

**Jefferson County Commissioner Meeting Minutes
December 14, 2015**

Meeting called to order at 9:00. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, HR/Emergency Management/Parks & Rec. /Commissioners Assistant Rebecca Squires, Public Works Dave Walrath, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge given by Colleen Poole. Prayer offered by Chairman Raymond.

Commissioners

• **Tour of Great Feeder Headgate**

Dave Walrath drives Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, Rebecca Squires, Colleen Poole and Audrey Moon out to the Great Feeder Headgate. Arrive at this structure at 9:40 take a look around at what has been done thus far. Bruce Grover, Stan Hawkins, Brent Thomas all from the canal company are waiting as well as Mike Jardine a representative from Sorensen Engineering.

Chairman Raymond opens discussion on this headgate. They have heard feedback good and bad on putting a bridge across this structure. They also understand the importance of this structure they support it and don't want to hold up the process. Discuss that the county does have an easement to this structure discuss where county property ends. The commission would like to facilitate access believes if there is not access and the county is not granted an easement this will be challenged due to historical use. Discuss what structure will look like. County may need to see about its involvement in the past. Chairman Raymond is unsure what to do at this point. The roads to the structure do have county signs. Chairman Raymond asks the members of the canal board that are present if the board has voted on if they want this to continue to have public access with a bridge.

Bruce Grover responds there are nine members on the canal board. Have not had a vote they do have some mixed reactions on public access. Some haven't yet voiced an opinion. Bruce says the canal company is not going to build the structure and donate it to public use. Only a small percent of the county is paying for this. They don't feel they should be expected to fund this and want the county to share in the costs and risks.

Chairman Raymond responds it is a private structure but they want the county to share the cost and risk. Commissioner Hancock brings up they would have to have a memorandum of understanding (MOU) between the Great Feeder Canal Company and Jefferson County. This would outline what is expected from both parties. Chairman Raymond asks what the canal company would prefer to do. They want the county to make a decision on if they want a bridge or not.

Stan Hawkins speaks. He understands that an MOU would be required to protect both parties. Chairman Raymond feels they may be at an impasse. Does not want to take a hard stand and force a private expense onto the public. Stan feels if the county wants a bridge the canal company will partner with them. If county does not want a bridge it will be built without a bridge. Stan feels the county would have to take the risk for the public access.

Chairman Raymond thinks it may need to be treated per State statute and county ordinances. May be similar to a subdivision where it is built to county specs then dedicated to the county. Commissioner Hancock feels this is a little different since this was already a structure and they are just repairing it. This is also privately owned. Commissioner Hancock thinks they need more public input before moving forward with this bridge. The structure of the headgate is currently being put in. It will depend what deck they put on if it is going to have a bridge across it.

Chairman Raymond asks if the county needs to be involved. Stan feels if they want public access then they need to provide the cost of the bridge. Bruce speaks that the bridge would not be owned by the county. No portion of this will be the counties and the county would not have the right to shut it down.

Commissioner Farnsworth feels the problem is shutting this access off will not be the county's decision, but the taxpayer's money would be used in putting in this structure.

Stan discusses that easements would be included in the MOU. Would also need to include a maintenance agreement. The county would own an easement. Stan discusses the structural plans. Bridge would be HS20. Commissioner Hancock asks if the pillars there will be used. Mike Jardine from Sorenson Engineering responds the width on the structure will be different if they decide to put in a bridge. Stan explains they are working on a public bridge with standard use.

Dave Walrath brings up a prescriptive easement from a handbook that the citizens had brought up in the previous meeting. This goes off use of roads. Where this is a private structure would a prescriptive easement come in?

Stan discusses the prescriptive easement and feels it would fall back on the county. Bruce says originally the deck was 11 feet. Is designed at 14 feet now. If it is decided to not put in a bridge this will be reduced.

Bruce explains these roads have seen more maintenance recently. Discuss they are also crossing the Farmer's Friend Canal and Enterprise Canal. May run into issues with these canal companies as well. They are not involved with the Greet Feeder Headgate. Chairman Raymond explains they as commissioners want to cooperate and do what is right, just is unsure of what is right. Doesn't

want to get too far ahead of themselves where they are putting money into a private structure. Stan discusses the proposal would be \$100,000 to \$200,000 for half of the cost of the bridge. The bridge is going to run from \$300,000 to \$400,000. Discuss how to work with the county to make this fair for all involved. Commissioner Hancock thanks the members in attendance of the canal board for trying to work this out with the county. Bruce mentions they are trying to keep all of this quiet don't want to make it worse. Media has been trying to get involved but they are not talking to them.

