

**Jefferson County Commissioner Meeting Minutes
May 23, 2016**

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

Commissioners – Elected Officials – Department Heads

• **Staff Meeting**

[9:05:51 AM](#) Probation - Tammy Adkins said they have moved into their new location. Thanks Dave for his help moving the shed. Will need some partitions to enclose some of the large room to help with privacy. This will not completely solve their problems but will give them some more privacy. Discuss things they can do to remodel this area.

[9:06:45 AM](#) Public Works - Dave Walrath said they are right in the middle of gearing up for the construction season. Are working on the Archer Highway. Hoping to do a hot in place recycle on this road. If this does not work they will be putting an overlay down. Did add a link on the website to obtain bids. Out on 3000 North in Montevue have had some soft spots developing. Trying to do some patch work for now until they can dig this out and re-pave it. Will be doing the second application of mag chloride. Chairman Raymond asked if he had been in contact with anyone about the road in Montevue. Dave said they have been in contact with him. Commissioner Hancock asked about this being a county line road and if there has been any discussion with Clark County. Dave is unsure they have any agreements with Clark but will look into it.

[9:12:36 AM](#) Extension Office - Lori Dye goes over that 4-H is in full swing. Did open and clean the 4-H camp last week.

[9:13:03 AM](#) Assessor - Cody Taylor said the office is busy doing assessment notices. Will be in later to go over some information.

[9:13:22 AM](#) Planning & Zoning - Naysha Foster said they are right around where they were last year. Last year did twenty-four permits. This year for May are at twenty-one permits. Will be having an extra meeting with the Planning & Zoning Commission in June. Commissioner Hancock asked about Mr. Zitlau being on the next meeting. Naysha said yes they will be hearing about that issue during the meeting.

[9:14:47 AM](#) Treasurer - Kristine Lund currently are getting ready for tax collection in June. Are able to put tax notices in with the assessment notices the Assessor's send out. June is not as tedious as December. Have a lot of people buying and selling property. Chairman Raymond asked about the delayed tax deed filing that was set for the May 19. Kristine said that yes the funds came through.

[9:15:40 AM](#) Clerk – Colleen Poole mentioned if they have their budget completed to get this turned in as soon as possible. Will be having a blood drive July 20 here at the courthouse if anyone would like to sign up.

[9:16:06 AM](#) Commissioner Farnsworth said he has been to some Eastern Idaho Public Health meetings as well as some mental health meetings.

[9:16:29 AM](#) Commissioner Hancock said are still having more discussion with 5C Detention Center. Had an RDA meeting and things are moving fine. Will discuss some water issues at the park later in the meeting.

[9:17:04 AM](#) HR/Emergency Management/Park & Rec. /Commissioner Assistant - Rebecca Squires said that July 2 is the big firework celebration at the lake. Feels having the interns around has helped a lot. Have gotten a lot of help for this day but is still looking for any other help for that day. Will be using the same structure as an incident command system uses for a disaster. Could use some help coordinating the lessons learned. Will be having the Sheriff's office help with the traffic. Could use some help in the hospitality tent. This is an area where food will be offered for those helping as well as a place to cool off. Using this structure will help in case there is a disaster to know what the structure is and how the chain of command goes.

[9:18:55 AM](#) Weed Department - Mitch Whitmill currently they are maintaining everything on the roadways. Trying to stay ahead of the rain and wind. Have an event at Market Lake Fish & Game will be doing a cooperative spray project.

[9:23:37 AM](#) Attorney - Robin Dunn said they will be having some jury trials in June.

[9:23:48 AM](#) Rebecca also wanted to mention that the lake is filled naturally with sub water. Any talk about curtailment does not affect the lake. Commissioner Hancock said there was a water right from the Great Feeder to fill the lake. Could open the gate and fill this if they wanted to. Will discuss this later in the meeting.

