

**Jefferson County Commissioner Meeting Minutes  
February 22, 2016**

Meeting called to order at 9:00. Those present are Commissioner Farnsworth, Commissioner Hancock, Chairman Raymond, Treasurer Kristine Lund, Assessor Cody Taylor, Probation Tammy Adkins, Planning & Zoning Naysha Foster, HR/Emergency Management/Park & Rec. /Commissioner Assistant Rebecca Squires, Extension Office Lorie Dye, Sheriff Steve Anderson, Maintenance Bryan Briggs, Weed Department Mitch Whitmill, Public Work Dave Walrath, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance offered by Bryan Briggs. Prayer offered by Cody Taylor. Attorney Robin Dunn is absent today.

**Commissioners – Elected Officials – Department Heads**

• **Staff Meeting**

[9:02:22 AM](#) Chairman Raymond opened staff meeting mentioned that one of their own was inducted into the Idaho Weed Control Hall of Fame. Congratulate Mitch Whitmill. Mitch said it is great when given this kind of honor but it takes participation by others in the county as well.

[9:04:16 AM](#) Commissioner Farnsworth mentioned he went to Eastern Idaho Public Health board meeting. Had training on how to handle a virus outbreak and diseases. Feels they have some work to do in this area. Quarantine and isolation training on how to proceed during these situations. Also went over the tentative budget may see a slight increase. Chairman Raymond asked if personnel could come to the county and provide additional training if this is still available. Commissioner Farnsworth said this could be set up and need to include more individuals in the trainings.

[9:07:17 AM](#) Clerk - Colleen Poole said the blood drive went well. Had 34 slots open and filled 31 slots. Exceeded their goal will try and do this two times a year. The Food Bank is looking for help will be having a postal food drive in May. Food Bank is the first Tuesday of every month. Boxes are put together the Monday before. Reminds everyone it is time to sign up for the wellness testing.

[9:08:59 AM](#) Assessor - Cody Taylor explained they are working on assessment notices. Have to do 20% assessments a year for a five year cycle. The state monitors their work if it's not up to par they are notified. Cody will start looking for a new vehicle that was budgeted for. Chairman Raymond asked Cody of any training that is coming up. Cody does not know of any the BOE trainings are every other year. Cody will get packets ready for them to review the process on BOE and she will review the process before the first BOE of the year. Mitch asked about having an appraiser come out to look at the building in Roberts. Cody will check with an appraiser.

[9:12:31 AM](#) Extension Office - Lorie Dye. Last week was "Know your Government" for 4-H students. In this program they work with Judges and learn the local government. Lorie mentioned this week they are in the schools doing lessons on hand washing. Do have some applicants for the ag position. The commissioners will get an email with the applications. Lorie asked that they rank them for her. She will get with Bryan to set up the interview process. 4-H programs will begin to start up in March.

[9:14:38 AM](#) Maintenance - Bryan Briggs goes over an issue with a heater for the Extension office. Have had some issues with some pumps in the sally port of the jail. Is working on that issue.

[9:16:26 AM](#) Probation – Tammy Adkins does not have anything today.

[9:16:31 AM](#) Planning & Zoning – Naysha Foster did hire a building inspector. Glen has gone out on inspections with Jeff and also being trained on the computer programs in the office. Projecting a busy summer. Has had contractors come in as well as developers looking at finishing developments. Have a few subdivisions that have changed hands. Thinks this will be a busy building season.

[9:17:42 AM](#) Treasurer - Kristine Lund are currently busy with warrants of distraint. Hoping to get these taken care of to reduce the number of sales. Working toward the May 9 tax deed hearing. Had a meeting with an investment company discussed unemployment rate. The State of Idaho average is 3.9% and Jefferson County is at 3.1%. Feels the community is doing well.

[9:19:00 AM](#) Weed Department - Mitch Whitmill explains there is a lot going on. Doing truck repairs as well as getting all certifications up to date. March 17 from 7:00 to 9:00 the Soil and Water Conservation District will have a meeting at the Junior High School. Trying to get some speakers to increase the participation in this. Discuss doing something different with this next year. Have time restraints toward credits they need an hour per credit. Will be bidding the chemical products for the year this list will be published in March. Upgrading the data collection system in the trucks. Moving toward a tablet in the truck with a GPS system. Also going to have chemical records moved to electronic files. Have gotten a permit to start building their cover will start putting this up.

