rate plus Contractor's contribution to employee benefits, which are FICA/Medicare, unemployment, worker's compensation and PERSI. Agencies that use reservists may pay up to 1.5 times their documented established hourly rate for traffic enforcement grant activities.
  - a. For this agreement, regular-on-duty personnel hours are not eligible for reimbursement (unless a pre-arranged agreement is made, or it is otherwise stated in the Contractor policy).
  - b. Personnel are not required to be in overtime status if the Contracting agency has a policy that allows them to earn overtime while working on OHS traffic grants.
  - c. For this agreement, salaried positions are ineligible for reimbursement unless overtime is allowed and documented through Contractor policies.
  - d. Necessary focused additional dispatch service overtime may be reimbursed if requested prior to the grant activity.
  - e. Calls for service or responding to a crash that lasts more than 30 minutes cannot be claimed as grant-funded overtime.
  
7. Participation in future mobilizations and mini-grants is contingent on satisfactory performance during the prior mobilization, as determined by OHS. The attached *Traffic Enforcement Matrix* outlines specific expectations for grant-funded traffic enforcement activities.
  
8. The Contractor must submit the following forms in accordance with OHS requirements:
  - a. Performance Reports – required to be completed and submitted via WebCars
    - i. Only the grant-funded citations, warnings, and contacts are required to be reported.
    - ii. Agencies are encouraged to conduct public participation and engagement along with outreach and report it in the Performance Reports.
  - b. Overtime Reimbursement Claim Form – complete and submit via WebCars.
    - i. The claim must be signed by an authorizing official whose signature is verified through their individual login for WebCars.
    - ii. The overtime claim can only be signed by someone in a supervisory role who did not work the mobilization.
  - c. Payroll Register – Must be available for review upon request from OHS for the period claimed in the reimbursement claim.
    - i. Payroll verification may be computer-generated payroll registers or copies of payroll warrants.
    - ii. Timesheets must be provided and are not considered payroll verification.
    - iii. When possible, payroll verification should be coded to differentiate between OHS grant-funded overtime and other sources.
  - d. The contractor will submit a reimbursement claim and performance report within 45 days of completion of the mobilization or grant activity. **Note:** Claims received after October 15, 2027, may not be eligible for reimbursement.
  - e. No documentation, reports, or claims submitted to OHS may contain Contractor's or its employees', agents', or subcontractors' protected personally identifiable information (Protected Personal Identifiable Information).

9. Contractor will not use the funds for research and development.
10. Assurances and other grant requirements required by NHTSA for all organizations receiving federal grant funds:
  - a. Attachment 1 - Agency Certification and Assurances FFY26
  - b. Attachment 2 – Risk Assessment (information provided by the Contractor’s financial contact.)
11. Other Grant Requirements:
  - a. Unique Entity Identifier (UEI)
    - i. The General Services Administration requires federal funding recipients to have a UEI which is generated by SAM.gov, therefore recipients are to keep their registration current to ensure they receive their UEO.
    - ii. The Contractor agrees it shall maintain current registration in the System for Award Management, SAM.gov, at all times during which it has active federal awards.
    - iii. If the Contractor or its principals or affiliates is disbarred, suspended or ineligible from federal contracting, the Agreement may be terminated immediately.
  - b. Personal Identifiable Information - as noted under 2 CFR Chapter 1, Chapter II, Part 200.79, 200.82, 200.303.
  - c. Procurement of equipment and materials – equipment purchases shall be subject to requirements governing this agreement, including those for procurement of materials and leasing of equipment.
  - d. Code of Conduct – No employee, officer or agent of the Contractor shall participate in the selection, award or administration of a contract supported by grant funds if a conflict of interest, real or apparent, would be involved. Such a conflict may arise when any of the following have a financial or other interest in the firm selected for the award:
    - i. The employee, officer, or agent.
    - ii. Any member of his or her immediate family.
    - iii. His or her partner.
    - iv. An organization which employs or is about to employ any of the above listed.The contractor guarantees it has not entered into any form of collusion with anyone involving any form of payment, dependent upon or resulting from the award of this contract or subcontract(s).
  - e. Conferences, inspection of work, grant monitoring – conferences may be held at the request of either party to this agreement. Conferences may be held in person or by virtual meeting. A representative of OHS and/or the US Department of Transportation (DOT) can conduct an onsite visit for the purpose of inspection and/or assessment of work being performed at any time.
  - f. Travel – Grant related local vicinity travel, travel to other parts of the state, and travel outside the state must conform to state policies and procedures. Allowable reimbursements cannot be greater than those authorized for state employees and reimbursements will be made to the Contractor for grant project travel. State policy requires economical and practical modes of travel, as well as moderate dining and lodging.
  - g. Tax and compensation liability – OHS will not incur any liability for workers compensation, FICA, withholding tax, unemployment compensation, or any other payment which is not a part of the grant agreement.
  - h. Policy inclusion – to receive highway safety grant funds, OHS requires that the