[9:25:51 AM](#) Chairman Raymond thanks everyone for the attendance. Thanks for cooperating with one another. Recently when he was in Washington D.C. he had visited with some key people about public land issues. Also had been in Boise the next week and met with some of the same individuals. Have seen a change of attitude between the two meetings. Some of the hard stands have softened somewhat. State director of BLM had given a passionate plea to agencies as well as public land users to stay active on this issue. Had attended a public lands summit in Las Vegas for the county. Feels this was one of the best meetings he has attended since becoming a

commissioner. Had listened to some of the brightest legal minds. Had discussed how to work cooperatively with agencies. Have land use plans that are separate from Planning & Zoning. These discuss why people choose to live here, what the lifestyle is and who uses the public lands. The government cannot arbitrarily change the land use plan that is set by the county. Need to make sure this is up to date and have specific things to make this legally binding. Would want to include those who have already done this. Mitch asked if this was the same as the comprehensive plan. Chairman Raymond said no but they are somewhat tied.

[9:34:04 AM](#) Robin Dunn said what he has explained is federal law. The congress will make a statute. This would give authority to the body under to make the rules for the statute. The rules are more comprehensive then the statute. This is why if they have federal statute they would have to go to the rule statute to know what is meant by it. Goes over an example in Idaho.

[9:37:01 AM](#) Mitch said in his industry they have put out for public comment when writing rules. Mitch asked to be included in the public comments with the BLM and the Forest Service.

[9:37:57 AM](#) Chairman Raymond said as it relates to the sage grouse. Wildfire and invasive species are a threat to the sage grouse. Had attended a meeting in Pocatello on the mineral act.

[9:39:01 AM](#) Commissioner Hancock asked if anything was brought up about retaining federal management. Chairman Raymond said this has not caught a lot of attention yet. Will be meeting with the governor on June 28 and June 29.

[9:40:51 AM](#) Recess until 10:00

Open session 10:00

Neil Ward

- **Interpreter**

[10:00:43 AM](#) Chairman Raymond said this is a continuous from the previous meeting to find a decision. Neil wanted to thank them for their consideration. As working in this field it becomes more interesting. Last Thursday had a small calendar. A lot of the time preliminaries are waived. This is a guessing game. Can look at the docket and try and plan the day but it is a challenge. Being asked to be here for the day it is hard to book other appointments due to the time restraints. Neil would prefer to be here he does not want to interrupt the Judge due to him having another commitment.

[10:03:21 AM](#) Commissioner Hancock said they would be looking at using his services in Probation and Indigent as well as the Courts. This would make him available Monday and Thursday to anyone in the county. Colleen mentioned that they have to provide a neutral interpreter and Neil does a good job. Robin asked if he can write some of the Indigent forms in Spanish. Neil said he would be able to do a rough draft. Doing some of the legal papers they would need to send this out to a translator. Neil said there are some forms where the language is not clear and the meaning is not interpreted clearly. Does not have any training in translating documents. Could review the document first but would still suggest they send the document out for review. Colleen mentioned that if they have Indigent cases that need an interpreter they will schedule them on the days that Neil is here.

[10:07:51 AM](#) Chairman Raymond said when they last discussed this they had wanted a contractual agreement. Commissioner Hancock goes over what Neil is asking for. Chairman Raymond said he had visited with Tammy Adkins who would be willing to use this service through Neil when they need an interpreter. Colleen said he is getting certified now so how would the county budget for this. Neil said he is being realistic if this was to go up it would go from \$25 to \$35 an hour. When he gets certified he would wait until the budget year to raise his rate. He is the first to recuse himself if he is not able to proceed at the level they are at. Chairman Raymond would like to see a written contract with an outline of everything they have discussed today. Commissioner Hancock said they may also like to look at some type of comp time for days that Neil is not busy. Robin goes over have to be careful with labor laws.

Data – Joyce Briggs – Garn Herrick

- **Updating Barracuda Service**

[10:15:08 AM](#) Joyce said they have to upgrade the Sheriff's office backup system. Garn said they can only retain data for around thirty days at the Sheriff's office. This is the similar backup to what the county has already done. Is cheaper than the system they bought for the county in August. Can retain the data and recover this for a longer time frame. This is in the budget. Commissioner Hancock asked about meeting State requirements. How do they know this rate is being charged to other entities? Garn said it would cost more if they just went out to purchase this as an individual. Computer Arts is the reseller of this unit. Garn goes over that the Sheriff's office did get a virus that encrypted their data. Were able to go off the data that was saved to have this back up and going the next day. Commissioner Hancock mentioned that as he has searched for this service and it is a competitive bid.

