

**Jefferson County Commissioner Meeting Minutes
January 11, 2016**

Meeting called to order at 9:01. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, HR/Emergency Management/Park & Rec. /Commissioners Assistant Rebecca Squires, Attorney Robin Dunn, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge given by Colleen Poole. Prayer offered by Rebecca Squires.

Commissioners

• **Nominate Chairman – Resolution #2016-10**

9:04:04 AM Motion by Commissioner Hancock to nominate Jerald Raymond to be chairman for 2016. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.

9:05:37 AM Now that is taken care of Chairman Raymond wants to read this into the public record:

“The filing dates for candidacy for local elections are February 29th through March 11th. To give the interested public adequate time to prepare, I am announcing today that I do not intend to seek re-election for the office of County Commissioner.

I wish to sincerely thank all whom I have had the privilege of serving with. I deeply appreciate all of the elected officials, department heads and employees of Jefferson County.

Local governing bodies are the closest to the people, and local government is where much of the actual work is accomplished. Those elected to local government offices are truly public servants, and I pledge my support to them.

My family and I intend to continue serving, simply not in this capacity.

When I began public service as a Commissioner in 2010, it was never my intention to make it a profession. It is now time to allow others the opportunity to serve.

I pledge to do my best to make 2016 a successful year for our county.

Sincerely,

Jerald Raymond

Jefferson County Commissioner “

9:07:23 AM Resolution #2016-10 relates to who the elected chairman will be for 2016.

9:07:36 AM Motion by Commissioner Farnsworth to adopt Resolution #2016-10 to appoint Jerald Raymond as Chairman for 2016. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

9:09:24 AM Chairman Raymond asks Commissioner Hancock to chair the public hearing on January 27, 2016 in Chairman Raymond's absence.

• **Jail Inspection**

9:09:37 AM Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, Robin Dunn, Rebecca Squires, Colleen Poole and Audrey Moon go to the jail inspection. Meet Sheriff Steve Anderson and Deputy John Wolfe to lead us on the jail inspection. Begin in the jail kitchen where Sherry Anderson works with the help of three inmates. Kitchen is very clean and organized. Next we are led to the sally port this is where inmates are brought into the jail. Very tidy and organized area. Sheriff Anderson mentions that the advisory group that comes to the jail are always monitored. They are escorted when they are in the facility. They do come and sit with employees to learn how everything works and it has been a positive experience. Sheriff Anderson explains they have promoted a lot of the charity work. Had helped sixty families at Christmas and also helped feed Thanksgiving dinner.

Lead us to the Attorney visitation room there is no camera in this room. Next is the visitation room this has six seats to speak with inmates. They have recently added cameras in this room that can be monitored at the desk. This has helped during visitation. Next is the library room which also has a camera they have books but no magazines. Sheriff Anderson explains during a jail inspection had asked the inspector to point out any blind spots. The inspector showed them everywhere they needed a camera and now they do not have any blind spots. Rebecca asks of any needs for the library in the jail. Would need some work out equipment in the recreation room. But not something that needs money spent on it at this time.

Go to the work release section of the jail. These inmates are kept separate from the rest of the jail. Have three inmates in this area right now they are working in the kitchen area. Have an indoor recreation area they hold church meetings in this room as well as AA meetings. The jail now has a curtain that separates the view between the male and female inmates. Has been helpful so they do not have to lock down male inmates when moving female inmates. Currently have 73 inmates in custody, 55 of these are State holds. Have hired new jail deputies. This has helped cut down on overtime. Go over finger printing machine they have one in the booking area and one in the concealed weapons area. Go out of the jail through dispatch look at all of the screens and information they receive in. Good inspection jail is neat and organized. Sheriff Anderson will get a report printed for the commissioners to sign.