Contractor have a Seat Belt Use policy in effect or implement one prior to completion of the agreement. If requested OHS, Contractor will submit their policy to OHS prior to execution of the agreement.

- i. Responsibility for claims and liability – Contractor shall be required to save and hold harmless OHS, the Idaho Transportation Department (ITD), NHTSA, Federal Highway Administration and US DOT from all claims and/or liability due to the negligent acts of the Contractor or the Contractor's subcontractor(s), agents or employee(s).
- j. Failure to comply - with any terms of this agreement may jeopardize Contractor in receiving future funding from OHS.
- k. Eligible organizations – all non-state actors agree to indemnify, defend, and hold harmless employees of the State of Idaho, including ITD, its officers, agents, employees' from and against any and all claims, suits, losses, damages or costs, including reasonable attorney's fees arising from or by the use of grants.
- l. Any dispute, disagreement, or question of fact – concerning this agreement shall be decided by the OHS Highway Safety manager, (OHS HSM). The decision shall be in writing and shall be distributed to the parties concerned. If the Contractor disagrees with the decision by the OHS Highway Safety Manager, the decision may be appealed to the Director of ITD. The appeal must be made in writing within 30 days of the OHS HSM decision and served by certified mail.
- m. Agreement including attachment – constitutes the entire agreement between the parties on the subject matter hereof. There are no understanding, agreements, or representations (oral or written), not specified herein regarding this agreement, shall bind either party unless in writing and signed by both parties and all necessary approvals have been obtained.
- n. Nothing in this agreement – shall be construed as limiting or expanding the statutory or regulatory responsibilities of any agency or individual involved in performing functions granted to them by law; or as requiring either entity to expend any sum in excess of its respective appropriation. Each provision to this agreement is subject to the laws and regulations of the State of Idaho and the United States.
- o. Either party may terminate – this agreement upon 30 days written notice to the other party. In the event of termination of this agreement, the terminating party shall be liable for the performance rendered prior to the effective date of termination.
- p. The parent entity for this contractor – certifies that it conducts an annual audit in accordance with 2CFR part 200 Subpart F, which is available for review upon request. In addition, this contractor has no financial or compliance issues.

#### **Reporting of First-Tier Subawards - 2 CFR Appendix-A-to-Part-170(a)**

**Applicability.** Unless the recipient is exempt as provided in paragraph (d) of this award term, the recipient must report each subaward that equals or exceeds \$30,000 in Federal funds for a subaward to an entity or Federal agency. The recipient must also report a subaward if a modification increases the Federal funding to an amount that **equals or exceeds \$30,000**. All reported subawards should reflect the total amount of the subaward.

#### **1. Reporting Requirements.**

- (i) The recipient must report each subaward described in paragraph (a)(1) of this award term to the Federal Funding Accountability and Transparency Act at [www.sam.gov](http://www.sam.gov) Federal Assistance

- (ii) For subaward information, report no later than the end of the month following the month in which the subaward was issued. (For example, if the subaward was made on November 7, 2025, the subaward must be reported no later than December 31, 2025).