[10:21:03 AM](#) **Motion by Commissioner Farnsworth to accept the new barracuda back up service for the Sheriff's office for \$12,597. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Assessor – Cody Taylor

- **Purchase of Copier/Printer**

[10:22:46 AM](#) Cody said last budget year she had put funds in for a new copier/printer. One of the bids she got the printer is not large enough to handle the volume they have. Garn had said that one of the other bids she received some other counties have the same printer and they do not like it. Garn said that Bingham and Power County have had problems with the printer breaking and they are not good about maintenance. Cody says the equipment she has is old. Cody goes over the one she is proposing. Will be replacing two printers with one. Wants to replace these with a Toshiba printer/copier. Goes over the costs this includes maintenance and toners. Idaho Business Systems have other printers in the courthouse and they have all been happy with them. The purchase price is \$7,703. Cody has budgeted for this. Garn said this is a state bid through Idaho Business Systems, Inc.

[10:28:02 AM](#) **Motion by Commissioner Hancock to proceed with the Toshiba e-Studio3555c printer for \$7,703 with \$101.97 per month for maintenance. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Jefferson County Soil & Water Conservation District – Jeremy Hall

- **Request Funds**

[10:29:22 AM](#) Jeremy Hall is here today. He is the chairman of the Jefferson Soil & Water Conservation District. Had been given \$9,500 from the previous year. Is here to go over how these funds are spent. They do hold an annual tree sale. Did donate over 300 trees to the lake. Will donate more trees in the next few years. Planned and held a noxious weed seminar. Awarded four scholarships for those going into an ag related field. Have taken Dolly the cow around to fairs, parades and schools. Have paid some tuition to go to the Natural Resource Camp. Sponsor High School FFA.

[10:32:18 AM](#) Commissioner Hancock asked where else they get funds. Jeremy said they get matching funds from the State. So whatever the county donates the state matches. Also on the trees they make some but try to keep the costs low. Rebecca goes over that her son has attended the Natural Resource Camp and this has been very beneficial. This is held up in Ketchum.

[10:34:09 AM](#) Chairman Raymond thanks him for what they do. Appreciates hearing back on where the money is spent. Will not officially budget for these funds until the process begins. Ask Colleen to make a note to add this during the budget process. Will have a hearing set for September 12 to approve next year's budget.

[10:36:25 AM](#) Recess until 11:00.

Open session 11:00

Human Resources – Rebecca Squires

- **Teladoc**

[10:36:25 AM](#) Rebecca said with Teladoc this has been implemented for about a month. Wants to send out an email to have employees share their experiences. Would offer an incentive to those that share their experience. May need to follow up on getting login information out to employees. Carlos did a kick off meeting to help educate employees about this. Wants to be able to do a little incentive to get employees involved in the program.

[11:03:46 AM](#) **Motion by Chairman Raymond to offer a \$25 incentive to help promote Teladoc. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

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

[11:04:52 AM](#) **Motion by Commissioner Farnsworth to go into executive session 74-206 (B) – Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session 11:21

[11:21:52 AM](#) Updated on a personnel issue that requires no action.

Social Services – Gail Robbins

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

[11:22:27 AM](#) **Motion by Commissioner Farnsworth to go into executive session 74-206 (D) – Records exempt from disclosure. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session 11:50

[11:50:31 AM](#) **Motion by Commissioner Hancock to approve the amended case #2016-5, to deny case #2016-17 for lack of cooperation and to deny case #2016-24 for not having a treatment plan. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[11:52:22 AM](#) Commissioners sign some liens.

[11:55:08 AM](#) Recess until 1:00

Open session 1:02

Planning & Zoning – Naysha Foster

- **Nebeker 5 – 1st Amended Plat**

[1:02:16 PM](#) Naysha said this is the 1st amended plat. Brian Lott is the owner and applicant. Zoning is residential five. Amendment is to divide lot three which is 18.8 acres. This will divide this lot into three six acre lots. This was seen by the Planning & Zoning Commission and they recommended approval. Chairman Raymond said this was in total compliance with ordinances while reading the documents.

[1:05:03 PM](#) Commissioner Farnsworth asked why it shows lot four, five and six. Naysha said they cannot reuse lot three so they change it to be lot four, five and six.