Sheriff Steve Anderson

- **Resolution #2016-9 – Vessel Fund**

[9:46:11 AM](#) Sheriff Anderson explains they are actually getting more money for the vessel funds. Has to redo the resolution around \$6,000 more. Chairman Raymond reads resolution. This resolution will rescind resolution #2016-4 which has the wrong amount. Resolution #2016-9 has the corrected amount for the Jefferson County Vessel Fund in the amount of \$17,362.74. Will attach a copy of the ways the Jefferson County Sheriff's office has to utilize these funds. Sheriff Anderson discusses ways to use these funds has an aging boat and personal watercraft. Also has a need for rescue dry suits for the deputies.

[9:49:36 AM](#) **Motion by Commissioner Hancock to grant the request for retention of the County Vessel Funds in the amount of \$17,362.74. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[9:50:09 AM](#) **Motion by Commissioner Hancock to accept resolution #2016-9 to adopt the retention of County Vessel Funds. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Executive Session 74-206 (B) - Personnel**

[9:51:12 AM](#) **Motion by Commissioner Hancock to go into executive session 74-206 (B) – Personnel. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session at 10:11.

[10:12:00 AM](#) Discussed personnel issue. No action taken, no decisions made.

Elections – Shonna Allred

- **Designation of Election Precincts**

[10:12:14 AM](#) Shonna is here to designate the election precincts. No changes have been made for 2016.

- **Designation of Election Polling Places**

[10:12:41 AM](#) Designated the election polling places for the presidential elections. All precincts will be included. Presidential Primary will have absentee votes. This election will be March 8, 2016. Republican and Constitution parties are voting for a President candidate in the Presidential Primary.

[10:15:13 AM](#) **Robin Dunn left the room.**

[10:15:18 AM](#) Chairman Raymond explains for questions can call the Clerk's office or the Secretary of State. Shonna says she also puts all the 2016 Elections in the paper. Chairman Raymond asks for a list of the polling locations which will be exhibit #2.

[10:18:20 AM](#) **Robin Dunn is in the room.**

[10:18:20 AM](#) **Motion by Commissioner Farnsworth to approve the Jefferson County Election precinct locations. Second by Commissioner Hancock. All in favor –aye. Motion passed.**

Park & Recreation – Rebecca Squires

- **Out of County Lake Fee**

[10:18:56 AM](#) Rebecca brings up the out of county lake fee. Has wondered why they charge more for out of county lake passes. The lake is self-sufficient and does not receive any tax dollars. The lake pass is \$30 in county and \$50 for out of county. Wondering what the rationale is here. Commissioners do not know of any reasons why it is that way. Lake is run with user fees and improvements are made with grant money. Rebecca is wondering if they will have more out of county if this is reduced. Rebecca does not have any data as far as this goes. Last year looking at the amount of tags purchased looks like around 600 to 700 lake passes were sold. Do not know how many were out of county residents. Commissioner Hancock asks if they pay a different rate at the gate. The answer is no it is the same rate at the gate. Rebecca says if they drive around lake more than half of the license plates are from out of county. It is an inexpensive place to go during the summer. Rebecca would like to have a flat rate for the season passes. Commissioners do not have any problems with this. Robin asks why there is not more vendors out there. Rebecca has already been contacted by the same vendors. Have to have power for each vendor.

[10:25:10 AM](#) Vendors do pay 10% believe this is an honor system. Would like to see more vendors. Chairman Raymond says they are trying to be mindful that there are not two of the same vendors. The board is in favor of standardizing the fee.

- **Lake Campground Grant**

[10:26:21 AM](#) Rebecca updates on the grant to finish paving the campsites. Would like to install irrigation in the same area. Is working with Road & Bridge with in-kind work. Have an issue with the concrete pads they are nice they were installed above grade level. Have to step up and this creates an accessibility problem. Tripping on this when walking around the trailer or over to the picnic table. Road & Bridge will be bringing in some topsoil to bring this level. Discuss with the new pads may need to have this excavated to

be level depending on the costs. Will also be getting 300 trees. This grant is due at the end of the month. Commissioner Hancock asks if she had done anything with the other parks. Rebecca was aware of the Mike Walker Boat Ramp in the county. Lorenzo boat dock is also in the county. Rebecca did not know of the involvement. Rebecca is currently writing a grant for the lake will have to go out to the area. Chairman Raymond says mostly consists of mowing and pulling weeds. This is not part of the maintenance contract. Commissioner Hancock says they have used Mitch from the Weed Department in the past to control these weeds.

