

**Jefferson County Commissioner Meeting Minutes
December 12, 2016**

Meeting called to order at 9:00. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, Deputy Attorney Weston Davis, Fred Martinez, HR/Commissioner Assistant/Emergency Management/Park & Recreation Rebecca Squires, Sheriff Steve Anderson, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Sheriff Anderson. Prayer offered by Rebecca Squires.

IDAHO REPRESENTATIVE 35B - KAREY HANKS

• **MEET AND GREET**

[9:03:30 AM](#) Karey Hanks newly elected Idaho Representative. She goes over that she is here basically to see what the needs are in the county and if anything needs taken to the legislature. Wants to make our area the best that they can. Chairman Raymond asked if her contact information is on the state website. Karey said it is and wants them to know that they can contact her at any time with issues. Chairman Raymond said bills that go through the legislature will come through the Idaho Association of Counties. Anything that does not would be unique to Jefferson County.

[9:06:07 AM](#) Commissioner Farnsworth brings up the funding for Eastern Idaho Public Health. Karey said she attended a meeting where they discussed this and funding is always an issue. Commissioner Farnsworth said it has worked out well but two districts are wanting more and that would create financial harm to the other districts. Karey said this was discussed some in a meeting in Idaho Falls.

[9:07:49 AM](#) Commissioner Hancock brings up the Public Defenders and the restraints they are putting on counties financially. This is something that is very costly. Caution her that on the state level they will have to spend some money. Karey said her main idea is to not raise taxes. She just feels if they have to spend money they need to find other areas to cut just like a family budget would have to do. She will see how this works. Realizes that the funding formula has changed for Public Defender. Commissioner Hancock said they received \$25,000 and if they work with another county they can get another \$25,000. Chairman Raymond said a change may be that they can no longer contract with Public Defenders on some of these legal issues. Chairman Raymond said this was changed due to a potential lawsuit. Are always concerned about unfunded mandates.

[9:11:44 AM](#) Karey has JoAn Wood available with her today. JoAn said a background on Karey is that she was a school bus driver also drives trucks for the farm her and her husband run. Has been interested in political ideas. Have spoken with Karey for years about concerns and was pleased when she had taken the time to run and be elected to represent our county.

[9:13:04 AM](#) Rebecca brings up the BLM is revising a management plan on the sage grouse. Jefferson County is a cooperating agency and believes the State of Idaho is also involved. Have released the first steps restricting mining activities that did affect some areas. Chairman Raymond said the state had previously filed a lawsuit. Last Thursday they had a hearing but this hearing was postponed indefinitely. Do not know what that means for Idaho. No reason given and leaves everyone hanging on the next steps. Had met with the district manager last week and voiced some concern. Was promised if Tim Murphy is the director of the State BLM that they were fine. This is something they need to be aware of. Hopeful with the new interior will look at the western way of life.

[9:15:22 AM](#) Karey said she attended an American Lands Counsel meeting down in Utah. This went over the way to take control of the lands. They control fifty percent of the land which is too much. If the BLM has control of what the land can be used for it restricts a lot of things. The federal government can also sell off land and then they would have to go to Washington to do anything about it. Butte is around eighty percent. Custer is around ninety percent. Cannot develop anything in these areas. Karey is on the Agriculture Committee, Judiciary Rules and Administration and Health & Welfare committee.

[9:17:33 AM](#) Chairman Raymond goes over another issue that involves the Sheriff. When they have an inmate that needs medical treatment this comes out of the Sheriff's budget. They cannot shift this to Indigent. Anything that becomes catastrophic becomes catastrophic. Commissioner Hancock said they have an Indigent program that has a cap of \$11,000 and then the state picks up the catastrophic but inmates do not qualify.

[9:19:27 AM](#) Sheriff Anderson said the original county who arrested the inmate is responsible for the medical. But if an inmate is arrested in Jefferson County they are responsible for this. Is easy to reach \$200,000. Karey said she is meeting with Lenn Humphrey's later in the day and will bring this up. Karey really appreciates the constituents that have given her a chance. JoAn has been her go to during this process. Thanks the commissioners for their time and information. Commissioners request a photo.

SHERIFF'S OFFICE – MIKE MILLER

• **PAGING DEMONSTRATION**

[9:23:30 AM](#) Mike wants to come in and talk about the phones. Had an option to page around the office area to help find someone easier. Recently had to do some adjustments so they added this option on the phones in the courthouse. Dialing *2071 allows them to

page around the courthouse. Inadvertently had dispatch page the entire building and the courts were not happy. So dialing *2072 pages all of the courthouse except the courts. If they had an emergency in here they could page someone for help with this option.