Dave mentions they did have a traffic study back in January 2012 had 1,100 cars. Bruce mentions most of that traffic was coming to fish and the daily local traffic.

Chairman Raymond says they will get with legal counsel and do additional research on how to proceed.

- **Tour of Jefferson Lake**

Rebecca has brought us out to the lake to discuss projects to be considered under the IDPR Recreational Vehicle grant for next year. Rebecca mentions that she has had a lady buy lake passes for Christmas so she has made up a certificate for them to redeem next year. Drive around Jefferson Lake. Rebecca points out that she would like to have concrete pads poured for campsites #26 through #50. The concrete would be poured for the trailers to park on and underneath the picnic tables. Sites #1 through #25 already have concrete pads and these are the most requested campsites. In April will be having around 300 poplar trees from the Soil Conservation District. Will be looking for Eagle Scouts or volunteers to help dig holes and plant these. Rebecca would also like to do something with the island may plant trees there. Rebecca has already had calls about reservations for the 4th of July celebration she is trying to hold everyone off until May. Rebecca asks for any input or suggestions. Commissioner Farnsworth asks if the lake offers a senior discount. Rebecca says they do not. Chairman Raymond remarks the paths at the lake have been used. Chairman Raymond thinks the concrete pads are a great idea and will enhance usability. Road & Bridge will be redoing the parking lot by the tennis court next year as well to allow more parking.

- **Tour of Probation Building**

Chairman Raymond asks the others if they received an email from the Probation Building owners showing they had increased the rent and are asking for the back rent from September, October, November and December. Commissioner Farnsworth brings up the owners had never come before the board for approval for this increase. Tour offices and basement of the Probation building. Discuss ramp to the basement. Tammy Adkins joins us for this discussion.

Chairman Raymond brings up the needs for the Probation building. Tammy would want to remove cabinets and sinks from offices to make more room for filing cabinets. Tammy explains a big problem is the way the doors open into the room this makes it hard to get in with upset or multiple clients. This is their biggest complaint. Tammy explains they do not have to have access out of each office they cannot get out of the windows in the upstairs offices. Tammy has asked once they do find a permanent location would like to have a sort of emergency/panic button in place in the PO's offices and the front desk. Currently have no fast way of contacting help in case of an emergency.

Commissioner Hancock suggests getting with Mike Miller on that may have some funds available in the 911 account. Discuss how the back area of the office is setup. Tammy does like this as it allows an area for juveniles to get online while being supervised. It has been working well. Commissioners ask Tammy if this building has enough room. Tammy says they need a conference room. With the increase in rent the basement is available to the Probation office at least until this is rented out. Tammy says they could grow one to two employees and still be in good shape with space. Chairman Raymond asks about the heating and AC problems have these been fixed. Tammy thinks they may still have a problem. When the heater first turns on it makes a lot of noise rattles and shakes. It is still working so hasn't pushed the owners on fixing this. This happens periodically may be an internal furnace issue. Tammy mentions they did get the guard for the gas meter installed outside. Commissioners will see what they can resolve. Tammy asks about Mr. Dunn's building and if it is going for sale? Chairman Raymond thinks it is a bigger building but is unsure of the availability at this time.

Public Works – Dave Walrath

- **Annual Road Report**

[11:47:31 AM](#) Will put this on the next meeting.

- **Hot in Place Recycle Project**

[11:47:48 AM](#) Dave has been contacted about a hot in place recycling project. When this technology was conceived they had long equipment where they would heat up the asphalt, grind it up, add oil and re-lay it using the existing material. Has been contacted by Paragon they would like to do a demonstration project. Are trying to get five counties together and have them each do two miles with this technique. Would cost around \$65,000 a mile. Do have some requirements such as no failing base and is a maximum of three inches of asphalt. Dave thinks this may be a worthwhile project for them to participate in. Bannock County would be the lead county. Bingham County, Power County and Bonneville County are the other entities interested in doing this project. Dave wants to make sure the commissioners are ok with being involved in this project.