Emergency Management – Rebecca Squires

- **Emergency Management Conference**

[10:33:58 AM](#) Rebecca did not know this conference was concurrent with the midwinter conference with IAC. Somewhere the dues for the Idaho Emergency Management Association were missed so Rebecca has obtained this invoice and paid it. No fee for the conference just the hotel and meals.

[10:35:22 AM](#) Chairman Raymond goes over the agenda for the IAC conference with Kristine Lund. Discuss vehicles and schedules.

[10:39:36 AM](#) Chairman Raymond says this is an obvious need for Rebecca to go to this conference. Rebecca does not need any approval. Commissioner Farnsworth says they usually have good training over at this conference.

Social Services – Edidt Ramirez

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

[10:40:13 AM](#) Edidt is not here today. Does not have any cases.

[10:40:25 AM](#) Recess until 1:00.

Open session at 1:00

Planning & Zoning – Naysha Foster

- **Public Hearing – Ordinance #2016-3 Flood Plain**

[1:00:21 PM](#) Naysha Foster is here did receive a letter from the State Flood Plain manager with Idaho Water Resources. Did an audit of the flood plain management ordinance. Naysha had to update the flood plain ordinance to follow the current codes. The primary issues were they set a required definition did not have base flood elevation, flood protection elevation, or regulatory flood way. Had around twenty-one words not defined in our ordinance. Naysha took the model ordinance the State has and added the requirements from INFIP. Naysha explains most of the information was there just had to reword it. Regarding AE zones for manufacturing homes, parks, or subdivisions was missing a requirement. In the current ordinance they required finished floors to be two feet above elevation. When drafting this originally was told if they went above the minimum elevation requirement this will help with flood insurance. Minimum elevation requirement is one foot. Has changed this requirement back to one foot. Majority of the definitions were added. Everything else was there she just reworded it. Naysha had written five drafts that were reviewed by the Flood Plain Coordinator before she was able to proceed with a public hearing. Naysha is requesting they repeal the old ordinance and adopt the new ordinance.

[1:05:24 PM](#) Commissioner Hancock asks if this ordinance was sent out to them. Naysha thinks this was sent in a packet may have missed this one. Commissioners have not seen this ordinance may hold off on a decision so they can review.

[1:07:56 PM](#) Chairman Raymond asks if this is to clarify the language in the ordinance. Naysha says yes they did add a quoted section in this ordinance for code. Site statutory authorization basically updated this. Commissioner Hancock asks about the changing in elevations in the county. Naysha says they have three flood zones in the county goes over these. AE zone has a base flood elevation that was determined by FEMA, A zone is approximate no studies done and no base flood level and X zone this falls outside of the flood plain. Goes over maps.

[1:11:48 PM](#) **Robin Dunn is in the room.**

[1:12:03 PM](#) To determine elevation level some use the crest of the road for a benchmark. A lot of the surveyors will use this as their highest grade. Naysha says there is some science that goes into this. Would be easier if FEMA actually came in and did a study and gave us a base flood plain elevation for the county.

[1:13:28 PM](#) Open for public testimony. Dallin Howell 3305 E. Sunnyside Road in Idaho Falls. Dallin likes that they are moving the minimum requirement to one foot. The flood plain is confusing but this is good information to know. No other public to speak. Close the public hearing section.

[1:16:18 PM](#) Chairman Raymond suggests to put this on next meeting so they can review.

[1:16:56 PM](#) **Motion by Chairman Raymond to table the decision on ordinance #2016-3 flood plain for further review. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

- **Second Amended Waterfront Division 1**

[1:17:36 PM](#) Naysha goes over staff report. This is amendment for Waterfront Estates Division1 this is the second amended plat. Proposed amendment is to merge lot one and lot two together making one lot. Naysha goes over the plat. This would consist of lot one and lot two leaving only one lot. Originally was done with a clustering permit and this change will not affect this. Still under the density.

