

**Jefferson County Commissioner Meeting Minutes
November 9, 2015**

Meeting called to order at 9:00. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, Rebecca Squires, Joyce Briggs; Audrey is clerk of the board. Pledge given by Rebecca Squires. Prayer given by Commissioner Hancock. Clerk Colleen Poole is excused.

Southeast Idaho Council of Government - David Doran

- **Mobility Support Services/Public Transportation**

[9:03:03 AM](#) David Doran is here with Southeast Idaho Council of Government. David is the local project manager with Idaho Transportation for District 5 and 6. Has a contract to contact resources to help raise awareness. Idaho Transportation Department has grants that come in different forms. Have grants that fund City to City, fund elderly and disabled and fund urban transportation. Without the local match contribution these programs would not exist. Trying to bring in businesses and groups. Help get employees to their worksites. Helps elderly stay independent. Have some local providers. TRPTA is a local company that transports in the area. David is here today to raise awareness letting individuals know what services are available, as well as thanking them for their local support. David will be happy to be a resource he can contact additional resources if needed. David asks the commissioners if they have any questions. Commissioner Hancock asks about services in Rigby. Not any currently in Rigby. Closest is in St. Anthony, Rexburg and back and forth to Driggs. The service could be available to the City of Rigby. They could obtain grants to meet the criteria for the community. As of right now nothing stationed here. If the interest is there may want to meet with neighboring areas that have these services.

[9:08:47 AM](#) Chairman Raymond asks if TRPTA is active through appointment in the county? David answers TRPTA has different services. Has City to City that runs on a set schedule. Has demand of service where individuals can call 24-48 hours in advance to set-up a time to be picked up. TRPTA is not just for individuals with disabilities this is open to the public.

[9:10:38 AM](#) Chairman Raymond suggesting that David leaves his contact information with Rebecca to be in contact.

Joyce Briggs

- **Resolution #2016-2 Data Hardware/Parts Disposal**

[9:11:41 AM](#) Joyce is here with a resolution to get rid of some used equipment. Commissioner Hancock asks when equipment is being updated. Joyce explains it's a year after warranty expires so around 6 years. Has a resolution to dispose of obsolete equipment as well as the Jefferson county stickers attached from the equipment. This will be recycled after they take what parts they can use.

[9:15:19 AM](#) Chairman Raymond reads resolution #2016-2.

[9:15:45 AM](#) **Motion by Commissioner Farnsworth to accept Resolution #2016-2. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Ordering PC'S for 2015-2016 Budget**

[9:17:04 AM](#) Joyce explains they will be starting to replace computers. Also will do equipment rotation. Have 6 PC's they are going to order right now. This is within the budget. These are Dells and they do have an agreement with them. Have around 30 computers to replace this year.

[9:19:27 AM](#) **Recess**

Open session at 9:53

Nolan Gneiting

- **Trailer**

Nolan did not come in for this meeting.

Motion by Chairman Raymond to amend agenda at 9:53 to discuss Christmas social for the County. Second by Commissioner Hancock. All in favor – aye. Motion passed.

[9:54:15 AM](#) **Motion by Chairman Raymond to move forward with funding for meat catering, salads, rolls and paper products for the Christmas social. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[9:55:12 AM](#) Chairman Raymond suggests while on this discussion they should authorize Christmas gift cards for employees.

[9:55:22 AM](#) **Motion by Chairman Raymond to authorize \$25 gift cards to all county employees to be used by those who are members of the Rigby Chamber of Commerce. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond - aye. Motion passed**

Public Works- Dave Walrath

- **Sign Jefferson County RPO Charter**

[10:00:38 AM](#) Dave is here and presents the Commissioners with the Jefferson County Rural Planning Organization Charter. Signatures on this charter will be the City of Rigby and Jefferson County. Commissioners notice a change that needs to be made with this charter. Can go ahead and take action on this and Dave will come back with the correction to sign. Commissioner Hancock brings up the west side advisory group may have a member attend this as well. Next meeting is November 18 at 2:00 in the Commissioners room. Dave mentions may have someone from the City attend as well.

[10:03:00 AM](#) **Motion by Commissioner Hancock to approve and sign the Jefferson County Rural Planning Organization Charter. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

- **Resolution #2016-1 Disposition of Property**

[10:05:22 AM](#) Dave has some property to dispose of. Chairman Raymond reads resolution #2016-1 listing what is being disposed. Discuss items. Dave mentions what is not usable will go to the landfill and the rest will be recycled.