[11:50:57 AM](#) Commissioner Hancock asks about the no failing base, wouldn't that be what they wanted to fix? Dave says cracked asphalt is an indication of a failing base. Doesn't want to do this treatment and then have the road have a failing base again. Dave will have to look at the cores in the roads to find a road that would meet the requirements. Discuss ways roads are fixed. After this is done would need to do a chip seal over this within a few years. Overlay material costs are around \$75,000. This project is \$65,000 per mile for both lanes. Bannock County would be the lead on this project so they would pay for the cost and we would reimburse them. The five entities include Power County, Bingham County, Bonneville County, Bannock County, and possibly Jefferson County. Dave does not need a decision today this is something he wanted to bring to their attention. This would also depend on if Dave can find a road that qualifies for the project.

- **Circular Butte Scale House Addition Proposal**

[11:56:17 AM](#) Dave mentions there is no space to use at the Circular Butte Landfill. Has contacted Forsgren who has come up with an idea for a two-phase addition. First phase would be to add a couple of offices and conference room to the east. Gives the commissioners information on this proposal. Commissioners look through the plans. Commissioner Hancock asks about any interference with the new structures. Dave believes they are good as far as that is concerned.

[11:59:48 AM](#) Commissioner Hancock asks about the structure at the end this will be a whole new structure. Project is estimated at around \$250,000. Chairman Raymond suggests a more conservative price range. Commissioner Hancock looks at a less expensive route. If they did not include a new roof and just added onto the north and south this would be a cheaper alternative. Ask if anything to the north and south would prohibit this. Discuss where scale is and where they could proceed.

[12:03:30 PM](#) Dave says the greatest need is storage. The first phase would give storage and temporary offices. Only have a one unisex bathroom. Equipment takes up a lot of room. Commissioners suggest considering going north and south and a little more conservative. Dave said this is just the first look at this addition he will get back with Forsgren.

- **Busch Agra Algae Disposal**

[12:05:14 PM](#) Busch had contacted the landfill about bringing in their algae. Would be around 60,000 pounds a day for two months. Discuss just burying this or may be able to make compost. Discuss the MDS sheet and what problems can happen if it becomes airborne. Dave has contacted DEQ and they did not have a problem with this as long as it passes the paint filter test. Looking at possibility to use this other ways and in the interim will bury it. Would be around \$1,000 in revenue per day. Discuss ways to use this algae. Commissioners are supportive but need to make sure this is not airborne. Commissioner Farnsworth mentions as long as it passes the test set by DEQ they are fine with it.

- **Final MOU with ITD for 4000E/4100E Intersections Project**

[12:12:44 PM](#) Dave has the final MOU from ITD for the commissioners to sign. Nothing has changed from the draft regarding the county's involvement. March 31, 2017 would be the deadline for the responsibility of the county.

[12:14:34 PM](#) **Motion by Commissioner Hancock to approve the final draft MOU with City of Rigby, Jefferson County, School District #251 and ITD. Second by Commissioner Farnsworth. Roll call. Commissioner Farnsworth –aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Circular Butte Compactor Repair**

[12:15:30 PM](#) Dave brings up they have lost an engine on a compactor out at the landfill. During winter operations they are leaving the compactors in the pit since it is too hard to drive them back up to the shop. Need ways to heat these. Commissioner Farnsworth thought there was a generator to warm these vehicles up. This compactor has 19,000 hours on it. This will take around half of this year's budget to fix this compactor. Discuss options on this piece of equipment. Is it worn out or can they fix it? Will be looking at replacement soon this is from the 90's and it works in a tough environment. Commissioner Hancock suggests may think about a portable structure they can park equipment in. Dave says that Road& Bridge keeps their equipment heated. Commissioners allow Dave to move forward with the repairs as he sees fit on the compactor. Also need to move forward with getting a plan implemented on equipment so they are refreshing equipment as needed.

Social Services – Edidt Ramirez

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

[12:25:39 PM](#) **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.**

[1:04:13 PM](#) **Motion by Commissioner Hancock table case #2016-9 and to deny case #2016-8 for possible ability to pay. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[1:08:37 PM](#) Recess

Open session at 1:14

Planning & Zoning – Naysha Foster

- **Ordinance #2016-1 Zone Text Amendment Public Hearing**

[1:14:06 PM](#) Naysha has a zone text amendment for Teton Communications. Proposed to allow communication towers in an R1 zone. Planning & Zoning Commission made recommendation to approve. If adopting this is a legislative change which will affect the land use table portion of the ordinance. Will still need conditional use permits with towers. They send letters out yearly to keep up to date on who owns the tower. Tony from Teton Communications speaks that they will look at weeds and maintenance of the fence line yearly as well. Will want to make sure the pivot does not come into the tower and hit it. No public here to speak in favor, neutral or opposition.