[1:20:37 PM](#) Dallin Howell is the owner explains they are doing this because they want to put the house where the line is. They want one large lot not two smaller lots. Naysha said the clustering is to the right. Chairman Raymond asks what the intent is of the five acres. Dallin says there will be a house, pasture, shop and barn.

[1:22:43 PM](#) **Motion by Commissioner Hancock to accept the second amended Waterfront Division Estates 1. Second by Commissioner Farnsworth. All in favor –aye. Motion passed.**

- **Sign Salvage License**

[1:25:52 PM](#) Naysha has all of these salvage licenses. Did inspections in October did not have any violations. Naysha cannot issue a license the chairman and clerk will need to sign them.

[1:29:33 PM](#) Intermountain Auto Recycling this is located by the Department of Transportation sheds. Discuss things they have improved at this location. When they did this inspection this year they now have an area where they disassemble cars. Have drains in the location to contain any leaks. Their storage of tires and batteries was good. Had all oils labeled. No issues or violations.

[1:31:41 PM](#) **Motion by Commissioner Hancock to sign the salvage license for Intermountain Auto Recycling. Second by Commissioner Farnsworth. All in favor –aye. Motion passed.**

[1:32:11 PM](#) Valley Auto has added some scrap metal. This salvage yard is in an old gravel pit so it is screened. No violations at this location either. Have taken on a few more cars but is a very clean operation. Do have a containment area for fuels that are labeled and dated.

[1:33:40 PM](#) **Motion by Commissioner Farnsworth to sign the salvage license for Valley Auto Salvage. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

[1:33:54 PM](#) Market Lake Salvage this one is easy they do not operate like a regular salvage. They bring in trucks that they salvage for their own personal trucks. Wants to keep the license since they occasionally sale parts. No violations.

[1:34:58 PM](#) **Motion by Commissioner Hancock to sign the salvage license for Market Lake Salvage. Second by Commissioner Farnsworth. All in favor - aye. Motion passed.**

[1:35:19 PM](#) Peterson Boy, LLC this is a new name. They have a large operation are kept in an old gravel pit. Have a lot of cars they are lined up. They salvage parts then the rest is crushed into a square and hauled out by Millcreek Metals. They are more recycling type than actual salvage. No violations.

[1:36:50 PM](#) **Motion by Commissioner Farnsworth grant salvage license to Peterson Boy, LLC. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

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

[1:37:18 PM](#) **Motion by Commissioner Farnsworth to go into executive session 74-206 (A) – Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session at 1:45

[1:45:47 PM](#) Received information on personnel. No action taken, no decisions made.

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

[1:46:05 PM](#) **Motion by Commissioner Hancock to go into executive session 74-206 (B) – Personnel. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:14:32 PM](#) **Open session 2:14**

[2:14:39 PM](#) Discussed personnel issue. No action taken, no decisions made.

Tanis Cherry

- **Resource Officer for the West Side**

[2:16:13 PM](#) Tanis introduces the West Jefferson school board members. Ryan Ashcraft is the Chairman; Dwight Richins is the Superintendent and Burt Allen who is a member of the board. Ryan comes up they have some concern with school safety with all of the tragedies. Concerned about all kinds of safety. Ryan is here to let them know they are concerned. Would like to know from the county side if they can depend on to them to help make their district safer. Ryan says they have spoken with Sheriff Anderson who is aware of their concerns. Since this they have noticed an increased presence of law enforcement in the area. Trying to see if the county has any plans.

[2:19:02 PM](#) **Robin Dunn left the room.**

[2:19:02 PM](#) Dwight Richins says they have concerns. Some school districts have an (RSO) resource officer of some kind. Dwight has spoken to the superintendent of Rigby and was told they pay for their resource officer. They are here looking at some ways to share the cost of a resource officer. Being a small district it would be hard to justify a full time RSO. Their schools are spread out. Have two in Terreton and one in Hamer. Dwight mentions that Sheriff Anderson has been to school board meetings. Are worried about their isolation. Contemplating going to where the faculty would be able to carry concealed weapons. Have talked to legislators and Representative Burtenshaw about ways to help pay for an RSO. State law now is that school districts can decide if they will allow concealed weapons but the State will not remove the liability of the concealed weapon. They are here to bring up their concerns and look for a plan for some help on this.