[1:05:22 PM](#) **Motion by Commissioner Farnsworth to approve the 1st amended plat for Nebeker 5. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

Treasurer – Kristine Lund & Clerk Colleen Poole

- **Outstanding Warrants**

[1:06:23 PM](#) Kristine Lund said in the original conversation was hoping that Mr. Dunn would be here. About every six months Kristine gives a report of outstanding warrants. Have done this for five years. Some of this has to deal with the victim coordinator. Colleen said these restitution checks are coming back or are never cashed. Kristine does not feel it is their responsibility to track down some of these addresses. There are a bunch of these. The other warrants that are old will have to turn them over to unclaimed property. Have three pages of court checks that have not been redeemed.

[1:10:57 PM](#) Colleen believes if they can get better addresses from the victim coordinator it will help reduce this. Are here looking for some guidance. Chairman Raymond asked what else they see in the outstanding warrants. Kristine said they may need an amount they can void or have a deadline for what needs to be turned over to the State as unclaimed property. Go over places that have checks.

[1:13:22 PM](#) Colleen said a lot of the restitution checks do come back. Kristine asked about the victim coordinator what they should be doing to prevent this. Kristine said that this money has to be left available. Feels Marla could move forward if they could get some participation from the victim coordinator. Kristine said they have on the check that it is voided after ninety days. The problem is the money is still owed to the individual. Legal standard says six months but they cannot say they won't pay money that is owed.

[1:15:57 PM](#) Chairman Raymond said the first line of communication is from the Clerk's office to the victim coordinator. Believe Marla has done this. Colleen said this could be better. Kristine said years ago she was told this is what the victim's coordinator was in charge of to make sure the victim gets what is owed to them. Commissioner Hancock said it should go back to the State as unclaimed property otherwise.

[1:18:07 PM](#) Kristine goes over ways they use to find individuals but it takes time. Who should be in charge of this? Colleen feels this will never be perfect but this could be cleaned up. Kristine said they have someone outside of the realm. Have also spoken with Karol from the courts. Need to figure out who's responsible for this.

[1:21:17 PM](#) Chairman Raymond asked about statute on unclaimed funds. Colleen is unsure but knows the State is starting to crack down on this. Colleen said she can have another conversation with the victim's coordinator. Go over the amounts of checks. Have checks back from 2009 which creates a sixteen page report.

[1:24:38 PM](#) Chairman Raymond is uncomfortable with having a set amount to void. May need to know more about the State statutes. Will take the information they have and will research into this more. Will wait and bring this up when Robin is back.

[5:14:45 PM](#) Colleen brings back up the restitution checks. Wondering if there are some more due diligence in getting some of these checks to the correct address. Colleen mentioned if they get the checks returned they can call and get corrected addresses. Chairman Raymond said the unclaimed property lasts for a year. Some money will stay in the county other money will go back to the State. Chairman Raymond said to contact Tammy Adkins and then the victim coordinator.

Elections – Shonna Allred

- **2016 Primary Abstract**

[1:27:23 PM](#) Shonna is here for the commissioners to sign the 2016 primary abstract. Have an abstract for the primary as well as a separate abstract for the fire election. Chairman Raymond said they have the official results for the primary election. Had around 32% voter turnout. Chairman Raymond asked if there was any change in the official and unofficial results. Only three small changes.

Chairman Raymond asked about any close races and if there would be a possibility of a recount. Shonna said no they did have a close race in District 35B. This was close but they add the other counties into this number so they look at the grand total.

[1:31:58 PM](#) **Motion by Commissioner Farnsworth to approve the Jefferson County Primary Election abstracts. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

West Jefferson Superintendent – Dwight Richins

- **SRO Funding**

[1:34:09 PM](#) Bruce Smith and Ryan Ashcraft are here today for the West Jefferson school board. Looking for a resource officer for the school. They were here a few months ago.

[1:35:19 PM](#) Bruce would like to excuse Superintendent Richins he had another obligation. Are looking at a school resource officer. Does compliment the Sheriff's office in having deputies out in the area more now. Have Hamer Elementary, Terreton Elementary and Terreton High School. Looking at funding SRO for the rural area. Understands that Jefferson County funds two officers at a 30% rate for School District #251. Chairman Raymond asks Colleen if she is familiar with this. Commissioner Farnsworth thought School District #251 funded the entire thing.