[9:27:29 AM](#) Public Works - Dave Walrath mentions the GPS they have is Telamatics through Verizon in some of their vehicles. Once he gets more data will bring this to the commissioners. It monitors fuel consumption, where they are and idle time. There are a lot of reports that can be run through this equipment. Currently transitioning into spring operations. Have had a significant break up already. Will be putting out break up speed limits. On the Solid Waste side today they are hauling cinders out at Circular Butte landfill due to the melt it is hard to get into the pit. Will be doing some training out at Crystal pit on some equipment. Dave mentioned on emergency planning need to revive. Mentioned getting with some other agencies to come in to discuss topics and keeps everyone going. Naysha suggests on the LEPC would invite the weather service to come in and discuss the weather.

[9:32:48 AM](#) Sheriff - Steve Anderson met with Dave and Naysha over some county ordinances. Will be putting together an ordinance book similar to a ticket book. Will be implementing this for watering the road, snow pushed into the road and animals at large. Will give the ordinance officer an easier way to tighten this up. Will also help with having documentation on these issues. Currently in the process of changing vendor in the jail for commissary. New system will be Telemate this will streamline things for the jail. Was installed last week did not have any cost involved. Now inmates can call home and the jail gets a percentage of the cost when inmates call out. They are down a dispatcher if anyone knows of any qualified individuals. Has not had a very big turnout for this position, it has been reopened. Go over the ordinance book will be issuing a warning first. Are looking at having a paper trail so they know who is continuously offending. Will need to change some of the language in the ordinances and will follow due process for that.

[9:41:17 AM](#) HR/Emergency Management/Park & Rec. /Commissioner Assistant - Rebecca Squires on Emergency Management asked if anyone knows what NIMS is. This stands for National Incident Management System. The County does have a training plan. Need to get everyone up to date on all of the proper trainings. Go over courses that are offered online. On Wednesday February 24 from 9:00 to 11:00 are having ICS-402 training for anyone who may be in a decision making role. HR section has some papers pertaining to the standard operating procedures 1 through 3. Goes over employee documentation form. Shows the standard form that everyone should be using. Performance evaluation form is what has been suggested by ICRMP. Does not have a rating score very neutral this is for performance improvement and is a more goal oriented form. Personnel action form needs a few changes on this form. This form is important to Marilyn to change things for payroll. Goes over changes on the form. Department head training March 10 from 9:00 to 12:00 in the Commissioners room.

[9:54:37 AM](#) Commissioner Hancock reported that in his 5C meeting they have found additional clientele from the Federal Government. As a result believes the budget should not change. Mentioned have also had some meetings with other canal companies.

[9:58:19 AM](#) Rebecca responded on a question about Homeland Security grants. Any kind of Homeland Security issue such as communications and personal safety could possibly be partially or fully funded. Can Google FEMA authorization equipment list to see if the item they are considering is on the list could be a possible expenditure.

[10:00:46 AM](#) Chairman Raymond said he had been at the same hotel as the 4-H kids and did not see any problems.

### **Extension Office – Lorie Dye**

- **Vehicle Purchase**

[10:02:23 AM](#) Lorie is here they have two vehicles with around the same amount of mileage. Would like to trade in the van. Have saved \$3,500 a year. Currently have around \$11,000 plus the trade-in amount on the van. They checked with the auditor and since they do not have an ag agent they may be able to take some out of the gas/travel line of the budget. Have checked the State bid and the least expensive vehicle was \$25,000 which is going to be too much. It had been suggested that she get bids but has never done this before so Lorie is here for some guidance.

[10:05:15 AM](#) Commissioner Hancock mentions this is an asset. Anything that is a larger purchase would need to get three bids. These bids would need to be on the same vehicle they want. Mentioned she would want to spec out which vehicle they want and what they want included on the vehicle. Lorie mentions they usually use the vehicle to haul kids and their stuff so they are looking at a larger vehicle maybe a van or SUV. Current van has 98,000 miles. Commissioner Hancock mentions that first they need to decide what vehicle they are going to look at. Lorie will get with others who drive the vehicle and get the three bids. Then will need to come back to the board for their decision.