- **EMERGENCY GENERATOR**

[9:26:11 AM](#) Mike said they do have an emergency generator that will run some of the building. Were out of power for three to four hours. Awhile back had looked into adding some more places of the building to the generator. This generator is extremely fuel efficient. Was told this is already at the max capacity. The other night noticed that the radio room that runs the equipment the equipment is running but the lights do not come on. The control in his office does not power to any lights nor does the restrooms. The conference room next to the Sheriff has no power. Mike said the training room has lights not sure about the outlets. Mike said as the 911 Coordinator brings up the new building will need some items on the conference room. Would suggest getting another generator to run the communications on the Sheriff's end. Could possibly pay for this from 911 funds. May ask a consultant on what this would take. If the power would have gone out had to run extension cords.

[9:30:40 AM](#) Commissioner Hancock thinks hiring a consultant would be a good idea so that they can give us a better idea on what the generator can handle. Then they would know what size of generator to add to. Commissioner Hancock thinks they would need an electrical engineer. Mike said that Arco Electrical wired the building.

[9:32:52 AM](#) Commissioner Farnsworth thinks that would be a good thing to look into. Rebecca said the EMPG grant can pay for half of a consultant. Naysha mentions on generators may look at moving this the exhaust comes right into the side of the building. Commissioner Hancock said the stack is lower than the building. Mike said this is just a concern. Commissioner Farnsworth said this is something they need to look into.

ROCKY MOUNTAIN POWER – TIM SOLOMON

- **GENERAL UPDATE**

[9:37:05 AM](#) Tim appreciates the time today. Wanted to visit about a few things. On the outage wants to say what a pleasure it is to work with Rebecca during these issues. She was on the ball getting in touch with him and getting out accurate information. Appreciates working with Jefferson County on these issues. Asks for any questions on the outage. Tim said they were down one circuit due to the loss of a transformer. Did have one large customer down till around 4:30 that morning. They try to balance the load and get it off the circuit. When they fire on the substations they have to do this one at a time. It was hard with the cold load to bring this back up. Had one that had frozen open with condensation. Wants everyone to know that they get to the issue as soon as possible and get this back on as soon as possible.

[9:40:44 AM](#) On another note the anticipated Westwood substation will be built out on County Line. The loads are growing and this will be a big substation to help balance the loads. Made the request for a conditional use permit. Have a large project that needs to be serviced. They will do the new substation work and that will eliminate the Ririe substation. This will help balance across the system.

[9:42:24 AM](#) Commissioners said that Rebecca had put out the notification once she spoke with Tim. Rebecca said that Rocky Mountain Power is wonderful to work with. Cooperating with the company has been great. This gives them options as a county on what they need to do. This provides them good information to give to the public. Tim said the LDS church has a radio system. Been working with them to try and help alleviate the rumors that come out. It is difficult to relay accurate information. Goes over the communication in the county. Mike Miller mentions he was on top of the Menan Butte watching the power come back on. It was very neat to watch. Commissioners thank Tim for his time.

[9:48:08 AM](#) Recess until 10:00

Open session 10:00

SHERIFF STEVE ANDERSON

- **GARBAGE SERVICES**

[10:00:12 AM](#) Sheriff Anderson said he is here to discuss on the garbage they split the bill with this side of the building. Sheriff Anderson said with the increase in inmates they are getting too full. Will need to add some more cans or pickup days through the city. Needs to have the Commissioners' approval to move forward with getting additional information on this. Commissioners do not have any issues with this.

- **CAPITAL OTHER**

[10:01:56 AM](#) Sheriff Anderson said this was figured out this last week. In the last week's claim they had taken uniforms out of capital other. They do spend more on the jackets but they have a warranty and is a local company. Commissioner Hancock said that clothing should not be in capital. Sheriff Anderson said they could argue this since this is returned and could last four years but will put this into the uniform line. Commissioner Farnsworth said capital other can buy firearms which are returned to the county and the coats are as well. Commissioner Hancock asked if Klim are the jackets they are now buying. Sheriff Anderson said they are moving toward

these and the company is using them on their brochures. Commissioner Farnsworth said Mike Miller said they were lightweight, warm and comfortable. Sheriff Anderson said they are using a local business and it will save money in the long run.