### **Idaho Clauses for Federal Aid and State Funded Contract Provisions**

The following State and Federal Funded contract clauses apply to:

- All grants and contracts with a value over \$100,000
  - *Sub-recipients who receive more than \$100,000 in mobilizations, mini-grants, contracts, or year-long grants must comply*
- All sub-recipients/contractors with more than 10 employees
  - *Cities, Counties, or other entities with more than 10 employees must comply*

18-8703. GOVERNMENT CONTRACTS WITH ABORTION PROVIDERS OR THEIR AFFILIATES PROHIBITED. (1) The state, a county, a city, a public health district, a public school district, or any local political subdivision thereof may not enter into any contract or commercial transaction with an abortion provider or an affiliate of an abortion provider. (2) Subsection (1) of this section shall not apply to: (a) A contract or commercial transaction that is subject to a federal law related to Medicaid; or (b) A hospital, as defined in section 39-1301, Idaho Code.

Per the provisions of Idaho Code §§ 67-2346, ANTI-BOYCOTT AGAINST ISRAEL ACT, and Idaho Code §§ 67-2347A, Prohibition on Contracts with Companies Boycotting Certain Sectors the undersigned certifies that it is not currently engaged in, and will not for the duration of the contract engage in the following: • boycott of goods or services from Israel or territories under its control; or • boycott of any individual or company because the individual or company engages in or supports the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, minerals, hydroelectric power, nuclear energy, or agriculture; or • boycott of any individual or company because the individual or company engages in or support the manufacture, distribution, sale, or use of firearms, as defined in Idaho Code §18-3302(2)(d).

Idaho Code, §§ 67-2359 states “a public entity in this state may not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently owned or operated by the government of China and will not for the duration of the contract be owned or operated by the government of China.” Company certifies that it is not owned or operated by the government of China.

<b>NEW HVE MOBILIZATION PRODUCTIVITY POINT MATRIX</b> <i>(See TEM Attachment for details)</i>			
Activity	Urban Points	Rural Points	Productivity Explanation
Traffic Contact	1	2	Rural traffic contacts often require longer travel times, greater officer discretion, and extended interaction due to lower call density and larger patrol zones.
Citation Issued	2	3	Citations in rural areas generally involve greater time commitments, longer response distances, and fewer enforcement opportunities than in urban environments.
DUI Arrest	5	5	DUI enforcement has a significant public safety impact in both urban and rural areas and requires extensive investigation, documentation, and processing.
<b>HVE Expectation Hourly Goals: Meets – 3 points; Above- 4 points; Exceeds- 5+ points.</b>			
<i>Points accumulated during HVE activities will be considered in future funding determinations.</i>			
<b>FY27 MOBILIZATIONS &amp; Mini Grants</b> <i>(add amount requested below)</i>			
Description	Dates	Amount Requested	
Impaired Driving- Holidays	December 16-January 1	\$	
Distracted Driving- April	April 5-12	\$	
Occupant Protection- Click It Don't Risk It	May 17-June 6	\$	
Impaired Driving- July 4	June 28-July 4	\$	
Aggressive Driving- 100 Deadliest Days	July 12-July 19	\$	
Impaired Driving- Labor Day	August 13-September 5	\$	
<b>Mini Grants Funding Offered Outside of Mobilizations</b> <i>(Optional)</i>			
<i>Short-term projects funded through the mini-grants in Webcars</i>		Amount Requested	
DUI High Visibility Enforcement (HVE) for community events etc.		\$	
HVE, Speed Equipment, Training		\$	
SWET ECitation Equipment		\$	
DUI Equipment, Training		\$	
<b>FY27 Traffic Training Regional Workshops</b> <i>(Select one event)</i>			
The workshops offer training on new traffic laws, prosecution, DUI, speeding, youth, data, etc., as well as access to equipment vendors. Agencies receiving grant funding are expected to send at least one officer. <b>All sessions are POST certified.</b>			
0900-1500 Location	Date	How many officers will attend?	
North Idaho (Coeur d'Alene)	March 17*		
Southwest Idaho (Boise)	March 24*		
Southeast Idaho (Pocatello)	March 31*		
<i>*Dates are tentative; notices will be sent out to confirm when contracts are signed.</i>			
<i>If attendees live more than 2 hours from the location closest to their agency, contact OHS to determine if they qualify for free accommodation.</i>			