[1:18:11 PM](#) **Motion by Commissioner Hancock to adopt Ordinance #2016-1 Zone Text Amendment. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Ordinance #2016-2 Zone Map Amendment Public Hearing**

[1:19:01 PM](#) Naysha explains this is a zone map amendment for the towers. Planning & Zoning have reviewed and recommended to approve. This will only affect the area where the tower will be installed. Does comply with the comp plan which is contiguous. This needs to be approved contingent to the zone text amendment ordinance. No public here to speak in favor, neutral or opposition.

[1:21:14 PM](#) **Motion by Commissioner Farnsworth to approve Ordinance #2016-2 Zone Map Amendment. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Executive Session 74-206 (F) – Legal**

[1:23:51 PM](#) **Motion by Commissioner Farnsworth to go into executive session 74-206 (F) – Legal. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session at 1:36

[1:36:22 PM](#) **Motion by Commissioner Farnsworth to authorize Planning & Zoning Naysha Foster to seek outside legal counsel to avoid a potential conflict. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[1:37:15 PM](#) **Motion by Chairman Raymond to amend agenda and to move 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.**

Open session 2:02

[2:02:19 PM](#) Discussed pending personnel issue. No action taken, no decisions made.

Sheriff's Office – Sheriff Steve Anderson

- **Resolution #2016-5 – Salary/Benefit Lines for New Hires**

[2:03:51 PM](#) Sheriff Anderson is here today for a resolution that will add the new jail deputies to the budget. Sheriff Anderson and Colleen have worked through this information with Farrell the accountant. Colleen says she has contacted Farrell and this resolution will allow them to offset the budget without opening it multiple times.

[2:05:21 PM](#) Chairman Raymond reads resolution #2016-5.

[2:06:39 PM](#) **Motion by Commissioner Hancock to accept resolution #2016-5 to add salary/benefit lines for the jail's new deputies for a total of \$113,080. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Chairman Raymond – aye. Motion passed.**

- **Employee PTO**

[2:07:54 PM](#) Robin Dunn is not here to discuss this issue.

Jefferson County Sheriff Office Citizen Advisory Committee – Jay Hill

- **Citizen Advisory Group**

[2:08:52 PM](#) Dave Schilling and Jay Hill are here to discuss the Jefferson County Sheriff's Office Citizen Advisory Committee that they are a part of. Wanted to share with the commissioners what this committee has done. Thanks commission for appointing Sheriff Steve Anderson. They are very pleased with his appointment. Have seven citizens on this committee. Dave says they had seen a department with difficulties that has now begun to heal. Dave is very proud of the Sheriff's office and feels they are the ear to the community. Sheriff Anderson and Deputy Wolfe served Thanksgiving dinner at Me-n-Stan's in a community capacity unrelated to law

enforcement. Also donated a tree to the Rigby Festival of Trees which touched many people, as well as joining in the Christmas celebration last weekend.

[2:12:58 PM](#) Jay discusses back when the appointment was made he was apprehensive of this being someone that was already in the department. Jay had called Sheriff Anderson before he was appointed and helped ease his concern. Then the Sheriff called Jay to be part of this committee. This committee has a diverse set of backgrounds. They are here to be objective at what they are looking at. Dave goes over their mission. They review issues and each month they meet with the Sheriff and his staff. Objective is to help Sheriff Anderson and his office is the best department they can be for the county. Want to help them to address issues before they get out of hand.

[2:16:57 PM](#) Jay says they have been given access to departments at the Sheriff's office. This allows them to learn and be involved with the employees who may have the best ideas since they do the job. Sheriff Anderson's primary goal was to promote transparency. When this group first started coming to the office they could feel the apprehension. Now there is a level of trust involved. Are here to help the department but feel they were getting as much back in return.