SHERIFF'S OFFICE – LYNN PARKER

- **VESSEL/WATERWAYS FUND REPORT**

[10:04:18 AM](#) Captain Lynn Parker said they are required annually to do the vessel funds report. Colleen has prepared the dollar amounts of \$12,066.33. Colleen provides the documentation on where she got the numbers. Captain Parker said they are in great need to update their rescue boat. Commissioner Hancock asked if they are replacing or using both. Captain Parker said they could consider replacing or using the additional boat. Chairman Raymond said this money is available but has this been budgeted for. Colleen said this was not budgeted for but they do have the waterways fund that shows what is spent. Colleen said they have \$5,000 budgeted in miscellaneous.

[10:08:52 AM](#) Commissioner Hancock said the funds if not spent need to be moved each year like a savings account. Goes over the way to save funds for the boat in a capital account. Captain Parker said if they do not accept this the state will take the funds back. Chairman Raymond said that they would obtain the funds from the state but they do not necessarily have to spend the money. Captain Parker thinks they have up to three years to spend these funds. Commissioner Hancock said they do not put the funds into the budget until they want to spend otherwise it inflates the budget.

[10:11:37 AM](#) Chairman Raymond said they need to secure the funds. What they do with those funds is something they may need to look at later in the year. Do they pigeon hole this and wait for grants to have enough to buy a boat. Then they could possibly open the budget toward the end of the year if they have additional grant money to purchase a boat.

[10:12:26 AM](#) **Motion by Commissioner Hancock to accept the \$12,066.33 to put in the vessel and waterways fund for the Sheriff. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[10:16:36 AM](#) Recess

Open session 10:18

PUBLIC DEFENDER – SEAN BARTHOLICK

- **REPORT**

[10:19:32 AM](#) Sean Bartholick is here to go over the last year reports. Have zero in expenditures for discovery witnesses the state covers a lot of these expenditures. In total last year from October 2015 through September 2016 he was assigned 333 cases. Are in compliance with the standards with the Public Defense Commission. This is all felonies, misdemeanors, guardianships, extradition matters and juveniles. He covers a wide variety of cases. Total for the year it was \$85,897. Per case this averages around \$257.00 between all cases. Many of the felony cases they do obtain reimbursements if issued from the Judge. Getting reimbursements is on a case-by-case basis and these come in with their Probation funds over years. Try to meet individuals who are in custody within twenty-four hours. Time spent seeing people in jail plus the additional time spent in child and juvenile cases.

[10:24:39 AM](#) Commissioner Hancock asked if this amount covers the conflict counsel. Sean said this amount is only what has been paid to him. The conflict is not added into this amount. Sean said when looking at the number this is not pure salary this is used to run the entire office. Commissioner Farnsworth said they are a small county. Sean said they are a small county with a large case load. Sean goes over may look at having the Public Defender be a full-time position as the county moves forward. He feels with the amount of work he has within the county they would be better served with a full-time employee. Commissioner Hancock said it's not always conflict when they have other attorneys. Sean said conflicts can include a multi defendant cases or not enough time. Have had some sex offense cases and during those times he has sent work out because of caseload management. Has to provide the time that is appropriate to devote to every case.

[10:28:37 AM](#) Chairman Raymond said the dollars that are reimbursed go into the general fund but is there a way to track this. Colleen said they would have to do a trust to track easily but could possibly do a manual search. Sean said this is lumped together into Probation fees and is not line itemed when they pay court fees.

- **OFFICE SPACE**

[10:31:22 AM](#) Commissioner Hancock goes over in establishing an office may work with Clark County. If they work together and establish an office could obtain another \$25,000. Sean does not know who the Public Defender is in Clark County. Sean said the court calendars would have to be set to work this out. That is another benefit of a full-time is they do not have to worry about being in both courtrooms. Have to work to not double book court days. Not sure they can share the case load but they would share the office space. Rebecca thinks that is why they should partner is to share the caseload. Chairman Raymond said this will likely happen in the next year but will need to verify more information on it.

[10:36:10 AM](#) Rebecca said this is something she can discuss so Sean can get back to court. Rebecca said her and Sean had done a walkthrough of the Commissioners' office. All he needs is a quiet space to meet. Rebecca said they could do some shuffling in the room. Commissioner Farnsworth would rather have him use the break room and not take over their office. Commissioner Hancock agrees. Commissioner Farnsworth does not believe this would be used that much. Rebecca said the Commissioner office had been suggested that is why she showed him. Rebecca said a table is fine if that is what the board decided. Commissioner Farnsworth said if a meeting is in process then the room is not available. Commissioner Farnsworth believes that would work for now and would let everyone know that this is going to be used by the Public Defender.

[10:39:52 AM](#) Colleen said if this becomes a full-time employee they may need to have a reception area and office in the new building.