[10:10:24 AM](#) **Robin Dunn is here.**

[10:10:34 AM](#) **Motion by Commissioner Farnsworth to accept resolution #2016-1 disposal of obsolete items. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Circular Butte Landfill Operation Plan**

[10:12:15 AM](#) Dave is here with some changes to the landfill operation plan. No major changes. Dave goes through these changes. Reads the first page of operation policy for Circular Butte landfill. First change the county will inspect around 5% of the loads that come in. Most of the loads do go through without being inspected. Second item discussed is waste oil. The landfill will accept clean motor oil on case by case situation. Third is the cover material before they used the POSI shell machine which they are now selling. So now the county will apply 6 inches of earth material at the end of each day and more on specific days especially if it's windy. Last item is regarding sewage sludge which they are accepting on a limited basis from City of Rigby and Madison County. Once the waste is determined acceptable it will be put in a trench. A moisture test is done on every load that comes in, if this is to wet the sludge is rejected. The place bringing the sludge brings in an analysis. It is disposed of in a trench that will be 12 feet deep and between 5 to 10 feet across determined by what equipment is used. Will have surface water run on a diversion berm around the trench. Will be covered with 6 inches of soil immediately. If this does not work the county will cover with an additional 6 inches of soil. Public access to this site will be monitored.

[10:17:32 AM](#) Brandy has already gone over these changes. They were requested by DEQ and Public Health. Is currently working with DEQ on water treatments. This is to bring them compliant and to update how they are running the landfill. Discuss sludge.

[10:22:00 AM](#) **Motion by Commissioner Hancock to approve the amended changes for Circular Butte Landfill Operation Plan. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

[10:22:51 AM](#) Chairman Raymond opens a letter from EIPH (Eastern Idaho Public Health) facility stating the landfill passed its regular inspection. Dave mentions EIPH are really helpful working with the counties if there is a problem.

[10:24:43 AM](#) Discuss closure of cell 1. Will be capping cell 2 soon and will have some experience this time on the process.

Probation

- **Juvenile Justice Annual Financial Report**

[10:25:59 AM](#) Tammy Adkins is here for the Juvenile Justice annual financial report. This shows how much money is given from the county as well as the State. Discuss operating costs. These costs are added up and split between adult and juveniles.

[10:28:39 AM](#) Receive \$142,412 from the State for the lottery, a block grant and tobacco. Tammy has gone through this with the Clerk Colleen. Tammy was just asked to come and get the Commissioners' signatures.

[10:29:22 AM](#) **Motion by Commissioner Hancock to accept the Juvenile Justice annual report for Probation. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[10:31:33 AM](#) **Motion by Commissioner Farnsworth to amend the agenda to discuss rent for the Probation building. Second by Commissioner Hancock. All in favor – aye. Motion passed**

[10:32:15 AM](#) Robin explains the owners for the Probation building had come to him about the payment not being enough for the Probation building. Robin thought he had mentioned they wanted to increase the monthly lease amount. Would have access to the whole building unless they can rent this out. Have set aside \$30,000 for the lease did not plan during the budget process for an increase. Robin received a letter about increasing the price. Commissioner Hancock mentions has been contacted by the realtor several times for this building. This will be a decision by the Commissioners not an individual decision. Chairman Raymond mentions they would need to come in for negotiations. Commissioner Hancock mentions may want to go through the building to know if this is what they want moving forward. May be able to keep the rate the same if they are planning to move toward negotiations. Chairman Raymond suggests leaving this and seeing if the owners will allow 3 months to negotiate a potential purchase. Robin will go discuss this with the owners.

[10:42:35 AM](#) **Recess**

Open session at 10:44

Sean Bartholick

- **Public Defender Update**

[10:44:36 AM](#) Sean has three documents for the commissioners. First is a list of the number of cases in the last fiscal year. Had 247 cases this is combining misdemeanors and felonies. Next is a printout of vendor payment history that reflects what was paid out for the last fiscal year. The last document is what has been spent in the new fiscal year. In fiscal year 2014-2015 \$73,567.95 was spent for the 247 cases. Majority of the cases have been misdemeanors or non-felony cases. Sean has been capital case certified. Still have a good working relationship with the prosecutor allowing them to reach agreements on cases which saves time. Sean has not had any complaints. Mr. Dunn's office gets discovery timely which helps Sean meet with new clients efficiently.

[10:50:45 AM](#) Robin brings up the total amount paid out for the year is lower than what it is on paper because some fees will be paid back through restitution. Sean is asking for an accepted fee schedule. The reimbursement is usually an amount from the prosecutor. Time spent is not always good tool to determine restitution. Sean is looking to have a set rate for specific crimes.