[1:38:28 PM](#) Ryan said that there was some funding coming from the county. Had requested this from the school and it showed 30% funding contribution from the county. Chairman Raymond said they would need to look into this.

[1:40:11 PM](#) Bruce said that in the Jefferson School district most of the facilities are three to five minutes away from quick response. On a lucky day their schools would be fifteen minutes and an unlucky day at least forty-five minutes away from response. Requesting the county fund an SRO part-time. Looking at having an officer from 8:00 to 11:30. If this was funded is not sure if they would have to find an officer themselves or if they could use a current deputy who could park their police car in the parking lot. That presence alone may deter a lot of things. A lot of the concern is internal but they feel by having the officer's presence there meeting with the kids would help with problems that arise. Per student they would probably need a little more assistance because they are so rural.

[1:43:47 PM](#) Ryan was at the last meeting and they feel that this is an important step they need to take. Twenty years ago this would not be a concern. As a district each year they are seeing the safety budget grow. Need to increase locks on doors and verification systems. Have had some internal problems within the district. Few years ago they had a phone tip come in saying there would be a shooting at the school and they felt completely powerless. Feels this could also benefit the county to have an SRO out there. Does acknowledge what has been done to provide more security.

[1:46:45 PM](#) Chairman Raymond asked if they had spoken with their Sheriff. Ryan said they have spoken on the issue but not recently and not what is being recommended today.

[1:47:11 PM](#) Rebecca asked about grants and if they have applied for any. Rebecca brings up a grant she had found on the phone called Cops in Schools that help fund resource officers in rural communities.

[1:48:26 PM](#) **Robin Dunn is in the room.**

[1:48:42 PM](#) Chairman Raymond mentioned that he brought up the Sheriff because this would affect his budget. Commissioners are supportive to have someone out there as much as possible.

[1:49:36 PM](#) Commissioner Farnsworth said he has spoken with the Sheriff about their issues and they are working on ways to help.

[1:51:06 PM](#) Bruce said he has followed a lot of the shootings that have happened in the schools. Most of these happen in the mornings. Feels that just having someone there in the morning would make the community happy.

[1:52:26 PM](#) Ryan asked if the Sheriff puts in a budget request. Chairman Raymond said they will start this process in July and will approve the budget on September 12. Suggest they run these ideas past the Sheriff. Colleen said the Sheriff is going through his budget right now. Rebecca brings up the grant is open right now but is due by June 23. This is Federal grant through the Department of Justice.

[1:56:10 PM](#) Recess

Open session 2:00

Assessor – Cody Taylor**Appraisers - Kathy Howe – Jessica Tate – Debbie Finn – JaLene Thomas****State Tax Commission – Matt Virgil**

- **Ratio Study**

[2:01:34 PM](#) Cody begins that Matt with the State Tax Commission will go over the ratio study.

[2:02:24 PM](#) Matt said they do ratio studies state wide. This is to verify that the county assessments are in compliance with market values. Matt said they are doing great. The market does change so they have to take this into consideration. The Assessors are uniform and assess the correct values. Have been getting some increase each month. Because of the levels increasing the assessment values will be increasing. They just make sure this is done uniformly.

- **Ag Value Discussion**

[2:04:52 PM](#) Matt goes over a few years ago there was a question raised on the abstracts that they view and sign off on. The agricultural for irrigated as well as dry grazing. Several counties were seeing a 0% change each year. The values were staying stagnant. By statute the ag formula should change every year. The cap rate provided by the state tax should also change annually. Based off of the lending rate institutions would put on ground. A 0% change does not work out so they looked into this. From 2009 to 2015 they had 0% value change these years. Cap rates will go from 7.43% to 6.43% would see a 1.00% decrease. This has a significant change in price. The Assessors have analyzed this. Sent out some questionnaires but the response was sporadic and vague. Matt said they are looking for the net income for the landowner. Go over how they would come up with this. Robin asked if they change one factor in the equation the entire equation should change. Matt said yes just by changing one thing this should always change and should not be 0%. If the interest rate is lower it will have a higher value. Values will increase with the decrease in the rate. Analyzing where these numbers need to be. Jessica has a map that shows what the values should be. Commissioner Hancock asked about income. Matt said the equation is trying to arrive at the net income for the landowner. Then the Tax Commission provides their rate annually. Income will be specific to the farms and land owners in Jefferson County. Concern is the value increase from 2009 are the same values being sent out in 2015. This will now be a higher value since the values have stayed flat. The 2016 assessments will be going out at a higher rate. Some of them may be double.