[10:40:45 AM](#) Weston believes they will be looking at privacy but as a short time fix this may work. Feels the request in the future would be similar to the Prosecutor Office but not as large of a scale. Rebecca said while she was in the Commissioner office they have an accumulation of stuff. Wonders if any of that stuff would like to be donated and used at the luncheon tomorrow. Commissioner Farnsworth thinks they need to get in there and clean out things they do not need. Rebecca will make some signs and notify employees of the use of the breakroom.

SOCIAL SERVICES – GAIL ROBBINS

- **EXECUTIVE SESSION 31-874 & 74-206(D) – RECORDS EXEMPT FROM DISCLOSURE**

[10:46:28 AM](#) Motion by Chairman Raymond to go into executive session 31-874 & 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.

Open session 11:04

[11:04:13 AM](#) Motion by Commissioner Hancock to go ahead and deny on lack of cooperation cases #2017-06, 07, 04 and 08. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[11:07:29 AM](#) Motion by Commissioner Farnsworth to release the lien on case #2012-37 and #2013-4 pending pay off. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[11:09:37 AM](#) Chairman Raymond said they are signing liens as well as denials.

[11:10:13 AM](#) Recess until 1:00

Open session 1:00

INSURANCE – CARLOS APONTE

- **REPORTS**

[1:01:02 PM](#) Carlos is here with some reports. Here to give them an update. Still running really well. First page goes over they are at a 61% loss ration last year were at 65%. Large claim report still does not have anything major. Medical has gone down since 2011 but the RX was tipping up but is now starting to decrease. Large claim report does not see anything crazy. Does bring up one that may be a concern. Overall the large claims are good. Carlos wanted to bring up that Blue Cross has had a news report. On the individual plans for 2017 they are changing with the exchanges on the individual market. Individual policies are different than group policies which is what the county has. The individual plans are going to exclude EIRMC in the preferred network. Feels the news is not explaining the difference between group and individual policies.

[1:05:46 PM](#) Commissioner Hancock asked about the Teladoc. Carlos said he will get a report on this at the end of the month. Commissioner Hancock goes over a good experience with Teladoc his wife had. Carlos said the top of mind awareness is a big key. Doing a big push every few months is recommended. Will have the end of the year report for them in January and will know more on the utilization of Teladoc. Commissioner Hancock said they need to realize with health care increasing for us to maintain the same rates for three years is fantastic. Have spoken with other counties and they have seen unreal amounts. Feels they are seeing the results in the claims. Carlos said the employees are doing their best and they understand this.

[1:12:46 PM](#) Rebecca mentions already this year a \$25 incentive prize was approved by the board and never offered on Teladoc. May do a drawing at the recognition lunch tomorrow for those who have registered with Teladoc. Could put in a drawing and proceed with a gift basket from the Carmel Tree. This will be if the employee has enrolled in this program.

PLANNING & ZONING – NAYSHA FOSTER

- **SALVAGE LICENSE**

[1:13:45 PM](#) Naysha is here for Planning & Zoning. Naysha said that she can read all of the reports on these licenses or she can just go over the details. None of them had any violations.

[1:14:17 PM](#) Chairman Raymond goes over the licenses first they have Intermountain Auto Recycling. Naysha said they have no violations. Chairman Raymond said next is Market Lake Salvage. Naysha said this is owned by Rhodehouse Construction they are not selling parts. They use these parts for their construction vehicles. Chairman Raymond said next is Peterson Boy, LLC. Naysha said the activity is low they haven't been collecting vehicles but still selling parts from vehicles they have. Chairman Raymond said that last is Valley Auto Salvage. Naysha said they also have low activity but want to keep the license no violations.

[1:15:44 PM](#) **Motion by Commissioner Hancock to approve salvage licenses for Intermountain Auto Recycling, Market Lake Salvage, Peterson Boy, LLC and Valley Auto Salvage. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

- **WRITTEN DECISION – ISLAND PARK DIVISION #2 & YOUNGSTROM ZONE CHANGE**

[1:16:53 PM](#) Naysha also has the written decisions that need to be adopted. For the Youngstrom zone change that was denied and Island Park Division #2 that was approved with conditions. This written decision covers when this was published, posted in the courthouse, notified individuals in the area. Commissioners will review these written decisions.