[2:20:12 PM](#) Jay explains this committee is actually a popular idea. Promotes an active role in the community. Provide their activity log to the commissioners. They add ideas to this sheet each meeting and close items that have been finished. The committee is hoping to schedule an open house for citizens to take a tour of the facility after the holidays.

[2:25:19 PM](#) Commissioner Hancock thanks them for serving on this committee.

Health Insurance – Carlos Aponte

- **ASC Agreement/Contract**

[2:26:51 PM](#) Carlos Aponte is here. Needs some signatures for the final drafted contracts with Blue Cross. Commissioners will give these to Attorney Robin Dunn to review before signing and returning.

- **Vision and Reports**

[2:29:25 PM](#) Renewals for vision was released from Best Life. The rate overall is lower. This is a volunteer vision plan. Discuss plan options for vision insurance

[2:33:55 PM](#) **Motion by Commissioner Farnsworth to rescind previous United Heritage VSP vision proposal and to stay with Best Life Vision. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:35:22 PM](#) Carlos has reports for September and October. Claims were low. Through October are at a 51% loss ratio. Goes over report with the commissioners. Shows policy years so they can see where they were last year, has a four year trend line going down. On the RX report it is a flat line. Traditionally December is a higher month. Has had a good year so will be able to absorb this. This report does not show the reserves that roll over. Good news if this stays where it is.

[2:42:50 PM](#) Carlos brings up there was some forms for the VEBA that had got missed two years ago. Had to submit these forms. Was given a penalty but thinks the communications were crossed and believe this will be waived. This is in the system now and need to make sure this gets submitted when they are due. This is a 990 for the VEBA trust account. Three years ago Chris Boulter did the report then two years were skipped but they are now current.

Probation – Tammy Adkins

- **Wraparound Contract**

[2:45:17 PM](#) Tammy is here with the wraparound contract she has hired for this position. This position works with Upper Valley they work with Jefferson, Fremont and Madison counties. Tammy has redone the contract and Robin has signed off saying it was ready for the commissioners' signature. Did have a change with workman's comp since this is an individual and not a company they do not have to have workman's comp. Contacted Bonneville County they use a waiver form for workman's comp. Robin has looked this form over and modified it.

[2:48:22 PM](#) Commissioner Hancock says the State will not allow them to get this insurance they need personal insurance. Tammy says the county could pay for them to be put workman's comp but this waiver will remedy the problem. Just need signatures on the wraparound contract as well as the waiver for workman's comp.

- **Adult Misdemeanor – PERSI**

[2:50:20 PM](#) Tammy has some information around two months ago a county up north started pushing for adult misdemeanors to be placed under the POST academy and must require POST certification. This would change the PERSI guidelines. Want the rule to be 80 for adult misdemeanor probation instead of 90. Have been promoting this in Northern Idaho. IAC needs to be on board as well as the commissioners because of the additional cost to the counties. As this information was going around Dan Chadwick became aware and let them know to slow down. Would start some discussion at commissioner meetings with IAC to understand the cost to the counties. Tammy wanted to let them know this will be a big topic of conversation next year.

[2:54:49 PM](#) Recess
Open session at 3:00

Treasurer – Kristine Lund

• **Access Idaho Amendment**

[3:00:56 PM](#) Kristine Lund is here with an amendment for the Access Idaho Agreement. Treasurer's office had an agreement with Access Idaho for two options to pay online. Had negotiated a \$1 fee on checking account transfers. Access Idaho had changed this without letting Kristine know because they did not have a signed agreement. This is a processing fee to pay taxes with an ACH transfer. Commissioner Hancock asks if this option is used often. Kristine thinks more people are starting to use this option every year.

[3:03:18 PM](#) Commissioners sign the amendment to the Access Idaho agreement.

Jill Peterson and Cheryl Hively

• **Policies**

[3:05:22 PM](#) Jill Peterson and Cheryl Hively are here to understand policies. Jill speaks that Mr. Dunn had given her some policies that had been implemented and updated recently. Jill wants to start with the key policy this had raised some red flags for her. How long has this been in place? In 2014 was originally adopted and was revised this year, so there was not a key policy before 2014. Cheryl Hively asks why was there was not a policy? It apparently was not needed. Jill brings up that there is no uniform sign in sheet for keys. Jill did a public records request on information regarding the key policy. Was provided key logs which are not the same form. Goes over examples. Feels these should be the same format. Jill says the request was for the signed in and signed out key log sheets. Sheriff Anderson felt this was a security issue to let these sign out sheets issued to the public. Jill thinks having several different forms will lead to confusion. Need to know if the department head will sign out the keys, laptop, phones, etc.