**Agency Primary Contact (Required)** (Individual with signing authority for the Contractor)

Name	Jeff Fullmer
Title	SGT Criminal Division
WebCar Account: Yes/No	Yes
Phone	208-236-7108
Email Address	JFullmer@bannockCounty.gov
Contractor Physical Address	5800 S 5th Ave Pocatello, ID. 83201
Warrant Mailing Address	624 E Center rm 104 Pocatello ID 83201
UEI (Unique Entity Identifier)	JCN5K8AWYGB1
*Benefit Percentage Rate for Overtime	23.6%
Parent Entity Name (if applicable)	Bannock County

\*Benefit includes FICA/Medicare, unemployment, workers' compensation, and PERSI – not more than 24%.

**Contractor Grant Manager Contact (Required)** (Individual who manages day-to-day grant activities)

Name	Tereca Argyle
Title	Administrator/Sheriff
WebCar Account: Yes/No	Yes
Phone	208-236-7100
Email Address	terecaA@bannockCounty.gov

**Financial Contact (Required)** (individual responsible for financial reporting on SAM.gov.)

Name	LuAnn Losee
Title	Grant Manager
WebCar Account: Yes/No	Yes
Organization	Bannock County
Phone	208-236-7335
Email Address	LuAnnS@bannockcounty.gov

**By signing below, I certify that this organization understands and will comply with the aforementioned requirements.**

Contractor's Agent

Jeff Hough

Contractor Authorizing Signature: (Individual with legal authorization to enter into agreement with the ITD on behalf of the contractor.)

Print Name:

Commissioner, Chairman

June 16, 2026

Title:

Date:

State's Agent, Office of Highway Safety

Josephine Middleton, Highway Safety Manager, ITD

Date:

**BOARD OF BANNOCK COUNTY COMMISSIONERS  
MINUTES CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the date(s) of May 28 and June 5, 2026, as approved during the meeting of June 16, 2026.

BOARD OF BANNOCK COUNTY COMMISSIONERS

\_\_\_\_\_  
Jeff Hough, Chair

\_\_\_\_\_  
Ernie Moser, Member

\_\_\_\_\_  
Ken Bullock, Member

ATTEST:

\_\_\_\_\_  
Jason C. Dixon, Clerk



## MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

### Meeting Details

Date of Meeting:	Thursday, May 28, 2026
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Shantal Lauu for Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Shantal Lauu, Comptroller Kristi Klauser, and HR Director Matthew Phillips