[2:22:54 PM](#) Chairman Raymond asks about schools two are in Terreton and one in Hamer. Also have a district office that has kids some of the time. Hamer Elementary is 400 yards from the interstate. There are a lot of bad things on the interstate. The schools are right on the main roads and are easy access. Have been taking precautions in the schools with securing their buildings. They are far removed from help and if they want into the school they will get in. Response time is 30 to 40 minutes.

[2:24:59 PM](#) Chairman Raymond asks Sheriff Anderson who has been part of some of these meetings if a part-time RSO would be a possibility. After attending the school board meeting Sheriff Anderson has made an effort for his deputies to go into the schools. Ririe and West J used to share a resource officer. West J has taken steps with cameras and locks. Deputies are not assigned to the school could be a minute to 45 minutes away. Contracts are around \$42,000 for an officer with benefits. Sheriff Anderson is open to work with them.

[2:27:09 PM](#) Chairman Raymond asks how many school buildings have a resource officer in the county. Have two officers for nine buildings. Roberts school is the furthest away. Dwight says maybe they could piggy back with Roberts to make it closer. Chairman Raymond asks the school board about funding.

[2:28:27 PM](#) Ryan says they may have to move toward a supplemental levy. They do have some funds but not enough. Dwight says that is part of the reason they are here to work through the funding issues. Sheriff Anderson says there is one deputy on duty in the west side a day. Are spending around ten hours a day out there. Dwight says they have been good about coming to activities.

[2:32:27 PM](#) Ryan says a presence is helpful works as a type of role model. Chairman Raymond says they share a D.A.R.E. officer. Dusty Johnson was their last RSO. Burt Allen ask about doing paperwork if that could be something they could set-up an area for them to do this at the school Sheriff Anderson explains he may have misspoke they pick up paper work from the Sheriff's Office. Important point is the relationship between students and law enforcement is a positive thing.

[2:34:30 PM](#) Commissioner Hancock asks about funding. Ryan says this is coming up for them in the budget. Are looking at where they can take money from. Dwight says they have to look at a teacher or an RSO. If the county could come up with half of the funding then they could come up with half of the funding. Commissioner Hancock said the \$42,000 would include benefits. RSO work at all games so their contract is usually during the school year. They adjust their schedule to maintain these games, dances and then would take time off when school is closed. Would switch schools every day if they had to split an officer. Dwight said if they do share an officer it would be some give and take to make it work.

[2:39:38 PM](#) Chairman Raymond says he appreciates them bringing this to their attention. Chairman Raymond says they need to decide as a district what funding is available. Would like to cooperate as much as possible. At this time would need to keep this consistent with the other districts. Commissioner Farnsworth says this is a little different since they are so far out. Kindergartner to fourth grade in Hamer is on the interstate. If they choose to do a part-time RSO could find work for the officer the rest of the time. Commissioner Hancock mentions that things are not the same anymore they have to deal with these mass shootings. Commissioner Hancock mentions trying to work on a part-time basis have to work together to protect these children so they are safe.

[2:42:50 PM](#) Dwight says they will go back to the board to see what they can do. Budgets do not coincide, may be off a year. Dwight mentions that studies show in a shooter situation most of these come from within. Resource officers also serve as a support to students coming in with issue they can catch things before by being aware. Dwight thanks commissioners for their time. Sheriff supports this if they can find the resources. Sheriff Anderson mentions with the other school districts it is paid quarterly.

[2:45:42 PM](#) Tanis Cherry says she has spoken to the board of her concerns. Worried that her daughter's kindergarten classroom is three steps from the front door of the elementary school. Feels that having an officer in the schools would help parents feel better about sending their kids to school.

