MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, September 17, 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, Comptroller Kristi Klauser, Civil Deputy Prosecutor Sean Bowen, and HR Director Matthew Phillips

Agenda Details

	AGENDA
	Work Session and Claims Meeting (action items) **Agenda:**
1	• Robert Wagner, Idaho State University – President, presenting an update for ISU
2	• Gynni Gilliam, Portneuf Valley Development Corporation, providing an update for PVDC (requested 15 minutes) (action item)
3	• Charity Staggs, SICOG, requesting 1) review and signature on the Lava Ranches Phase 2 Fuels Reduction Project and 2) discuss the Pocatello CWDG Grant and Landfill voucher program (requested 15 minutes) (action items)
4	• Dan Kendall, Buildings and Grounds, 1) discuss and approve replacement of heating/cooling system at the historical building and 2) providing a monthly update (requested 15 minutes) (action items)
5	• Shanda Crystal, Procurement, discussion regarding updates to a professional services template (requested 10 minutes) (action item)
6	• Matthew Phillips, HR & Risk Management, requesting approval to electronically sign authorization for Real Benefit Solutions broker to access employee life insurance accounts to better support employee inquiries (requested 5 minutes) (action item)
7	• Kristi Klauser, Auditing, certification of Bannock County taxing district levies with a potential 7-day extension request if needed (requested 5 minutes) (action item)
8	• Ken Bullock, Commission, discussion regarding the County's potential participation in the Greenway Project (requested 10 minutes) (action item)
9	• AMENDED Jeff Hough, Commission, discussion regarding 1) FY26 funding requests and 2) an exceptional placement letter with possible 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 (requested 10 minutes) (action items)
10	• Nikki Ennis, Ag Extension, requesting a signature on a Cooperative Agreement for University of Idaho Extension Programs (signature only) (action item)
11	**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 • Manual Check • 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

1 9:01 AM Hough called the meeting to order. Moser moved to approve the amended agenda. The motion passed.
9:12 AM Associate Vice President Ryan Sargent also appeared. Wagner reported on celebrations for the 125th year anniversary of ISU, Contract for Idaho, thermal generator plans and partnership with NuCube, new residence hall structure through a private public partnership, new life science technology building, PA program expansion, and that enrolments will be censused in October. Wagner explained the state's holdback and ongoing 5% reduction has caused budget restructuring which resulted in 45 jobs being cut, of which one-third of those were vacant. A new community program, Bengal Community Partnerships, is being started with local cities, with Pocatello and Chubbuck signing MOUs soon. Homecoming will be Oct 10 with a parade and game that day. Questions were addressed on efforts to keep local students in the area and pathways to career with internships.

2 9:01 AM Gilliam reported stats on inquiries from businesses, PVDC activities, advisory committee formation, recreation tech industry for rural areas, and formation of the Nuclear Energy Core Committee. Questions were addressed regarding LA Semiconductor and changes in the observed needs/options for the area. Discussion included the new strategic plan; and growing local businesses and bring in those businesses to fill in gaps.

3 9:38 AM Staggs reviewed the final report and reimbursement request for Lava Ranches fuels reduction project. Bullock moved to approve signature on the final phase of the grant. The motion passed.
9:39 AM Christine Howe and Kim Stouse with the City of Pocatello, Landfill Manager Dillon Evans, Administrative Assistant Aubrey Lewis were also present. Staggs reviewed the CDBG grant the City of Pocatello received for a project to reduce fuels reduction in the WUI areas. The request is to allow a voucher process at the Landfill. The proposed process was reviewed. They are requesting up to 100 vouchers that will allow citizens to dump juniper trees and the grant will pay for those loads. Questions were addressed on chipper use. It was expressed that this is a pilot program.
9:44 AM Howe explained the project area, the pilot program, items that will be funded by the grant, and explained they are trying to incentive removal of junipers in the WUI areas to reduce fire fuels.
9:46 AM Evans addressed concerns on Landfill space. He has no concerns and explained this program will not fill the space available. The tipping fee, through the vouchers, would be charged to the grant program. Contractors will not be allowed to use the vouchers.
9:52 AM Moser moved to approve the request as stated with a review in a year. The motion passed.