### **Keller Williams Realtor – Kevin Murray**

- **Lack of Zoning for Mobile Home Parks**

[10:11:31 AM](#) Kevin Murray with Keller Williams Realty at 3525 Merlin Drive Idaho Falls. Kevin is here have been working with Planning & Zoning and other counties up and down the area. Do not have any zoning that allows mobile home parks. Have a developer that would like to proceed with a medium size mobile home park. Currently can only use a conditional or special use permits. Requesting that they create a zone for a mobile home park. Kevin believes there is a need for this. The benefit for the county is this would give potential developers a track to run on for what size of road is required and if a buffer is required. All of this could be outlined before they get started. Limitations could be built into the zoning ordinance. Kevin has spoken with the Planning & Zoning department. Feels individuals are more comfortable if there is a zone in place. Kevin is currently trying to get everything in order before making intent to proceed with a new mobile home park.

[10:17:37 AM](#) Commissioner Hancock mentioned that he had not noticed any new mobile home parks in Bonneville County either. There are a lot of mobile home parks in Idaho Falls. The mobile home industry has had a hard time selling homes. This industry is trying to survive. Main concern would have to look at water and septic issues. From a real estate aspect these mobile home parks areas are quite lucrative. In these parks when a trailer becomes a certain age in the bylaws may want to state the trailer would have to be updated after so many years. The mobile homes that get too old are hard to hook onto and pull out.

[10:21:17 AM](#) Commissioner Farnsworth mentions that the hard spot would be water and sewer in these parks. Goes over an area that does have a new mobile home park. Kevin mentions that acre lots are hard to take care of. These need to be smaller lots that can be taken care of. Chairman Raymond appreciates Kevin's information would like to recommend he go back to the Planning & Zoning Commission.

[10:23:42 AM](#) Commissioner Hancock mentioned there are not systems for water and sewer. Kevin mentioned may need to look into some systems that would be able to contain multiple mobile homes. Would need to provide some of this information back to Planning & Zoning. Naysha goes over the process of how Kevin should proceed.

### **Neil Brown**

- **Kelly Canyon Road**

Did not come in for meeting. Reschedule.

### **Emergency Management – Rebecca Squires**

- **Approval for Grant Purchases**

[10:29:21 AM](#) Rebecca is here in finishing the SHSP 2014 grant which is 100% funded they had some money left over. Was approached by Brian Grover from Central Fire District he would like to purchase some radios for the Fire District. Teton Communications is the only provider on this particular radio in the area. \$2,592 is the money that is left and the quote is for around \$5,000. The rest would be paid for by Central Fire. Commissioner Hancock brings up the GAS schedules attached to these radios. These bids are usually considerably less. Discuss government bid on these radios. Asked the time line for this grant. Rebecca needs to have the grant money spent by April 1.

[10:33:55 AM](#) The other is SHSP 2015 grant for \$18,000 for radio equipment for West Jefferson Fire. This had two quotes Teton Communications and Mountainland Communications these quotes both were under the \$18,000. Will also check the GAS schedule for these radios as well. Chairman Raymond asked if waiting on the radios will it be putting the Fire Districts at risk. Rebecca does not believe so. They are upgrading and improving the equipment they already have. Would like to have this taken care of as soon as possible.

- **Training Updates**

[10:36:34 AM](#) Will be updating training would like to start with the NIMS ICS-100 and ICS-700. Then could look at the other courses. Sign up for these courses online. Will be having training ICS-402 on Wednesday, February 24 from 9:00 to 11:00. Commissioner Farnsworth has a book on viruses and outbreaks he will bring in and get with Rebecca on this. Has good information and would be good to go over and have at the County. Discussed quarantine and isolation. How do they contain? How would they close off roads when people are trying to get back to their families? Feel some areas may have a better handle on this. Commissioner Farnsworth felt it was an informative class and they need to get on the ball on this issue.

- **Changes to the Emergency Operations Plan**

[10:41:41 AM](#) This emergency plan has to be updated every five years to be compliant. Was last updated in 2013. Rebecca explains that the way the plan is structured have found this plan to be very unyielding especially in the smaller counties. Nez Perce County has created a plan that may be more helpful to our county. Rebecca is looking into getting a copy of that plan. May need to look at retooling this. A lot of this will take place in their LAPC meetings. Commissioner Farnsworth mentions that here we are more isolated than some areas. Chairman Raymond asked if they update this plan does it push them back another five years. Yes, but LAPC goes over this plan each year this is not something that should be living on a shelf it needs to be kept up to date.