[10:53:01 AM](#) Chairman Raymond mentions that almost all of these cases are closed which he appreciates. Well within the budget and compliance with the ways the State is heading with the Public Defender program.

[10:57:44 AM](#) **Recess**

Open session at 11:00

Social Services – Edidt Ramirez

- **Executive Session 74-206 (D) Records Exempt from Disclosure**

[11:02:02 AM](#) **Motion by Commissioner Farnsworth to move into Executive Session 74-206 (D)- Records Exempt from Disclosure. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[11:20:38 AM](#) **Motion by Commissioner Hancock to take no action on case #2012-12 but will respond with a letter through the attorney letting them know there was no action taken. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth –aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[11:21:42AM](#) **Recess for lunch**

Open session at 1:03

Planning & Zoning – Naysha Foster

- **1st Amended Snake River Estates**

[1:03:25 PM](#) Naysha is here with a 1st amended plat for Snake River Estates. Lots 4, 5 and 6 are being amended. This is going to split lot 5 between lot 4 and lot 6. This is an R1 zone. Commissioner Hancock asks what the purpose is. Darrell Bingham speaks that this was a funny shaped lot. Darrell has bought this lot and now wants to split it with his neighbor Tom O'Riley. This is an acre lot they want to split ½ acre to lot 4 and ½ acre to lot 6. Naysha goes up and shows the Commissioners on the plat. Darrell has already bought this lot needs to amend the plat to be able to sell ½ acre to his neighbor Tom O'Riley.

[1:08:08 PM](#) **Motion by Commissioner Farnsworth to accept the 1st Amended Snake River Estates Plat. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

- **Executive Session 74-206 (A) – Personnel**

[1:10:52 PM](#) **Motion by Commissioner Hancock to go into Executive Session 74-206 (A) – Personnel. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[1:11:16 PM](#) **Robin Dunn is here.**

Open session at 1:35

[1:35:57 PM](#) **Motion by Commissioner Hancock to give the necessary latitude to our Planning & Zoning Director to move forward with hiring another building inspector. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Emergency Management/Executive Assistant/Park & Recreation – Rebecca Squires

- **Approval for Antenna Wiring**

[1:37:53 PM](#) Rebecca is here has noticed this is a project that had been started last year. This was to bring in radios. Have the antenna set up and the radios purchased. Was not in the plan to link these together. This will be stationed in Mike Miller's new office. For this wiring will have to have an electrician come in but it will be a small job. Rebecca has grant money to cover this. Commissioner Hancock asks how much they are talking. Rebecca has not been able to get a hold of Mike yet. Rebecca has money available in Emergency Management grant. Has not gotten an official bid yet. .

- **Approval for EOC Cabinet**

[1:39:49 PM](#) Rebecca would like to have a secured cabinet that would house the Emergency Plan. Has grant money that she plans to use for this. Would probably want something that was custom built so everything can fit. This is something that is needed will be kept in her office. Will get quotes and bring that information back in.

- **FYI: EM Presentation for Scouts**

[1:41:59 PM](#) Rebecca wants to inform the Commissioners she will be going to Ririe to teach some Scouts about Emergency Management.

- **Conflict Attorney Fees**

[1:42:49 PM](#) Rebecca was asked to look into the conflict of attorney fees had delegated this to Robin. Robin has spoken with the Judge and will be getting a response next week. Robin prefers an answer come from the administrative Judge. Will put this on the next meeting.

- **Salary Administration Policy**

[1:44:01 PM](#) Rebecca has found a salary administration policy. Has not found anything to officially adopt this document. Asks the commissioners if they are familiar with this policy. This has information about salary administration. Kristine Lund speaks that there were several meetings about the step and grade this may have been research material and not deemed necessary to adopt. Had addressed this in many meetings. This policy goes into some detail on what ties into step & grade. Would like Rebecca to keep this and do some research on this.

- **Landfill use fee letter/Clarification**

[1:51:14 PM](#) Rebecca sent the landfill fee letters out last week. Had two different letters. One was for two dwellings and other was for a dwelling and a business. Assessor Cody had some questions based on discussion from October 26 meeting. Had included the resolution with the letter. Cody's concern is how they are going to identify additional dwellings. Commissioner Hancock corresponded that not everyone is going to get caught on the first sweep. If the structure has a living area, kitchen and bathroom then it should be assessed the fee. Cody says will just determine these as they come across them. Will do the best they can at catching them. Cody is trying to be fair with the fee. Rebecca mentions the letter did not identify which parcels are receiving the fee.