[1:22:27 PM](#) **Motion by Commissioner Hancock go ahead and approve the written decision on Island Park Division #2 property located at 4535 E 300 N in Rigby, Idaho . Will also approve the written decision on the Youngstrom zone change for property located at 678 N 4212 E Rigby, Idaho. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

ASSESSOR – CODY TAYLOR

- **EXECUTIVE SESSION 74-206 (B) – PERSONNEL**

[1:24:41 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.**

Open session 1:34

[1:34:22 PM](#) **Motion by Commissioner Farnsworth on the topic of an employee donating PTO to another employee they will allow up to 100 hours donated to the employee that has been discussed. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[1:36:19 PM](#) Recess

[1:40:19 PM](#) **Weston Davis left room**

Open session 1:45

IT – GARN HERRICK

- **CABLE ONE INTERNET FOR PROSECUTOR OFFICE**

[1:45:38 PM](#) Garn has the new internet ready for the Prosecutor Office. This will be \$71.25 a month from Cable One. This is a one year term and then will move month to month so when the new building is done they can switch over to fiber.

[1:46:28 PM](#) **Motion by Commissioner Hancock to accept the contract with Cable One for the Prosecutor Office for \$71.25 a month. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[1:48:50 PM](#) Garn said they are getting everything ready for the big move. Have Twisted Technology coming in next week to do the wiring. Have computers ordered. Have the copier waiting to move in. Will be getting the new office ready.

[1:50:28 PM](#) **Weston Davis is in room**

HUMAN RESOURCES – REBECCA SQUIRES

- **EXECUTIVE SESSION 74-206 (B) – PERSONNEL**

[1:50:38 PM](#) **Motion by Commissioner Farnsworth to move up the executive session in the 2:00 block to the 1:00 block. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[1:51:43 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.**

Open session 2:09

[2:09:56 PM](#) Chairman Raymond suggests they go back to the original 2:00 block may look at this executive session again after the Public Works Administrator.

PUBLIC WORKS – DAVE WALRATH

[2:12:32 PM](#) Dave discusses some of the issues with State and Federal Highways with the loss of chips on the roads.

- **LANDFILL CLOSURE**

[2:13:06 PM](#) Dave goes over they would like to close early on Christmas Eve. Would like to close Circular Butte at 2 pm and County Line at 1 pm.

[2:13:38 PM](#) **Motion by Commissioner Hancock to approve the closure of the County Line landfill at 1 pm and Circular Butte at 2 pm on Christmas Eve. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

[2:15:10 PM](#) Dave will get this online, on the Facebook page, will publish in the paper and will have signs at the landfills.

- **RIGHT-OF-WAY EDUCATION**

[2:14:51 PM](#) Rebecca said she added this because of the discussion from Commissioner Farnsworth in a previous meeting. Have met with Dave on some ideas to alleviate some of the issues in the right-of-way. Chairman Raymond suggests to publish at least the county policy once in the paper. Dave has the snow removal policy that also talks about obstructions. Mailboxes, landscaping and pushing snow into the road are a large concern. Commissioner Farnsworth said putting this in the paper would be good and maybe guys driving around could write down addresses of offenders and get them a personal letter. Dave thinks this will be an ongoing public relations deal. The right-of-way is for trucks and equipment. If homeowner's can move the mailboxes they would help with gravel for this. If they could get the mail delivers off the road it would alleviate a hazard. Dave had spoken with Bingham County Code Enforcer who is a retired law enforcement officer. Most of what he does is public relations. Thinks this may be the case here as well.

[2:19:58 PM](#) Rebecca said they can purchase ads through Facebook to target a specific area. She will look into this.

[2:21:38 PM](#) Commissioners discuss that education is needed. Dave said if they notice where ponding water is in roads they get a pot hole eventually in that area. Then when it freezes it busts the road up. With the paver they will be reestablishing the crown on a lot of these roads for drainage.

[2:23:00 PM](#) Chairman Raymond thinks it would be wise to have Rebecca get an ad to advise individuals on the policy. Dave said the most important one would be the snow policy at this time. Everyone thinks this is critical. Mitch said he would also participate since they run into the same issues when they cut and spray weeds.

- **HAZARDOUS HOUSEHOLD WASTE DISPOSAL**

[2:25:13 PM](#) Dave said back in August or September they had hazardous household waste disposal days at both landfills. Got more at the County Line event here in Rigby than out at Circular Butte. Have been storing most of this. Did take some of the pesticides to the Department of Ag. Took an inventory of what they had ended up with have a lot of pesticides, oil and paint. Need to have a private contractor come and haul this on state and federal highways. Budgeted \$10,000 for this but the cost is going to be \$13,893.

[2:27:39 PM](#) Commissioner Hancock goes over companies they used at the site. Dave said if they look at the price estimate depending on what the weight stream this will go to incineration or to a bulk storage in an old missile silo. Commissioner Hancock said a lot of the cost is the transportation they would always wait for a full load. Dave thinks next year could piggy back off of Bonneville County because they do five each year. They had missed the Bonneville County opportunity so they moved to working with Bingham County. Next year should get a better price because they will partner with another county. Could deposit this in our landfill but what risk are they taking on doing that. If they get a contamination they would be liable. Chairman Raymond asked if they could hold this until next year. Dave said a representative from DEQ said they are sticking their neck out on the line if they are not licensed to handle hazardous household waste.