### **Treasurer – Kristine Lund**

- **Access Idaho Addendum**

[10:45:02 AM](#) Kristine Lund mentions they had come out with some compliance issues on credit cards and the terminals. Not all of the companies are PCI compliant. Access Idaho said they would hold the liabilities for the county. Some felt where they are the company that is used they should not hold the liability. Had some upset individuals. The result is Access Idaho has issued the 3<sup>rd</sup> amendment. Kristine reads: "that the portal manager shall defend, indemnify, and hold the County, its officers, agents, and employees harmless for all claims, losses, actions, damages, judgments, costs, expenses, and/or chargeback liabilities associated with County's use of hardware/software to process counterfeit EMV credit and debit cards using non-EMV swipe card readers."

[10:47:32 AM](#) Kristine mentions that if a card comes back declined they can take the tax payment off; cancel their driver's license and registrations. The effect on the county would be minimal.

[10:48:51 AM](#) **Motion by Commissioner Farnsworth to sign the Access Idaho 3<sup>rd</sup> Amendment document. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

### Social Services – Gail Robbins

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

[10:52:23 AM](#) Motion by Commissioner Hancock to go into executive session 74-206 (D) – records exempt from disclosure. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Open session at 11:48

[11:48:54 AM](#) Motion by Commissioner Hancock to deny case #2016-12 for lack of cooperation and to deny case #2016-14 for possible ability to pay. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[11:49:37 AM](#) Chairman Raymond mentions they are signing some liens that need to be issued.

### Planning & Zoning – Naysha Foster

- **Introduce Building Inspector**

[1:02:57 PM](#) Jeff Geisler with Planning & Zoning introduced new building inspector Glen Evans. Naysha introduced commissioners to Glen. Glen goes over some of his background. Glen asked commissioners for any advice. They all point at Jeff to answer any questions he may have.

### Searle & Hart –Louise Street

- **2015 Audit**

[1:08:18 PM](#) Louise is here with Searle & Hart to go over the 2015 audit. Have the independent auditor report. Feel that the financial statements are fairly stated. Emphasis of matter paragraph this year had a new government standard implemented. GASB 68 where they need to recognize the net pension liability. While going through the audit some of the sub rolls had not been posted since around 2007 on the Clerk's side. So the taxes and receivables were understated had to increase this by \$98,000. With agency funds they restated a \$285,000 increase. Chairman Raymond said he had spoken with a few commissioners that have already received their audit. The county has to state that if PERSI ever defaults the county can cover the liability. Restated the GASB 68 decreased net position by \$2.6 million dollars. Louise said this is put on the government statements to meet obligations for all active and retired employees from PERSI if they closed their doors today. Would have to cover all individuals that participate in PERSI. Discuss things that come into this including pension. Has a breakdown of the inflow and outflow. These are affected by the changing in assumptions, difference between projections and actual projections. General revenues there is also a pension expense of \$455,000 this is in brackets and is a decrease. These will change yearly some years may have a pension expense and some years may have a revenue.

[1:15:20 PM](#) Commissioner Hancock mentions inflation will come into this. Commissioner Hancock asked how much the pension is funded. Louise said it was at 90% funded. This is one of the best funded pensions in the United States. Fund base statements if they have a fund that has negative cash have to list the negative cash here. Goes over some of the negative cash is due to grants and the timing of the reimbursement of the grants. This is due to the requirement of the statements.

[1:17:36 PM](#) Total revenue increased around \$118,000. In the Justice fund the \$15,000 is the Homeland Security grant that pay for items directly. Debt service principle increased by \$644,000 from paying off some leased equipment. Commissioner Hancock asked for a comparison from previous years. Louise asked if he would like this. Go over that some entities request a report that she could get with Colleen that would show a yearly comparison and where the county is going.

[1:21:12 PM](#) Management Letter. These graphs show the tax receivables and revenues. There was a grant recorded as 911 fees instead of grant money. Grant revenue line may need to be put in for the revenues. So that grants and 911 fees need to be separate. Civil Defense is the area that needs a grant line fund. Have spoken with Colleen and Kristine they will work together to keep up on the tax rolls and make sure they are posted. Total cash increased \$999,218 over last year. Total governmental funds together revenues increased by \$1.8 million and the expenditures only increased \$595,000. Charges for services Solid Waste increased revenue \$600,000 and Justice Fund increased revenue \$586,000. However the Justice fund had the biggest increase in expenditures. Current expense cash has increased. Expenditures have been around the same across the board. Tax revenue did increase. Road & Bridge expenditures have gone up but the graph also shows more cash due to the sold equipment which is not reflected here.