4 10:08 AM Kendall reported the air conditioner at the Historical Museum went out, but the heater still works. A crane will be needed to remove the old unit and to bring the new unit in. To move forward, it is estimated to be up to $90,000. Klauser reviewed her conversation with Tom Eisenhauer. Discussion ensued on ownership, title, and potential responsibility to any group or groups.
10:13 AM Bowen explained if there's a contract, it will govern, along with any resolutions, in addition to any chain of title. Kendall will investigate ownership of the building.
10:14 AM Kendall gave updates on projects. A master plan should be worked on.

5 10:22 AM Crystal reviewed a template for a Professional Services Agreement that would be similar to task orders with a scope and costs for each project. Discussion ensued on insurance clauses and limits. Hough moved to approve the proposed document. The motion passed.

6 10:36 AM Phillips requested authorization to electronically sign an authorization with Real Benefits Solutions to allow access for personnel life insurance accounts. Moser moved to authorize the electronic signature. The motion passed.

7 10:37 AM Klauser explained the preliminary levies that will be sent to the state. A resolution will be submitted for signature after the levies are finalized, by October 26.

8 10:39 AM Bullock reviewed the Greenway Foundation has 20+ miles of trails to maintain, with some of those being at the Event Center. Discussion ensued on sharing maintenance resources and it was proposed to allow two days this fall and $900 in chemical for weed spraying. An agreement of cooperation with Chubbuck as well will be worked on. Bullock moved to authorize the weed sprayers to use up to $900 and two days, for a total contribution of $2,900, as the County's contribution to trail maintenance. Discussion ensued on department communication and liability. Bullock amended the motion to have liability spelled out. Easements and right-of-way need to be determined. The motion died and will be brought back.

9 9:53 AM Sheriff Tony Manu and SICOG Representative Charity Staggs were present. Hough moved to enter into executive session under Idaho Code §§74-206(1)(a), (b) & (d) for personnel. The motion passed. 10:07 AM Hough moved to exit executive session. The motion passed. Moser moved to approve the exceptional placement request. The motion passed.

10:47 AM Hough explained his oversight that he missed during budget discussions, and requested to change the contribution to Portneuf Valley Development Corp back to $70,000 and fund the Kids First Coalition at $25,000 out of this year's budget. Dixon explained his recommended budget was only $30,000 for PVDC and will be again. Discussion ensued on cuts, and stipulation on showing some improvement. Klauser suggested using county operations in potential litigation or grant match funds, but contingency could also be used. The non-profits were made whole last year the same way. Discussion ensued on the Kids First Coalition and the funding. 10:56 AM Moser moved to approve $40,000 for Portneuf Valley Development and $25,000 for the child coalition out of this year's budget from the grant match line. The motion passed.

10 10:58 AM Bullock moved to approve the cooperative agreement. The motion passed.

11 10:59 AM Questions were addressed on claims. Dixon reported on the development of the property transaction regarding water lines and hold back of funds to the seller. Bullock moved to approve the items on the claims agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Amended agenda was approved.	Clerk
ISU President gave updates on events and news.	Commission
Portneuf Valley Development Corporation gave updates on partnerships and committees.	Commission
Final report and reimbursement request were approved for Lava Ranches fuels reduction grant.	Grant Team
Voucher program for City of Pocatello's grant project to reduce juniper fire fuels was approved.	Auditing/Landfill
Historical Museum property will be researched. Updates were given on maintenance projects.	Facilities
Professional Services Agreement template was approved.	Procurement
HR was authorized to electronically sign access documents with Real Benefits Solutions.	HR
Preliminary levies will be sent to the state.	Auditing
Liability for maintenance of Greenway Trails will be brought back.	Commission
Exceptional placement was approved following executive discussion held regarding personnel.	HR/Commission

Funding of $40,000 for PVDC and $25,000 for Kids First Coalition from FY26 grant match budget was approved.	Auditing
Cooperative Agreement for University of Idaho Extension Programs was approved.	Ag Extension
Items on the claims agenda were approved.	Auditing/Clerk/Resolution