### Agenda Details

AGENDA	
Work Session and Claims Meeting (action items)	
<b>Agenda:</b>	
1	<ul style="list-style-type: none"> <li>Dan Kendall, Buildings and Grounds, seeking discussion about engineering estimate for the parking lot at the Wellness Complex (requested 10 minutes) (action item)</li> </ul>
2	<ul style="list-style-type: none"> <li>Discussion pertaining to the Master Plan for Road and Bridge, Planning and Development and the Coroner's Office with possible Executive Session under Idaho Code §74-206(1)(c) to acquire an interest in real property not owned by a public agency with potential action following adjournment of Executive Session (requested 15 minutes) (potential action item)</li> </ul>
3	<ul style="list-style-type: none"> <li>Hal Jensen, Planning and Development, providing a monthly Planning and Development update (requested 10 minutes) (potential action item)</li> </ul>
4	<ul style="list-style-type: none"> <li>Jared Marchand, Courts, seeking approval to use opioid funds for an annual national training (requested 5 minutes) (action item)</li> </ul>
5	<ul style="list-style-type: none"> <li>Sign on titles for vehicles to be sold at auction in June (Signature Only) (action item)</li> </ul>
6	<ul style="list-style-type: none"> <li><b>(AMENDED to include)</b> Scott Crowther, Event Center/Wellness Complex, discussion about High School Rodeo Concert in the Amphitheater on June 14, 2026 (requested 5 minutes) (action item)</li> </ul>
7	<b>Claims Agenda:</b> <ul style="list-style-type: none"> <li>Board of Ambulance District: Invoices and Commissioner Report</li> <li>Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications</li> <li>Personnel Actions with potential Executive Session under Idaho Code §§ 74-206(1)(a),(b)&amp;(d) for personnel actions or personnel records exempt from disclosure with potential action following adjournment of Executive Session</li> <li>Payroll Report</li> <li>Alcohol Licenses and Permits</li> <li>Certificate of Residency Approval</li> <li>Mileage Reimbursement Requests</li> <li>Technology Request Form</li> <li>Memorandum Authorization for Accounts Payable</li> <li>Cardholder User Agreement and Authorization</li> </ul>
8	Fiscal Year 2027 Budget Preparation Meeting (potential action item)

## Meeting Notes

- 1 9:00 AM Hough called the meeting to order.  
9:11 AM Shawn Menchaca and Business Manager and Event Director Scott Crowther also appeared. Kendall reviewed the estimate for the concept plan for adding a parking lot at the Wellness Center. Crowther reviewed potential phases with the walking path, entrance, and gravel. Menchaca requested a formal executive summary to brief his board next week. 9:21 AM Hough exited. Discussion included partnership funding, property utilization, engineering costs, grass condition, and water.
- 2 9:31 AM Coroner Torey Danner, Public Works Director Kiel Burmester, Assistant Director Buddy Romriell, Planning Director Hal Jensen, and Facilities Director Dan Kendall were present. Bullock moved to enter into executive session under Idaho Code §74-206(1)(c) to acquire an interest in real property. The motion passed by roll call vote. 10:14 AM Moser moved to exit executive session. The motion passed.
- 3 9:03 AM Jensen reported on the new code enforcement officer; number of open permits in Downey, and an updated schedule for review and adoption of the ordinance. With the new schedule, it pushes the ordinance publication to September 24 and 26. Nuclear and data centers will need to be addressed. Hough will provide information that should be explored concerning data centers.
- 4 9:01 AM Marchand reviewed the request to use opioid funds for a training conference. Hough moved to approve the request up to \$10,500. The motion passed.
- 5 10:13 AM Bullock moved to amend the agenda. The motion passed. Moser moved to sign the vehicle titles. The motion passed. Klauser reported on vehicles not being disposed of at this time.
- 6 10:15 AM Crowther reported the High School Rodeo was tasked with activities for evenings. A concert was proposed at the amphitheater and open to the public with concession sales for the County. Phillips questioned insurance coverage. Klauser requested coordination regarding concessions. Bullock moved to approve the amendment. The motion passed.
- 7 10:21 AM Bullock moved to approve the items on the claims agenda. The motion passed.  
Recess until 1:30 pm.
- 8 1:26 PM Hough called the meeting to order. The following meetings were held to discuss FY27 budget requests:  
Pocatello Regional Transit - Skyler Beebe and Laurie Bauer appeared. Beebe provided updates on ridership growth. The request is for an increase to \$11,000. Questions arose regarding service in south county, which has seen an increase. Discussion on the process to request services, donations from riders, and services provided to seniors. Bauer reviewed the summer youth pass and that they obtained five sponsors for that. They are looking at passes to Pebble Ski Hill and maybe a bus to Lava Hot Springs in the summer.  
1:35 PM Health West and Mother Infant Care - Melissa Myers, Megan Borich, and Mindi Benedetti appeared. Benedetti reviewed Health West has a Community Health Center designation, the current services provided and the number of clinics located in Idaho. The programs that the funding from Bannock County covers was discussed, as well as gaps and needs and the strategic plan currently being worked on. The funding request is for the same as previously provided.  
1:50 PM Lava Senior Center - Martha Faye Frymire appeared and reviewed public outreach for the Meals on Wheels program. There has been an increase of meals by about 1,200 meal this past

year and they are on track to increase again this year. Questions were addressed regarding the cost per meal, who would fill those needs if the program was not there, and the Soda Springs program. The request is for the same funding as last year.