- **Campground Host**

[1:58:38 PM](#) Rebecca is looking forward to next summer at the lake. Would rather the campground host be under a contract and not an employee. The contract would have a start date and an end date. Currently are facing paying unemployment for the previous campground host. This idea would simplify this. Rebecca will get with Robin to make up a contract.

Commissioners

- **PayPort agreement for Clerk's office**

[2:00:44 PM](#) Audrey provides the agreement mentions that this will help on receiving payments in the Clerk's office. Kristine Lund mentions this agreement was already proposed by the previous clerk but was never implemented. Decided to start over with the current clerk on this agreement.

[2:02:52 PM](#) **Motion by Commissioner Hancock to accept the service level agreement with PayPort for the Clerk's office. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Approve Claims**

[2:04:37 PM](#) Chairman Raymond had contacted Sheriff Anderson on their question in the claims and has received an answer.

[2:05:39 PM](#) Motion by Commissioner Hancock to approve claims for \$110,158.62 from 10/27/15 to 11/6/15. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- Approve Commissioner Meeting Minutes

[2:07:50 PM](#) Discuss changes.

[2:09:08 PM](#) Motion by Commissioner Farnsworth to approve the commissioner meeting minutes from October 26, 2015 with noted changes. Second by Commissioner Hancock. All in favor – aye. Motion passed.

- Sign Liquor license

[2:10:40 PM](#) Sign temporary liquor license for The Lube Shop.

- Cell Phone Policy/Travel Policy Review

[2:10:48 PM](#) Chairman Raymond wanted this on here to review these periodically. Commissioner Hancock brings up not being able to use a device while driving. Must be safely parked. May need to have the exception in the same sentence that says they may use a blue tooth device. Discuss ways to change this. Robin suggests going over eligibility for a county cell phone. Read through this document. May need to change this to tighten this down on who is allowed a phone. They could be an employee or a contractor. Robin mentions there should be an accurate list of who has a phone and what number they have. Discuss turning in cell phone, credit cards and keys to one person. Kristine brings up trying to simplify this process. If HR handles all of this then they would know everything has been turned in. Kristine mentions when someone leaves employment it can sometimes be a negative situation. This would simplify and make one contact person to retrieve all county property. Back on the cell phone policy Commissioner Hancock mentions having a cell phone administrator. Robin mentions approving a bill would be easier if they knew who the numbers were for.

[2:24:37 PM](#) Pat Scott asks a question on the cell phone policy: Are cell phones given out by the department head always needed? Does the individual with the cell phone ethically use the cell phone when it is in their possession. The policy does cover both of those things. Department heads manage who has a phone and anything that creates a charge not for county business will come back to individual.

[2:26:18 PM](#) Travel Policy – Chairman Raymond mentions this has been updated not sure they have the most current copy. Robin asks Pat about the per diem set rate. Pat explains the per diem is nice because then you don't have to worry about keeping everything together. This is easier from the accounting stand point. Discuss rates and per diem. Would like to discuss this further need to find the last updated travel policy and bring in the updated cell phone policy in the next meeting.

- Federal Managed Lands / FILT

[2:33:01 PM](#) Fee in lieu of taxes this is fish and game land. Had received a letter from the governor in which they need to respond. This is for the BLM for the non-listing of the sage grouse. The BLM has issued a land use change in their policy. This is to preclude from listing in the future. Chairman Raymond reads his proposed letter (Exhibit #42) to respond to the governor. Rebecca brings up some information about sheep being beneficial to the sage grouse. Discuss this. Commissioners see no problems with the letter. Rebecca will get this on letterhead for them to sign today.

- Executive Session 74-206 (B) – Personnel

[2:44:10 PM](#) Motion by Commissioner Farnsworth to go into Executive Session 74-206 (B) – Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[2:54:43 PM](#) As a point of clarification Commissioner Farnsworth brings up the wage for Rebecca has adjusted this so she falls under the step & grade dollar amount. Commissioner Hancock mentions they have put Rebecca in the same grade as previous employee and in step 1.

Attorney – Robin Dunn

- Executive Session 74-206 (F) - Legal

[2:56:09 PM](#) Motion by Commission Hancock to go into Executive Session 74-206 (F) – Legal. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth –aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[3:10:42 PM](#) Discussed pending legal cases. No decisions made or actions taken.

[3:10:56 PM](#) Motion by Commissioner Farnsworth to adjourn at 3:10. Second by Commissioner Hancock. All in favor – aye. Motion passed.

Chairman of the Board

Clerk of the Board

County Clerk