[2:12:19 PM](#) Matt said that state wide this is similar in other areas. Now they will be playing catch up. Trying to avoid the peaks and bounds. The 2016 ag rates are more in line with the neighboring categories who also were in the 0% category. There will be a sticker shock. Chairman Raymond asked about how this transfers into tax liability. Matt said they do not know the schedules. Each category 1 will see the same increase. Can use the estimator to know what the tax liability will be. Needed to make them aware and explain why this has been looked into. Commissioner Hancock asked if they have to take this jump all at one time. Matt said there is no provision to work this in. From their standpoint they do sign off the abstracts so it has to be in line with market value.

[2:18:41 PM](#) **Robin Dunn left the room.**

[2:18:49 PM](#) Matt explains may have to look back and where they should have been getting an increase annually and have not.

[2:19:56 PM](#) Jessica said also during BOE time if they decide to change one value the whole county would need to change. Matt said that if someone does come in it would be specific to that piece of property. In order to maintain their decision they would have to change other assessments. To change only one property they have to have a reason that ties to something specific to that property. This could have a huge impact. Jessica said their goal is having individuals answer the questionnaires but they received very minimal feedback. Chairman Raymond asked about the information requested is the data they need to validate the numbers. Matt said hopefully when they call about the increases it will help with dialogue to fill in the blanks.

[2:23:20 PM](#) Debbie and JaLene are up next. Are here to inform them that bare land and assessments are increasing. This is derived from the market. Commissioner Hancock asked what percentage. JaLene said they do not work in percentages but one acre was \$18,000 will be going up to \$22,000. Debbie said if you have four acres the first acre is \$22,000 then the remaining acreage is \$3,000 up to five acres. Homes are increasing because of depreciation and the sales data that derives from the market. Do not get all of the sales data some do not share. So this is based off of the information that they receive. Debbie said they just interpret the appraising. Back up to the 2010 values. Chairman Raymond said they have had the sense that things were moving up. Go over how the get the assessments. Debbie said for the BOE rules apply to bare land as well.

- **Order of Board Of Equalization Hearings/Rules**

[2:30:15 PM](#) Cody wants to have some discussion on BOE. Wants to compliment all the appraisers and all of the work they do. Are monitored by the State Tax Commission. Are very diligent in the process they have to establish all of the new construction as well as look at the sales that come in. Required to be in line with these sales. Point she is making is they are diligent and feel good about the assessments that are sent out.

[2:32:22 PM](#) Has a packet for the commissioners. Has Idaho Statute 63-502 which goes over the function of the Board of Equalization on assessments.

[2:32:44 PM](#) **Robin Dunn is in the room.**

[2:32:49 PM](#) They need to uphold the assessor's value unless the taxpayer can provide proof that the assessment is not correct. The homeowner has to be able to prove this is the wrong value. Need to have information to validate this. Chairman Raymond said they confine strictly to this purpose. The burden is on the appellant. There is an application they have to get from the Clerk's office who ask if they have spoken with the appraisers. If they do wish to file an appeal they will have to complete the form and bring it to the Clerk's office. They must prove facts on why the assessment is wrong. Want them to be professional and prepared. Once they have the form completed they will be given a BOE appointment to meet with the commissioners. Have thirty minutes for each hearing. Appellant has ten minutes, then appraiser has ten minutes, appellant will be given five minutes to rebut and then the appraiser has five minutes to close. This is to limit speaking out of turn. This needs to be ran professionally. They can notify them in writing of their decision. Reminds them the appellant needs to bring in facts.