[1:25:31 PM](#) District Court cash is down \$500,000. Big reason was the tax levy was decreased for this fund. Had used PILT to subsidize this fund last year. Justice Fund slightly more revenue than expenditures and there was a transfer to increase this. Special Road & Bridge tax levy had increased. Indigent cash increased. Park & Rec. has an interesting graph discussed what had happened in 2012 this may have been when the water and electricity was ran around the lake. Revaluation levy went down expenses went up. Solid Waste had a big jump in revenues because the assessment fees were raised. Outside dumping also increased. Expenses were about even. TORT cash went down \$63,000 since the levy dropped. Weeds revenue was down \$150,000 cash dropped \$21,000. Debt

Service cash is down to \$288 do have a \$450 fee from this every year. This is for the bonds. PILT cash up revenue stayed same transferred money out to Justice.

[1:33:33 PM](#) Louise feels the county has done well. Is impressed by how much the cash has increased. Commissioner Hancock mentioned they do have targets for this money. Louise said all the documentation she needed was available. All of the invoices were available and complete.

[1:35:16 PM](#) Louise needs a signature on the Management Representation letter which indicates they take responsibility to review the financial statements to make sure they are accurate. Also goes over that they have worked with them on the audit to make sure things were provided that were needed.

[1:36:09 PM](#) **Motion by Commissioner Hancock to accept the Searle & Hart Management Representation letter for Jefferson County dated February 22, 2016. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[1:37:15 PM](#) Recess until 2:00

[1:37:15 PM](#) Commissioners are reviewing claims and minutes.

**Open session at 2:00**

### **Park & Recreation – Rebecca Squires**

- **Arbor Day Grant**

[2:03:17 PM](#) Rebecca is here for an opportunity for a small Arbor Day grant. If you submit this paper and do a proclamation for Arbor Day. Giving out forty-five \$300 grants statewide with a \$75 match. Already putting in 330 new trees out at the lake. Have to have an Arbor Day proclamation. Chairman Raymond reads proclamation for the Arbor Day grant. April 23 is Arbor Day in Jefferson County.

[2:06:19 PM](#) **Motion by Commissioner Hancock to accept the Arbor Day Proclamation for April 23, 2016. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

[2:06:49 PM](#) **Motion by Chairman Raymond to sign the Arbor Day grant. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:07:53 PM](#) **Motion by Commissioner Farnsworth to amend agenda to allow a personnel discussion for Park & Recreation Director. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

[2:08:29 PM](#) Rebecca has had an application for an intern. Is looking for help with the Independence Day celebration at the lake. Has a student who has been looking at doing an internship and reaching out for possible donors. Would be looking at adding a line to the budget for this intern. Rebecca would rather have an employee for the intern position rather than make it a contract position. This would be less than \$2,000 they could do up to a dollar amount or a set amount. Student is a business major so need more intern hours. Feels an intern would be more likely to follow through with some pay. Other option would be to offer the intern priority for Park & Rec. position but these positions do not start until summer and Rebecca needs to start to plan the Independence celebration now. Commissioner Hancock mentions this is a unique position. Rebecca would like to put this in the budget next year if this works this year. Colleen mentions Rebecca has the money in budget but would need to create a salary line when they open the budget.

[2:12:43 PM](#) **Motion by Commissioner Hancock to authorize Park & Recreation director to proceed with the hiring of a paid intern position for up to \$3,000 for the Independence celebration and other work at Jefferson Lake. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock - aye, Chairman Raymond – aye. Motion passed.**

### **Human Resources – Rebecca Squires**

- **Department Head Training**

[2:14:08 PM](#) Rebecca mentions that on the department head training will be changing this to Wednesday, March 9 for department head training from 9:00 to 12:00. Did send out some topics of discussion in an email. Believes step & grade is the most important topic as well as the change to the personnel action forms.

- **Personnel Forms**

[2:15:33 PM](#) Rebecca goes over the personnel evaluation form that was provided by ICRMP. Asked if they are comfortable with this form. Chairman Raymond is comfortable with this discussion that they may want more detail but will just have to add attachments. Discuss recommendations from ICRMP this form is preferred more often than once a year. This can be done anytime does not have to be one time a year. Usually done in April. Rebecca explains also if they want to document things for the employees as an adjustment or if they have done a good job on something. Need to have these forms to justify raise and no raise.

[2:18:13 PM](#) Request for Personnel action form. Most of this is Marilyn's toolbox for the payroll department. Rebecca and Commissioner Hancock have worked on this going over what needs to be seen by the board. On the area of what requires board approval and what does not. Chairman Raymond mentioned to change lay off to reduction in force.