[2:31:43 PM](#) Commissioner Hancock asked about volume. Dave said it shows this on page five. Dave suggests to go ahead and do this even though they will be over budget. Dave said the big thing you get is oil and latex paint. Commissioner Hancock said they have a burner to use the oils in their shop. Dave said kind of like to know where this comes from because notoriously it is dirty.

[2:34:48 PM](#) **Motion by Chairman Raymond to move to authorize the Public Works Administrator to spend \$13,893 for the removal of hazardous household waste. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:39:29 PM](#) Recess

Open session 2:47

HUMAN RESOURCES – REBECCA SQUIRES

- **EXECUTIVE SESSION 74-206 (B) – PERSONNEL**

[2:48:22 PM](#) Chairman Raymond said they will move toward the executive session. Weston said they had discussed this earlier and now need to decide if they want to proceed with the evaluations of the department heads.

[2:48:58 PM](#) Commissioner Hancock goes over that ICRMP has had some issues with evaluations. Biggest issues are with numerical scoring. When they are grading high then letting someone go they run into some issues. Chairman Raymond said they should stay consistent. Commissioner Hancock said the handbook states they may have evaluations in March and April. Commissioner Farnsworth thinks the Commissioners should decide to do these and he feels they should be done in March and April when this is beneficial before the budget process. Commissioner Hancock said he is looking at both aspects of this.

[2:51:26 PM](#) Chairman Raymond said the reason they are having this is because more than one department head has requested an evaluation before the Commissioners. Have a Human Resource Director trying to do her job. She did notify the Commissioners and department heads about having the evaluation. Chairman Raymond feels they should hold these today for those who have wanted one since they specifically requested one.

[2:53:06 PM](#) Commissioner Hancock is neutral he sees both sides not sure which is the right way to approach this. Does not feel there will be any benefit because this evaluation will not be a change in step or grade. Chairman Raymond said where they have received a request he feels this should be honored. Commissioner Farnsworth feels they are not going to benefit any from having these evaluations today this should have been brought in before the budget process.

[2:54:31 PM](#) Rebecca comments there is no material benefit it this would be a benefit from an employee to know if the course they are on is good or if they need to change some of their job performances. None of the employees involved are looking for a grade or step change. Commissioner Hancock goes over some of the topics that ICRMP discussed about issuing good evaluations and then turn around and fire the individual. Everything needs to be documented. Chairman Raymond was not involved in the last training so he does not know what was discussed. Previously the thing that was discussed was to be consistent. Tammy goes over that as an employee she should have the availability to have an evaluation since she is supposed to do them for her staff each year. Commissioner Farnsworth said in the four years he has been here they have never done an evaluation. Is unsure why this would need to be done after the budget is set.

[2:58:23 PM](#) Commissioner Hancock likes to do feedback sessions. If they could do quarterly feedback sessions. He feels this is so much better. Remembers he had an issue with a contract at his previous job right before an evaluation so that is the one thing that was remembered and listed on the evaluation. Tammy feels if they are required to give them to employees they should be given one as well.

[3:00:41 PM](#) Rebecca said as a point of clarification the form across the county that is used was obtained at an ICRMP training. This does not have a rating system. This has an employee section that lists what they have accomplished and what they would like to accomplish in the future year. This form was received within the last year.

[3:01:39 PM](#) **Motion by Chairman Raymond to go into executive session 74-206 (B) – Personnel. Second by Commissioner Hancock.** Discussion on benefits of these evaluations. Would be able to allow the employees to share their thoughts. Commissioner Hancock said this will only be feedback. Commissioner Hancock would like to see quarterly feedback from the department heads. Naysha said quarterly some department heads come in with reports but she thought that was the point of the staff meetings. Commissioners mention these would be in executive session. Tammy said she likes input on what she is doing well for the county so they are moving in the right direction because how else do they know. She does not feel it is a waste of her time. Weston said from the policy they are not saying this shouldn't happen just looking at the timing these should be taking place. The policy states in March or April. Commissioner Farnsworth just wonders why after the end of the year when they can't change the budget these would be requested. Chairman Raymond said they could look at this like a quarterly report. **Chairman Raymond said the motion on the floor is if they want to go into an executive session personnel. Roll call taken. Commissioner Farnsworth – nay, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session 4:39

COMMISSIONERS

• PERSONNEL POLICY

[4:39:43 PM](#) Rebecca said when working on this last meeting she took another look and has reworded this again. Has the original wording that was approved last meeting or the alternative that is provided.