1:58 PM American Legion - Mike Doyle, Commander, reviewed the request is for the same as previous years. Doyle explained what the funding is used for. Discussion ensued regarding enrollment and participation, numbers of funeral services, and sponsorships for Marsh Valley scouts.

2:05 PM Pocatello Sr. Center - Tara Contreras reviewed the center serves 1,800 meals per month. She shared a patron's story about improvement and progress since attending the center's activities. The center provides nutrition, community, connection, accountability, purpose, and increased health. The funding request is for the same as previous years, \$20,000. They have increased from 60-70 meals per day to 119.

2:23 PM Pocatello Free Clinic - Sherrie Joseph reviewed visit numbers, services provided, and goals in the future. The funding request is \$60,000; however, they would like more if available.

2:35 PM Center for Hope South - DeVere Hunt, Nancy Espeseth, Kyle Woodworth, Benji Pedroza, Senator Jim Guthrie, and Helen Lusk appeared. Espeseth explained the request is for opioid funds specifically. Federal funding that pays their wages is being cut, so they have been approaching the counties for use of their opioid funds. The total request is \$50,000 from the opioid funds. Hunt reviewed the opioid settlement requirements and allowed uses that includes recovery centers. Discussion ensued on prevention efforts, collaboration with community partners, transition to recovery services. The opioid funds will come to the County through 2038. Collaboration with The Village was discussed and can be increased. Questions arose regarding the specific amount of clientele that is specific to opioid disorder as specified by legal counsel. Espeseth will submit the data to Auditing.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Opioid funds were approved up to \$10,500 for national training.	Courts/D6
Planning updates were given on staffing and the new ordinance review.	Planning
Executive summary of parking lot request to be prepared for PHT board.	Parks and Rec/Facilities
Executive session was held to discuss real property.	Clerk
Amended agenda was approved.	Clerk
Signature on vehicle titles was approved.	Auditing
Concert for High School Rodeo was approved.	Parks and Rec
Items on the claims agenda were approved.	Auditing/Resolution
FY27 budget meetings were held with: Pocatello Regional Transit, Health West, Mother Infant Care, Lava Senior Center, American Legion, Pocatello Senior Center, Pocatello Free Clinic, and Center for Hope South.	Auditing/Clerk/Commission



## MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

### Meeting Details

Date of Meeting:	Friday, June 5, 2026
Commissioners present:	Ernie Moser, Jeff Hough, and Ken Bullock
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	
Staff present:	Deputy Clerk Nancy Allen and HR Director Matthew Phillips

### Agenda Details

AGENDA	
	Work Session and Claims Meeting (action items)
	<b>Work Session Agenda:</b>
1	• Cassidy Roske presenting a FY27 budget request for Bright Tomorrows (10 minutes)
2	• Dan Kendall, Buildings and Grounds, requesting approval to use PILT funds to finish the YDC lane and landscaping (requested 5 minutes) (action item)
3	• Hal Jensen, Planning and Development, regarding (1) discussion pertaining to the vacation of Darby Road along the south side of the Bannock County Jail, (2) approval to dispose furniture, and (3) approval to destroy records (requesting 10 minutes) (action items)
4	• Alisse Foster, Planning and Development, seeking approval to proceed with Chat GPT account with recurring charges (requested 5 minutes) (action item)
5	• <b>Signature Only:</b> (1) Annual SCAAP Application offered by the US Department of Justice and (2) Acceptance and continuation of Emergency Management Performance (action item)
6	• Torey Danner, Coroner, seeking to discuss personnel with possible Executive Session under Idaho Code §74-206(1)(a) & (b) regarding personnel with potential action following adjournment of Executive Session (requested 10 minutes) (action item)
7	<b>Claims Agenda:</b>
	• 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