[2:46:31 PM](#) **Robin Dunn is in the room.**

[2:47:33 PM](#) Have a jail inspection questionnaire in front of them from earlier jail inspection. Commissioners have reviewed jail inspection report and sign this.

Public Works – Dave Walrath

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

[2:50:03 PM](#) **Motion by Commissioner Hancock to move into executive session 74-206 (B) – Personnel. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session 3:07

[3:07:48 PM](#) Chairman Raymond says Dave has brought three personnel issues to the commissioners attention. Two were for information purpose with no action taken.

[3:08:28 PM](#) **Motion by Commissioner Farnsworth that comp time be moved up to 80 hours from 40 hours temporarily to help with snow removal. Commissioner Farnsworth amends this to add that the comp time needs to be used within six months at Dave’s discretion. Second by Commissioner Hancock. Roll call. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[3:09:37 PM](#) Recess

Open session at 3:14

Commissioners

- **Great Feeder Canal Discussion**

[3:14:43 PM](#) **Motion by Chairman Raymond to amend the agenda and go into an 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 3:45

[3:45:17 PM](#) Chairman Raymond says they have been discussing legal questions on the Great Feeder Canal. Will be doing more research and have more answers by the January 25 meeting.

[3:46:28 PM](#) **Motion by Commissioner Farnsworth to give the latitude to Commissioner Hancock and Public Works Dave Walrath to meet with the Great Feeder Canal board to discuss costs. Second by Chairman Raymond. All in favor – aye. Motion passed.**

[3:47:29 PM](#) Commissioner Hancock mentions they have received a stamped PE copy of the plans for the bridge. Chairman Raymond says the intent of the commission is to evaluate on January 25. Planning on a public hearing on the bridge January 27 in courtroom 3 at 7:00. Chairman Raymond has other obligations but Commissioner Hancock will chair this meeting. Chairman Raymond says they will be ready to present their decision to the public. Commissioner Farnsworth mentions they are still looking at areas for funding.

- **Approval of West Side Advisory Group**

[3:50:12 PM](#) Commissioner Hancock says he has spoken with Jim Rigby, Kent Hall, Kirk Jacobs to be part of this group. Would like to have a fourth on this advisory group. Asks Chairman Raymond if he has any names for an at large member. Allan Shupe is a name that Chairman Raymond recommends. Robin mentions Gary Skidmore would be good. He is from Terreton.

[3:53:08 PM](#) **Motion by Commissioner Hancock to formally ask Jim Rigby, Kent Hall, Kirk Jacobs, Allan Shupe and Gary Skidmore to be on the West Side Advisory group. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

- **Approve Claims**

[3:54:44 PM](#) Discuss claims. Chairman Raymond asks about an update on the laptop. Colleen believes they updated her new laptop. Go over other claims. Question on Road & Bridge claim. Call Dave. Dave calls back explaining the claim was for a truck that went down and needed repair.

[4:19:11 PM](#) **Motion by Commissioner Farnsworth to approve claims dated 12/22/2015 to 1/8/2016 for \$319,204.90. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Approve Commissioner Meeting Minutes**

[4:00:33 PM](#) Discuss changes.

[4:03:03 PM](#) **Motion by Commissioner Farnsworth to approve Jefferson County Commissioner meeting minutes from December 14, 2015 as amended. Second by Commissioner Hancock. All in favor – aye. Motion passed**

[4:04:44 PM](#) **Motion by Commissioner Hancock to approve Jefferson County Commissioner meeting minutes from December 21, 2015 as amended. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

- **Sign Certificates of Residency**

[4:05:11 PM](#) **Motion by Commissioner Hancock to approve certificates of residency for College of Southern Idaho for Nicole Albertson, Jennifer Alvarez, DuWayne Brown, Madison Brown, Shakalah-le Brown, Payden Burrow, Makade Christensen, Savanna Gamett, Josh Gardner, Douglas Hardin, Kaitlyn Hayes, Zachary Hendricks, Kristy Johnson, Sharon Keate, Emma Kisner, Emily Libka, Madison Lear, Scott Schley, Devanie Teeter, Audrey Ullrich and Morgan Webster. Second**

by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[4:07:45 PM](#) Motion by Commissioner Farnsworth to approve certificates of residency for College of Western Idaho for Josh Gardner. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **Probation Rent**

[4:11:58 PM](#) Commissioner Hancock asks if they know any more on the increased rent for the Probation building. Robin says they were trying to start this in September. Would want them to give them time. Commissioner Farnsworth said they never came before the board. Robin said they did speak with him but he cannot make any decisions. Will have Robin and Commissioner Hancock go and visit with the owners may need them to come before the board.