[2:19:03 PM](#) Commissioner Hancock mentions a new position that may affect the budget this should be brought before the board for approval. If someone is being replaced then that can be handled by the department heads. Would want to see the documentation as well as the personnel action forms. Dismissals should be known before they are dismissed. Go over areas of what needs to be seen by the board. Discuss reclassification and reallocation. Commissioner Hancock mentions that some of this will go off of what their duties are. Go over scenarios of dismissal. Chairman Raymond feels they may need to call an emergency meeting in that type of situation. Commissioner Hancock mentions they could be given a leave of absence until a meeting is held.

#### **Assessor – Cody Taylor, Kathy Howe and Jessica Tate**

- **Ag Exemptions**

[2:27:04 PM](#) Kathy gives the commissioners the ag exemption paperwork. Kathy mentioned they had gotten with Colleen on a letter to be sent out instead of calling individuals.

[2:28:39 PM](#) **Motion by Commissioner Hancock to deny ag exemption due to they need proof of income for John Anderson parcel #RP04N40E203972. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:29:44 PM](#) **Motion by Commissioner Farnsworth to deny ag exemption for Connie and John Sheppard parcel #R05N38E260020. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:30:39 PM](#) **Motion by Commissioner Farnsworth to deny ag exemption need to receive corrected documentation. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:36:38 PM](#) **Motion by Commissioner Hancock to deny ag exemption for Samuel Moss parcel #RP04N38E040190. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:37:51 PM](#) **Motion by Commissioner Farnsworth to grant ag exemption for Kirt Hansen parcel #RP08N33E050002. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:39:39 PM](#) Discuss intent of ag exemption when less than five acres they are not considered a full-time farmer. The exemption is put in for the farmer. Receipts will be required yearly.

[2:41:29 PM](#) **Motion by Commissioner Hancock to deny ag exemption for Kathy Stewart on parcel #RP08N33E255690 correct person did not apply. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:44:28 PM](#) **Motion by Commissioner Farnsworth to grant ag exemption for Michael Cope parcel #RP08N33E261901. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:46:05 PM](#) **Motion by Commissioner Farnsworth to grant ag exemption for Edwin Hanson parcel #RP05N38E262404. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:49:39 PM](#) **Motion by Commissioner Farnsworth to grant ag exemption for Casimiro Mendoza parcel #RP04N38E200120. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:51:00 PM](#) **Motion by Commissioner Hancock to grant ag exemption for James & Jessica McDonald parcel #RP04N39E316943. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:51:41 PM](#) **Motion by Commissioner Hancock to grant ag exemption for Tyrel Courchaine on parcel #RP04N39E230776. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:53:16 PM](#) Recess

Open session 3:03

## Commissioners

- **Approve Claims**

[3:03:36 PM](#) Motion by Commissioner Farnsworth to approve claims from 02/08/2016 to 02/19/2016 for \$251,610.52. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **Approve Commissioner Meeting Minutes**

[3:05:20 PM](#) Motion by Commissioner Hancock to approve special commissioner meeting minutes from January 27, 2016. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye. Chairman Raymond abstains. Motion passed.

[3:07:31 PM](#) Motion by Commissioner Farnsworth to approve commissioner meeting minutes from February 8, 2016 as amended. Second by Commissioner Hancock. All in favor - aye. Motion passed.

- **Sign Certificates of Residency**

[3:08:34 PM](#) Motion by Commissioner Farnsworth to approve certificates of residency for College of Southern Idaho for Shania Adams, Nicole Albertson, Preston Ames, Parley Bates, Paige Beddes, Sherry Boone, Zach Bramwell, Hailey Brown, Jayden Burton, Mathew Butterfield, Colton Campbell, Heaven Cruppi, Clara Do, Hayden Erickson, Maria Estrada, Juliana Gates, Sydni Geisler, Rebekah Grover, Zach Hendricks, Stephanie Henry, Jordan Hope, Kaylin Jensen, Kyle Jonak, Ruth Jones, Kaleb Keller, Kami Killian, Kaylyn Lundberg, Javier Martinez, Wyatt Meng, Samantha Meservy, Porter Nelson, Makayla Neville, Tara Pereyra, Tori Pinnock, Sara Reel, Jace Ritchie, Brittanie Romriell, Ampara Rosales, Emily Sanger, Lexie Scott, Ashlyn Sheppard, Mariah Shippen, Avery Smith, Mikaela Taylor, Gavin Thomas, Evelyn Valdez, Branden Vance, Kayden Walker, Morgan Webster, Joseph Wood, Mathew Wood and Resa Young. Second by Chairman Raymond. Commissioner Hancock abstains. Roll call taken. Commissioner Farnsworth – aye, Chairman Raymond – aye. Commissioner Hancock abstains. Motion passed.