[3:12:16 PM](#) Jill asks who specifically writes these policies.

[3:12:27 PM](#) Chairman Raymond says some policies are cut and pasted from other counties and legal counsel does review them. Commissioner Hancock mentions also relies on other businesses and what they do.

[3:14:10 PM](#) Cheryl asks if the county has accountability of all of the keys?

[3:14:23 PM](#) Commissioner Hancock believes they do. Believes that Sheriff Anderson has completed an audit of all of the keys employees have.

[3:14:48 PM](#) Jill asks about former employees is there documentation if keys were turned in? Chairman Raymond says since the policy was made yes. Jill asks who's responsible to make sure the policies are followed. Chairman Raymond says it would fall on the commissioners.

[3:15:13 PM](#) Jill asks if there are any reason to exempt a county employee from signing in their keys. Jill lists forms employees that do not have sheets: Christine Boulter, Jim Boulter, Emily Kramer, Blair Olsen, Scott Herrick and Paul Snarr. Where is the documentation on where their keys were turned in? Chairman Raymond said they would have to check with the Sheriff. Ultimately it falls on commissioners but the Sheriff is over the security of the courthouse. Commissioner Hancock says may need to do an audit in house.

[3:17:04 PM](#) Jill asks about public information request she had asked what keys had been turned in. Jill goes over her public records request. It appears there is no documentation of what has been turned in. Colleen asks what was requested. New cell phone policy, credit card policy, new and old key policy, SOP, signed in and out keys from 2013 to current.

[3:18:02 PM](#) Chairman Raymond says the credit cards get returned to the Treasurer not the Sheriff. These are all accounted for. Kristine says she shreds any cards that come back. Also audits open lines associated with credit cards that are approved. Jill asks when an employee leaves and has a credit card is this documented? Kristine answers no it is not documented but the card is shredded and closes the account with the bank.

[3:19:55 PM](#) Chairman Raymond says he was unsure when Jim Boulter left employment but Chairman Raymond says he personally received keys for Jim Boulter. Does not believe there was a policy in effect at that time.

[3:21:55 PM](#) Kristine asks if the question is about documentation, or is it if the county is properly taking care of things. Jill and Cheryl feel it is both questions on the table. This new documentation falls on the Sheriff. Chairman Raymond says some policies are currently being updated.

[3:22:43 PM](#) Cheryl has addendum to the key policy this states that separation from the county the keys will be turned into an elected official or department head.

[3:23:42 PM](#) Jill says concerns are there because of the things that have been going on in the previous years. Asks where the previous clerk's keys is there is no documentation on this. They have stated they have them but there seems to be no documentation. Chairman Raymond says they have the keys so they must have been turned in. Jill feels there is confusion on where the keys are turned in. Commissioner Hancock says they have updated the policy to make sure all keys are turned into the Sheriff. Cheryl asks if

they will make sure all of this is in place. Commissioner Hancock says this was revised on June 22, 2015. Jill asks where Emily Kramer's documentation is. They are looking for the documentation. Rebecca says she signed keys out from Sam Dye they were all of Emily's keys. The sign in/out form for the keys are in the employee handbook and the Sheriff's designee uses this form these are kept in his office.

[3:26:59 PM](#) Kristine says the Sheriff and his designee are the ones that should have the documentation since they have this documentation.

[3:28:48 PM](#) Will need to have the Sheriff answer some of these questions. Jill requested 2013 to current signed in and out. Had been given a response that they would not be given the signed out keys. Cheryl says this does not have all employees documented. Jill says as a citizen that specific people who are recently not employed by the county do not have any documentation. Just because of the buddy system feels all policies should be for all county employees. Chairman Raymond said they can rest assure that nothing is missing. Jill and Cheryl don't agree. Commissioner Hancock said they did audit Emily's office. Commissioner Farnsworth mentions that new employee has received the keys for Emily's position. Will need to speak with the Sheriff to see if he has documentation. Will revisit the key issue when the Sheriff can be in attendance. Rebecca says the Standard Operating Procedures have a draft but have never been officially adopted. Cheryl hopes the new policy will be better than this draft. Commissioner Farnsworth mentions they are working on revising policies in every meeting.

