MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, September 24, 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, Chief Deputy Prosecutor Jonathan Radford, and HR Director Matthew Phillips

Agenda Details

	AGENDA
	Work Session and Claims Meeting (action items) **Agenda:**
1	• Seth Scott, Juvenile Detention Center, requesting 1) authorization to destroy documents, 2) authorization to dispose of surplus property, 3) potential signature on annual Mini-Cassia Juvenile Detention Memorandum Of Agreement, and 4) potential signature on Memorandum Of Agreement with Clark County, Fremont County, Jefferson County, Madison County, and Teton County for Juvenile Detention Placement (requested 15 minutes) (action items)
2	• Shanda Crystal, Procurement, requesting 1) a review of sole source notice for a Posi Shell PSA 1000 and 2) ~~potential signature on a contract with Booth Architecture~~ (requested 5 minutes) (action item)
3	• Jonathan Radford, Prosecutors, regarding executive session under Idaho Code §§74-206(1)(f) to communicate with legal counsel for pending litigation with potential action following adjournment of Executive Session
4	**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 10:02 AM Hough called the meeting to order. Scott reviewed the request to destroy records back to 1993. Moser moved to authorize destruction of records. The motion passed.

10:03 AM Scott reviewed the file cabinets that held those records are not needed. Moser moved to dispose of the surplus property. The motion passed.
10:04 AM Scott reviewed a yearly contract with Mini-Cassia Juvenile Detention for housing overflow. No beds were needed in 2026, and $3,000 was paid in 2025. Bullock moved to approve the agreement with Mini-Cassia Juvenile Detention Center. The motion passed.
10:05 AM Scott reviewed agreements with five counties for placement of juveniles as they don't have a facility available. Funds from the contracts have been put in reserves. Bullock moved to sign the agreements with those counties. The motion passed.
10:09 AM Scott explained the new server that was previously approved and budgeted for was planned to be installed in October with Pro Tech; however, the quote that was provided in March is no longer good and the price doubled. The new quote is $24,153.60 and is good for 30 days. IT suggested to purchase it as prices will never go down. Klauser proposed using contingency with the department repaying, but if it cannot be delivered by September 30, another plan will have to be figured out. Moser moved to approve the purchase. The motion passed.

2 10:13 AM Crystal reviewed a notice to procure a sole source was published for a Posi Shell PSA 1000 for the Landfill and no challenge was received. It was recommended to award the purchase to LSC Environmental Products. Hough moved to approve the award. The motion passed.

3 10:14 AM Hough moved to enter into executive session under Idaho Code §§74-206(1)(f) to communicate with legal counsel regarding pending litigation. The motion passed by roll call vote.
10:44 AM Hough moved to exit executive session. The motion passed. Bullock moved to authorize investigation of the matter discussed in executive session, conducted by legal and assisted by HR. The motion passed.

4 10:14 AM Bullock moved to approve the items on the claims agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Records destruction and disposal of surplus property was approved.	Juvenile/Resolution
Agreement with Mini-Cassia for overflow bed rentals and agreements to provide bed rentals to Clark, Fremont, Jefferson, Madison and Teton Counties were approved. Contingent on delivery by end of FY, use of contingency was approved for increased cost of new server.	Juvenile Detention
Sole source purchase approved for Posi Shell PSA from LSC Environmental Products.	Landfill/Procurement/ Resolution
Following executive session regarding potential litigation, Legal and HR were authorized to conduct an investigation.	HR
Items on the claims agenda were approved.	Auditing/Clerk/Resolution