[3:11:05 PM](#) Motion by Commissioner Hancock to approve certificates of residency for College of Western Idaho for Evelyn Valdez. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **Resolution #2016-13 – Full-time Prosecuting Attorney**

[3:16:22 PM](#) Rebecca hands resolution to Chairman Raymond who reads resolution #2016-13.

[3:18:03 PM](#) Motion by Commissioner Hancock to accept resolution #2016-13 for the 2017 full-time Prosecuting Attorney position. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- **Discuss Probation Building**

[3:19:23 PM](#) Chairman Raymond had put this on the agenda. Need to move forward with this in the next meeting. Commissioner Hancock said he was contacted by Jed Lowder and there is someone else interested in the building. Chairman Raymond mentioned they would want them to come in for negotiations. The asking price is \$550,000 up from two years ago they were asking \$450,000. Want to schedule an executive session on March 14 to meet and talk about negotiations. Discuss other buildings that are available. Chairman Raymond would like to have some type of goal to have something decided by April. Discuss other buildings that may be available. Commissioner Farnsworth mentions courtroom four could this be remodeled into an office. Not sure how often this courtroom is used. Commissioner Hancock mentions also could build an annex building next to the courthouse. Go over options on building space.

[3:25:56 PM](#) Rebecca asked about getting a request for proposal put together and publish this. Commissioner Hancock said they would want a request for information would need to look at size first. Would they want to put probation and prosecutor in the same building? Chairman Raymond believes they need to be cautious moving forward with that. Chairman Raymond said how much square footage would give them an idea. Commissioner Hancock said Probation building is 2,900 square feet up and 2,900 feet downstairs. Do not think they need this much space. Discuss county agent may be able to move them over as well. Will do up a request for information. Create one for building of an annex and one for a building to purchase. Will schedule a meeting with Jed Lowder as well as Poulsen Accounting.

- **Citizen Concern Follow-up**

[3:35:35 PM](#) Rebecca reads letter regarding files relating to the Eagle Rock Sanitation lawsuit sent February 22, 2016. Rebecca reads letter.

“In response to a public information request, Colleen and I have spent considerable time investigating the location of certain invoices provided to the office of the clerk by Attorney Dunn for expenses relating to legal proceedings involving Eagle Rock Sanitation. We have searched electronic and paper files in our respective offices, interviewed personnel who were employed during the time in question, and attempted to contact former employees who may have had knowledge of these transactions.

Our results follow:

- We are confident that the records in question are not contained in the Clerk's Office, the office of the Executive Assistant, or the Commissioner's Office.
- Transactional records of payments by Jefferson County to Attorney Robin Dunn, and reimbursement of that money, minus the amount of real court expenses invoiced by Dunn were located.
- There is no evidence that any records were destroyed, either by past or current Jefferson County personnel. Employees did recall that the records were deleted from the computer system to preserve confidentiality. This practice is no longer acceptable under the current Clerk.
- The records in question, or copies of them, were turned over to the Office of the Attorney General, as those records are referenced in the audio recording of the investigation, and we were told by former employees that those records were provided to the AG.

At this time, Colleen and I feel that we have exhausted our options in providing those records. Corrective action was taken several months ago to prevent mishandling of similar records, and since neither she nor I were present at the time these records were being handled, we feel we can only move forward and correct situations over which we have control."

[3:38:04 PM](#) Commissioner Farnsworth mentions he did contact Mike Skeen from the Attorney General's office to see if they had the original documents or copies. The Attorney General had copies and has sent the copies back to the Clerk's office. Commissioner Hancock mentioned he had also found out the Attorney General had these documents. These records are back with the Clerk now. Commissioner Farnsworth said if documents do go missing in the future they will hold those individuals responsible. All they can do now is move forward.