[3:32:11 PM](#) Jill says a concern about legal counsel reviews these policies. Asks who wrote Robin Dunn's resolution for his employment? There is no contract. Robin has a resolution about his employment. Chairman Raymond says he is an elected official. Jill says she understands that they are voters, but there is a resolution they show this to the commissioners. Cheryl mentions this was signed by Chairman Raymond and automatically renews each year. Chairman Raymond does not know who had written this. Chairman Raymond reads highlighted section of this resolution. Jill explains this resolution indicates that no receipts are needed for his duties for the \$2,500 a month he receives. Jill asks about state statutes title 31 chapter 31 – "All actual and necessary expenses incurred by any county officer or deputy in the performance of his official duty shall be a legal charge against the county, and shall be certified by receipts to the county auditor." Jill explains the statute says Robin should turn in receipts, whoever wrote this resolution went against the State statutes and this was signed. Feels they go to Mr. Dunn for legal advice but he duped them in his own resolution. Cheryl believes Mr. Dunn should be accountable with receipts. They do not feel it is too much to ask to require him to turn in receipts.

[3:36:39 PM](#) Jill says this is all they have for the day.

Weed Department – Mitch Whitmill

- **Resolution # 2016-6 – Disposal of Equipment**

[3:37:40 PM](#) Mitch is here for some disposal of equipment. Has an old boiler which came from the old courthouse. Was asked to keep this for parts has been around seven years ago. Have never needed anything from this. The other item is a metal desk which has already been replaced with a new desk. Would like to recycle these items. Chairman Raymond reads resolution #2016-6.

[3:42:59 PM](#) **Motion by Commissioner Hancock to accept resolution #2016-6 disposal of equipment. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Resolution #2016-7 – Destruction of Records**

[3:43:30 PM](#) Mitch has a resolution for destruction of records. Has attached the statute on how long records are maintained for which is for three years. Have application records from 2009, 2010, 2011 and 2012. Chairman Raymond reads resolution #2016-7.

[3:47:02 PM](#) **Motion by Commissioner Farnsworth to accept resolution #2016-7 as modified to destroy records from 2009, 2010, 2011 and 2012. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Replacement of Officer Copier**

[3:47:49 PM](#) Mitch has an office copier that has quit on them. Had paid \$1,000 for a used copier from Road & Bridge back in 2013. To do the repairs would be around \$1,904. Other option is to replace copier with one around 2 years old for \$2,550. Had a used machine quoted this will be serviceable for five to seven years. Mitch is proposing the purchase of the used Toshiba copier. Will receive a trade in on the old copier. The Weed Department has around 13,000 color copies a year. Has to provide color coded area view maps and any GPS done for the canal companies showing spray lines are in color.

[3:52:54 PM](#) Has two other quotes one was a little lower one was a little higher.

[3:58:11 PM](#) **Motion by Commissioner Farnsworth to approve the Toshiba copier for \$2,550 for the Weed Department. Second by Commissioner by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Commissioners

- **Approve Commissioner Meeting Minutes**

[4:09:51 PM](#) Discuss changes. **Motion by Commissioner Farnsworth to accept the Commissioner Meeting minutes from November 23, 2015 with changes. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

- **Sign Liquor License**

[4:12:31 PM](#) Sign liquor license for Grub Slingers.

- **Sign Certificates of Residency**

[4:12:00 PM](#) **Motion by Commissioner Farnsworth to accept certificate of residence for College of Southern Idaho for Nicole Albertson, Porter Baca, Benjamin Bingham, Payden Burrow, Tyler Criddle, Stephanie Fielding, Cheyenne Gilbert, Daniel Gunderson, Alex Hansen, Marci Johnson, Madison Lear, Brenna Lofthouse, Andrea Marotz, Courtney Merkley, Morgan Mikesell, Makayla Neville, Israel Olaveson, Liliana Perez, Alysha Roberts, Hunter Robins, Savannah Sheppard, Avery Smith, and Kaitlyn Summers. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[4:12:55 PM](#) **Motion by Commissioner Hancock to accept certificate of residency for College of Western Idaho for Stephanie Fielding. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Rent for Probation Building**

[4:15:59 PM](#) Commissioners have asked Robin to go to the doctors to move toward possible negotiations on the Probation building. Doctors have not come in before the board about raising the rent. Will need to get this on the next meeting.