- **Employee Recognition**

[4:15:10 PM](#) Chairman Raymond explains they have done this already but Marla was not here due to an emergency. Reads the recognition for Marla Hurst. Marla Hurst from the Clerk's office has been with the county for 20 years. Marla is very dependable. She learns quickly, knows everything, and keeps the office informed, not only on policies, but the happenings across the county. It seems she knows everybody. Her co-workers appreciate her hard work and willingness to pitch in wherever needed. On top of all that, she is very fun to work with! Marla's name is on plaque on the hall. Has a certificate and will take a photo with the commissioners.

[4:17:57 PM](#) Robin Dunn left the room.

- **Resolution #2016-8 – PILT authorization with DOE**

[4:20:07 PM](#) Rebecca explains they needed a resolution authorizing the MOU between United States Department of Energy and Jefferson County.

[4:20:38 PM](#) Motion by Commissioner Hancock to accept resolution #2016-8. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **Resolution #2016-11 – Destruction of Records**

[4:21:22 PM](#) Colleen has payroll records from 2010 and termination records from 2010 that can be destroyed. Chairman Raymond reads the resolution.

[4:23:04 PM](#) Motion by Commissioner Farnsworth to authorize resolution #2016-11 the destruction of 2010 payroll and termination records. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **Blood Drive**

[4:23:28 PM](#) Colleen says this date has changed the blood drive will be held February 10 in the courthouse. Can sign up online if you wish to donate. They will be here from 8:30 to 3:00.

- **Approve Holiday Observances for 2016**

[4:24:48 PM](#) Goes over holiday observances. Discuss Christmas Eve falls on Saturday question if the employees will get off early on Friday. If a holiday falls on Saturday it would be Friday. If holiday falls on Sunday it would be Monday. Go over Christmas Eve decide to not offer an early off day on Friday since it is not Christmas Eve.

- **AmeriPride Contract**

[4:29:40 PM](#) Rebecca has copy of the minutes for when this contract was approved. Just need a copy signed.

- **Excess Loss Contract – Appendix A**

[4:30:27 PM](#) Rebecca has the appendix A for the Blue Cross excess loss contract. Colleen brings in last year's appendix A to confirm it is the same as the previous year.

[4:42:39 PM](#) Motion by Commissioner Farnsworth to approve the excess lost contract appendix A with Blue Cross. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[4:34:59 PM](#) Commissioner Hancock goes over the "In God We Trust" lettering the commissioners ordered is ready.

- **Travel Expense Policy**

[4:35:23 PM](#) Rebecca says the only big change is the daily phone call. Also added a per-diem on special circumstances to accommodate the fair. Chairman Raymond asks for comments. On current policies will scan a copy of a signed copy and email this to employees.

[4:39:37 PM](#) Motion by Commissioner Hancock to accept the Travel and Meal Expense Policy amended January 11, 2016. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.

- **Standard Operating Procedures**

[4:43:45 PM](#) Rebecca asks opinion on the most efficient way to organize these Standard Operating Procedures (SOP). Commissioner Hancock said previously would have the SOP's separate from the employee's handbook. Rebecca says the SOP would be determined by the department head in the area that is specific to their job. Rebecca mentions that Patricia Scott has agreed to go over these.

Attorney – Robin Dunn

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

[4:55:16 PM](#) Robin does not have anything.

[4:55:44 PM](#) **Motion by Commissioner Hancock to adjourn 4:55. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

Chairman of the Board

Clerk of the Board

County Clerk