### Meeting Notes

- 10:00 AM Hough called the meeting to order. Roske appeared for Bright Tomorrows. Moser praised the organization. Roske explained the funding has been reliable and helpful and the request is the same at \$9,800-\$10,000. Discussion ensued on the services provided and where services would come from if the organization did not exist.

- 2 10:07 AM Kendall reviewed landscaping at the YDC was not completed to wait for springtime and requested and to use PILT funds of \$30,000. There is some paving and landscaping that needs done. Moser moved to approve the project and Hough suggested to include using the funds from PILT. The motion passed.
- 3 10:09 AM Assistant Planning Director Tristan Bourquin and Subdivision Planner Alisse Foster also appeared. Jensen submitted pictures of old furniture that has been replaced, sent out to departments for interest, and ready for disposal. Bullock moved to authorize disposal of the assets. The motion passed.  
10:10 AM Jensen requested to review records in their vault to determine those that are eligible for destruction. Moser moved to approve the destruction of records. The motion passed.  
10:11 AM Jensen explained conversations with the Sheriff's Office to seek vacation of Darby Road. Some issues have come to light. First, it has a private sewer and water line, which mean those are owned by the County. There is question of who owns the right-of-way, which is assumed to be the City of Pocatello. However, there are still questions, even though it has been annexed, if it an actual dedicated right-of-way or if it is a right-of-way easement, access easement, et cetera. The next item is across the top of Darby, on the County maps, it shows a Darby Extension; however, in researching, nothing can be found. Permission is being sought, whether through the Sheriff budget or another line, to have a surveyor do a deep dive for who owns what, when, why and how. Then approach the City to determine how to take care of the vacation of this particular right-of-way if that's what it actually is. A commercial subdivision that started with the County and now needs to be finished with the City shows the Darby Extension that will need vacated as well if it exists for greater autonomy around the jail. Discussion ensued on estimated cost for the surveyor, research for what actually exists, and additional surveys after determination with legal descriptions, and the state statute requirement that the adjoining property owner has a legal claim to half of Darby, if it is a right-of-way, and what a fair market value would be to purchase that. The Board felt the costs should be paid from the Sheriff budget. Bullock moved to authorize up to \$5,000 for the surveyor, with the funding from the Sheriff. The motion passed.
- 4 10:20 AM Foster explained research into AI programs to assist the office and they feel ChatGPT is the best for their needs. Costs and budget availability were reviewed. IT Director Adam McKinney answered questions regarding separate accounts or a countywide account in that it makes more sense to purchase a single account to use countywide. A meeting will be scheduled with departments to review program preferences before making a decision.
- 5 10:27 AM Moser moved to approve the acceptance of the EMPG. The motion passed. Bullock moved to approve the SCAAP application. The motion passed.
- 6 10:29 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a) & (b) regarding personnel. The motion passed by roll call vote.  
10:43 Hough moved to exit executive session. The motion passed. Hough reported that authority is given to hire a medical death investigator to be approved through a salary form.
- 7 Bullock moved to approve the items on the claims agenda. The motion passed.

## Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Landscaping at the YDC was approved with use of up to \$30,000 from PILT.	Facilities/Auditing
Furniture from Planning Department was approved surplus disposal.	Planning/Resolution
Planning Department approved to inventory records in vault for destruction for a resolution.	Planning/Resolution
A meeting will be scheduled to review department preferences for a single AI program for countywide use.	IT/Planning
Emergency Management Performance Grant was accepted and application for the SCAAP grant was approved.	OEM/Sheriff/ Grant Team
Coroner authorized to hire a medical death investigator.	Coroner/HR
Items on the claims agenda were approved.	Auditing/Resolution