[4:40:44 PM](#) **Motion by Commissioner Hancock to approve the new wording in the Personnel Policy. Second by Commissioner Farnsworth. Commissioner Hancock reads into the record the change. Chairman Raymond said this will be a management problem no matter what is done. All in favor – aye. Motion passed.**

• JUDICIAL ORDER 2013-14-8

[4:41:55 PM](#) Rebecca said this judicial order from 2013 states within any courthouse in District 7 that weapons, explosive devices cannot be brought in unless they are law enforcement or selected key individuals. Rebecca said this order is posted in the case in the hallway but is no longer at the entrance doors wonders if the board would like this at the doors. There is a prohibition on having weapons in the courthouse. Weston reads from administrative order issued by Judge Shindurling issued August 14, 2013. Ordered that

all persons entering courthouses in the Seventh Judicial District in the State of Idaho except peace officers, court security officers, prosecutors and staff, sworn officials and persons authorized to carry weapons pursuant to Idaho Code. Persons authorized to secure public buildings in the State of Idaho are prohibited to carry or have readily available to them in any such courthouse or annex building of the Seventh Judicial District. No firearms, dangerous weapons or explosive devices without prior written approval from a Judge. Chairman Raymond asks if the law passed in the last legislative session supersedes this. Suggests they may need to table this until they have further guidance from counsel. Chairman Raymond would like to know what the administrative order says on where this should be located. Weston said this can be posted anywhere. They could do a large posting and have this administrative order posted in a conspicuous spaces. Would suggest to put this at the entrances of the courthouse and possibly the courtrooms.

[4:47:26 PM](#) **Motion by Chairman Raymond to notice the Administrative Order at all of the courthouse entrances. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

- **PROJECT MANAGER**

[4:48:17 PM](#) Chairman Raymond said they had received a bid in the previous meeting. Commissioner Hancock would like to speak with the architect again to see what they would offer as far as a project manager. Commissioner Farnsworth likes that they would have their best interest on this. Chairman Raymond said they do have a meeting with the architect on December 15 could bring this up then and go from there.

[4:49:43 PM](#) **Motion by Commissioner Hancock to table the project manager until after Thursday. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

- **NEW BUILDING UPDATE**

[4:50:21 PM](#) Chairman Raymond asks if there is anything else on this issue. Rebecca has been in communication with Mr. Neilson. Everyone but the Prosecutor Office has responded with some information. Talked with Karol Drake and some of the Judges are concerned so two Judges will be in attendance in the meeting on Thursday.

- **WESTLAW CONTRACT**

[4:52:27 PM](#) Colleen provides the Westlaw contract. Commissioner Hancock said this sounds like it could be to our advantage. Weston said this is a research tool and is something that is preferred in the West but is not how it got its name. This is a research engine to look up statutes around the nation. Provides law review articles as well as board of tax appeal information. This is a large library of information and allows them to search nationwide. Weston thinks there are other tools available he personally has used Westlaw since law school. This tool helps them understand what the most current case law is. Historically Seventh Judicial District has provided Westlaw to the practitioners. Weston said personally he wouldn't practice without it. Chairman Raymond said serving on the Magistrate Commission the last six years this is the most used and are encouraged to have this on hand. Commissioner Hancock asked about cost knows Burt went into great detail. Chairman Raymond said would be \$134. Commissioner Hancock said it's on a year and cost would be \$134.27 a year.

[4:56:32 PM](#) **Motion by Commissioner Hancock to accept the proposed Westlaw contract to expand content and increased dollar amount of FY 17 for Prosecutor/Public Defender. Westlaw was approved; and Bonneville County is authorized to sign the district-wide contract on behalf of Jefferson County. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[4:57:51 PM](#) Chairman Raymond said they are approving expenditures on a budget that has been split. This will be a benefit to the new Prosecutor.

- **SIGN CERTIFICATES OF RESIDENCY**

[4:59:17 PM](#) **Motion by Commissioner Farnsworth to approve certificates of residency from the College of Southern Idaho for Samantha Kofed, Estefany Murillo and Brock Saxton . Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[4:59:39 PM](#) **Motion by Commissioner Hancock to approve certificates of residency from the College of Western Idaho for Daltin Woods. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **RESOLUTION #2017-4 – DESTRUCTION OF PROPERTY**

[5:00:16 PM](#) Chairman Raymond reads resolution #2017-4 “ At a meeting of the board of Jefferson County Commissioners, State of Idaho, on the 12th day of December, 2016, the following was adopted to wit. Whereas, the below listed property owned by Jefferson County is no longer in working condition; Be it therefore resolved that the Board of Jefferson County Commissioners hereby authorizes the destruction of the below listed property in accordance with County policy. HP Laserjet5 1300 Printer county tag #03445, IBM Wheelwriter 6 typewriter county tag #03161 and IBM Wheelwriter 6 typewriter county tag #06162. Approved and adopted this 12th day of December, 2016.