- **Cell Phone Policy**

[4:18:43 PM](#) Rebecca wants to verify the cell phone policy. Rebecca has gotten with the Sheriff's office and now has a list of all phones numbers and who is in possession of the phones.

[4:19:42 PM](#) **Motion by Commissioner Hancock to approve the amended county cell phone policy on December 14, 2015. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

- **Travel/Meal Expense Reimbursement Policy**

[4:30:33 PM](#) Discuss per diem for the State Fairs. Discuss changes on this policy. Rebecca will make these edits and be ready for the next meeting.

- **Standard Operating Procedure**

[4:32:39 PM](#) Rebecca has found that the Standard Operating Procedures have not been adopted. These have been discussed but never officially adopted. Rebecca will email the SOP out and if there are any changes let her know so they can incorporate these on the first go around.

- **Solid Waste Fees on Derelict Structures**

[4:34:27 PM](#) Rebecca mentions they have had some problems on the solid waste fees on vacant structures. Has had a situation where there is what looks like a home on the property but is not habitable. Situation 2 also a non-habitual dwellings and would like the solid waste fee removed. Commissioner Hancock says since they are non-habitual they could remove the fee. Has not lived in this for a number of years. Kristine mentions they will run into some issues that these could be habitual at some point if they do repairs. Cody asks if they should refer individuals to Rebecca. Rebecca asks what proof they need that these structures are non-habitual. Will need some pictures as proof. Kristine mentions they have had some fees they can see are incorrect. Others that are questionable Kristine suggests making time during a meeting for individuals to come in and dispute the fee.

[4:41:47 PM](#) Chairman Raymond does not want to get to the point where these fees are refunded. Would like to trust these situations now but go and verify these are non-habitual structures.

[4:43:29 PM](#) **Motion by Commissioner Hancock to remove the second solid waste fee for 2015 for Neal Sanders and Kenneth Bidwell for non-habitual structures. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Blood Drive**

[4:46:52 PM](#) Colleen has been contacted to do another Blood Drive at the County. Feels they can commit to a blood drive two times a year. The commissioners believe this worked well last time and is for a good cause. Will host this in the commissioners' room January 29.

- **Employee's Volunteering at Food Bank**

[4:48:59 PM](#) Colleen has a question which has come up. Have a High School and Eagle Scout food drive right now. County employees have asked if they go to the Food Bank to work do they have to take PTO since this is county work. Will they get paid regular time or would they need to take PTO. If they get paid it's not really volunteering. Kristine's opinion is Colleen oversees this and feels this should be fully supported any way they can. They would be volunteering to go over and do a different job.

[4:52:12 PM](#) Colleen says her Clerks that go over and work at the Food Bank get paid. Discuss volunteering vs. working. Decide to go with allowing employees to work at the Food Bank with department head or supervisor approval to work normal hours and then would volunteer after normal hours. This would be at all county sponsored activities.

[5:00:50 PM](#) **Motion by Commissioner Hancock to amend the agenda to look at the Idaho Bureau of Land and Security agreement that needs reviewed. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

[5:01:51 PM](#) Rebecca goes over the grants that are distributed to different areas in the State. \$22,674.32 is a matching grant. \$44,877.00 is a no match grant. Part pays for Emergency Management Equipment. Need signatures acknowledging that they have seen this. Before she came on board there are some wish lists from Fire Districts. Also open to suggestions on where to spend these grants.

[5:05:46 PM](#) **Motion by Commissioner Farnsworth to accept the SHSP grant from Idaho Bureau of Home Land Security. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[5:07:58 PM](#) **Motion by Commissioner Hancock to accept the EMPG grant from Idaho Bureau of Home Land Security. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[5:09:37 PM](#) Recess

Open session at 5:37

- Executive Session 74-206 (F)-Legal

[5:37:41 PM](#) **Motion by Commissioner Hancock to move 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.**

Open session at 5:50

[5:50:35 PM](#) Discussed legal. No actions taken or decisions made.

[5:50:39 PM](#) **Motion by Commissioner Hancock to approve claims from 11/23/15 to 12/14/15 for \$175,050.51. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[5:50:58 PM](#) **Motion by Commissioner Farnsworth to adjourn at 5:50. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

Chairman of the Board

Clerk of the Board

County Clerk