- **Appointment – Idaho Wool Growers Association**

[3:39:40 PM](#) **Motion by Commissioner Farnsworth to accept the Idaho Wool Growers nomination of Mr. Jeff Siddoway for appointment to be added to the Animal Damage Control board. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

- **Great Feeder Funding**

[3:41:19 PM](#) Colleen hands the commissioners budget information for Commissioner Contingency, Road & Bridge and Special Road & Bridge. Dave suggests moving crushing back had \$155,000 budgeted for this. Go over the budget. Dave mentions getting the bentonite may be an issue with the wet weather. Looking at three areas for the funds. Capital bridge from special Road & Bridge crushed road and rock out of special Road & Bridge. Dave suggests \$57,500 from crushing, \$50,000 from capital bridges and \$55,000 from Commissioner Contingency. Chairman Raymond suggests \$50,000 from crushing, \$50,000 from capital bridges and \$62,500 from Commissioner Contingency. Want to lessen the burden on Road & Bridge since they will also have the in-kind work to take care of.

[3:53:00 PM](#) **Motion by Commissioner Hancock to go ahead with the funding of the Great Feeder Bridge will take \$62,500 General Fund – General (Commissioner) Contingency line #0526, \$50,000 from Special Road & Bridge crushing line #0641 and \$50,000 Capital bridge from Special Road & Bridge line #0808. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed. Colleen mentioned the crushing line is account #0640.**

[3:55:01 PM](#) Will work on the agreements before any money is dispersed.

- **Enterprise Canal Right-Of-Way**

[3:56:11 PM](#) Commissioner Hancock mentioned this was not a pleasant meeting. Have been driving over this bridge for years. The new bridge has been there for around nineteen years. Had found out that this was funded completely by FEMA. Harold Jones just wants to leave this the way it's been. Rebecca mentioned this meeting was a starting point. Commissioner Farnsworth mentioned the Enterprise Canal may need to come to a commissioner meeting if they are not satisfied. This has been driven on and has already been paid for. Dave recommends no lease agreement until this is rebuilt again. Then there will already have been a precedent set.

- **Standard Operating Procedures**

[4:05:42 PM](#) Rebecca has the standard operating procedures. May want to reference the personnel policy so this is not a stand-alone document. On standard operating procedure number one will attach an appendix (A) to attach documents. Performance evaluation form will come with a personnel action form if there is a step increase requested. Goes over scenarios. This is the opportunity to take all of their verbal warnings and move them toward documentation into the employee's file. On the standard operating procedures number two will attach the appeals process if an employee disagrees with any action that has been taken by a supervisor. Will make changes and take these as a group to approve them. Will look at standard operating procedures four, five and six in the next meeting.

- **Discussion on Sage Grouse**

[4:10:35 PM](#) Rebecca gives handouts to the commissioners. Have maps on the sage grouse. This comes from the plan that was adopted by the BLM. The Federal register notified them that certain areas in Jefferson County are in mineral withdrawal areas. The first



map comes from the RFP amendment. Dark purple areas are (SFA) sagebrush focal areas. (PHMA) are the primary habitat management areas, important habitat management areas and the general habitat management areas. In our county have very few (SFA) sagebrush focal areas. Surrounding those areas have some primary habitat management areas. In the middle of the county are the important habitat management areas as well as the general habitat management areas. Commissioner Hancock asks about the control they have on private property. Chairman Raymond said they do not yet have control over private property. Rebecca copied the pertinent parts of this document.

[4:15:02 PM](#) Chairman Raymond said this does not only deal with BLM land also deals with Forest Service land. Some are more restrictive. Clark County the whole county is covered. Commissioner Farnsworth mentioned he has been hunting in the Clark County area for years and has not noticed any decline in numbers. Rebecca shows the table we are in the Snake Salmon Beaverhead region shows the greatest danger for these birds is fire, noxious weeds, energy issue, improper grazing and wild horses. Fire is the greatest danger. Rebecca was just presenting what she had found.

[4:18:49 PM](#) Chairman Raymond mentioned he was in a meeting early in the week with the State director of BLM. Mentioned on the Soda fire that happened last year they are going to do some target grazing this spring. They are going to target graze the grass early. This is great news. Would be interesting if there is any push back from Washington D.C. Will keep the sage grouse information to reference as needed.

[4:20:03 PM](#) Rebecca gives the commissioners the fully executed agreement for the PILT money from DOE will put this in the Clerk's office.

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

[4:20:52 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 4:38**

[4:39:14 PM](#) Discussed pending legal cases from the mail. No decision made and no action taken.

[4:39:45 PM](#) **Motion by Commissioner Farnsworth to adjourn at 4:40. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

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*Chairman of the Board*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Clerk of the Board*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*County Clerk*

\_\_\_\_\_  
*Date*