5:01:39 PM Motion by Commissioner Farnsworth to approve resolution #2017-4 for the destruction of property in the Clerk's office. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **LIQUOR LICENSE**

5:02:24 PM Chairman Raymond said they have an alcoholic beverage license for Me N Stan's.

5:02:45 PM Motion by Commissioner Farnsworth to approve the alcoholic license for Me N Stan's. Second by Commissioner Hancock. All in favor – aye. Motion passed.

- **ANIMAL DAMAGE CONTROL**

5:03:39 PM Colleen said Chairman Raymond contacted her on this and she has the letter that requested funds for animal control. They budgeted \$3,500 for animal damage control. Chairman Raymond asked if there is any question on what they cover. Coyotes, pigeon, starlings and feral dogs. Did have a discussion on this during the budget process. This is a formal request from State Animal Control Board.

5:04:47 PM Motion by Chairman Raymond to approve the request for \$3,500 for animal control. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **PROJECT MANAGER**

5:06:31 PM Rebecca said the gentleman is the individual who had the bid for the project manager. Commissioners decide to go back to the Project Manager since the individual who bid is here in attendance. John Schmidt with South Fork Consulting. Commissioner Hancock said he had read through this the rate is \$130 an hour. Anticipated what the costs would be over the entire project. John said they have other projects they are working on. This job would not be a full-time position. This would be twenty-five to thirty hours and looking at around an eighteen month period. Two million is not a huge project but they usually run in the ten percent range for fees. Chairman Raymond said these numbers are all preliminary. John really just came in to observe today. Have been managing projects for thirty years. Usually run and manage multiple projects within the organization. Commissioner Hancock asks the scope they cover are they a total inspection service. Will they oversite the building contractor. John tried to keep this proposal brief. The bottom line their organization represents the client. Feels sometimes engineers do not communicate well enough. They verify coordination reviews and constructability reviews. Run a lot of projects where they do not have good communication. Some are good at reading drawings but are not specific on what they need. Commissioner Hancock is familiar with all of this information. County would be doing a simple design building. What is important is the functionality.

5:18:21 PM Chairman Raymond said they bring this up again after they speak with the architect. John thanks them for the time.

- **CATASTROPHIC HEALTH CARE COST PROGRAM - BOARD MEMBER BALLOT**

5:19:23 PM Colleen has the ballot a few weeks ago they did the nomination. Had nominated Roger Christensen and now they have to vote.

5:20:03 PM Motion by Commissioner Farnsworth to vote for Roger Christensen for the Catastrophic Health Care Board. Second by Commissioner Hancock. All in favor – aye. Motion passed.

- **APPROVE CLAIMS**

5:20:59 PM Colleen goes over the ads for the project manager out of capital. Where do they want this taken out of? Needs to know which direction they use first for the building. She mentions they could take this out of the publication line. Commissioners agree to take it from that line.

5:22:23 PM Chairman Raymond ear marked the \$64,000 for Western Construction a portion came out of Road & Bridge and a portion out of Special Road & Bridge. Have a tuition for \$50 he thought this was larger. Colleen said sometimes they send a bill when they receive them and they get paid separately. The water damage for \$600 for the Weed department. Colleen said during the big rainstorm the Weed department flooded. Have submitted to ICRMP. Chairman Raymond mentions that the Weed department also got a cordless circular saw and table saw. Feels this may be a gray area. Commissioner Farnsworth believes these would be used will just have to verify the items are on his inventory log. Chairman Raymond mentions from Ham N Egger for the new Prosecutor Office wonders why the electee is signing the claim. Colleen said he has been submitting the claims.

5:31:21 PM Motion by Commissioner Hancock to approve claims from 11/28/2016 to 12/9/2016 for \$378,596.51. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

ATTORNEY – WESTON DAVIS

- **EXECUTIVE SESSION 74-206(F) - LEGAL**

Weston does not have anything.

[5:31:51 PM](#) Motion by Commissioner Farnsworth to adjourn at 5:33. Second by Commissioner Hancock. All in favor – aye. Motion passed.

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date