[2:37:49 PM](#) Values are based on sales from the previous year. Sometimes an appellant will bring in sales from the week before but they need to get sales data from between October 2014 to September 2015. Reminds them this is not where they appeal taxes. Appellant in the process does not have to be the owner of the property a neighbor can appeal the assessment if they choose to. Robin said usually have to have some interest. Matt brings up this has happened in another County.

[2:40:31 PM](#) **Robin Dunn left the room.**

[2:40:44 PM](#) The appraiser will be the person representing the county. Prosecuting attorney will be here to provide legal counsel. Chairman is here to provide information on how the hearing will run as well as keeping it in order. Need to be careful about the time because they all need to get their time to speak. Cody said they have to close the Board of Commissioners and open the Board of Equalization. Have to swear in any individual that will speak in the hearing. Need to try to wrap this up within the thirty minutes. Can make a decision if they are ready or they have to have a decision by July 11. The purpose of the appeal is not to negotiate. Need to be aware of the decisions that they make. If the appellant does not like the decision they can take it to a BTA - Board of Tax Appeals. Matt said the BOE process can begin on June 27. Cody said they may need to meet in addition for BOE hearings depending how many come in.

- **Service Agreement for Pay Port**

[2:49:27 PM](#) Cody goes over for the credit card machine they use is moving to a flat 3% service charge. This is removing the additional \$1 charge. Will now only be charging a 3% fee.

[2:50:28 PM](#) **Motion by Commissioner Hancock to accept the second amendment to addendum B for electronic transaction and access for PayPort Electronic Payments to Jefferson County Assessor. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:54:46 PM](#) Recess

Open session 3:01

Clerk – Colleen Poole

- **Purchase of Wide Format Machine**

[3:01:44 PM](#) Colleen is here to discuss the purchase of a wide format printer. Currently this printer is in the Assessor's office but they will want this moved into the Clerk's office. This machine is on its last leg. Have gotten bids on a new or used machine. This machine takes copies of the large plats. Fenton's office supply bid is for a used demo they will give a credit on our used printer. The maintenance on this does not include toner. Bonneville Blueprint's new machine does come with a warranty. Bonneville Blueprint has an inkjet not a toner so that is cost effective. Yost bid is quite a bit higher it also comes with a warranty. Colleen said the inkjet appeals to her. For the demo unit would have to pay \$124 for maintenance a month.

[3:05:41 PM](#) The KIP from Fenton's is a demo they had used in the office so it cannot be sold as new. Robin said the best one is the Lanier which is also the most expensive. Colleen does have \$10,000 in her capital account budget. Chairman Raymond asked about the date on the Fenton's bid is the bid still good. Colleen said yes she has called and the machine is still available but is unsure of how old it is. On the HP through Bonneville Blueprint the warranty appeals to her. Then they can buy the extended warranty anytime within the next year. Chairman Raymond said he is leaning toward a new one as well.

[3:12:27 PM](#) **Motion by Chairman Raymond to approve the Bonneville Blueprint bid for the HP Wide Format Printer for \$8,050.00. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[3:14:06 PM](#) Commissioner Hancock said the new one is a better deal because it is under warranty.

Jefferson County Park & Recreation – Rebecca Squires

- **Jefferson Lake Updates**

[3:15:15 PM](#) Rebecca has met with Bob who is the new campground host. Rebecca said that Bob had noticed that behind his campsite the homeowners have cut the fence and kids are coming into the park and playing after park hours. Rebecca does not believe they should be allowed to do this. Chairman Raymond said they may need to notify the property owners. This is not open access and they need to fix the fence. Rebecca asked to what level to go with this since they are destroying property and trespassing. Chairman Raymond suggests to take a friendly approach first then if that does not work would need to move toward another option. Robin thinks to help fix this they would need to fix the fence and then put a no trespassing sign up.

[3:20:25 PM](#) Rebecca mentioned that in the claims they will see a large power bill at the lake. The lake does sub up naturally they do not fill it. Did have a massive spike in the power bill and they had to figure out why. Found out that the pitless came undone on the well. Had noticed the well was not turning off which is not normal. Bryan and Bob had turned on and off different valves. Had a few clean out valves that were still open. Do have this fixed now so hopefully the power will go back to normal. Rebecca also had a meeting with Cooper Fritz with Idaho Department of Water. At the lake water was issued as a permit. They need to come and do a site visit and will convert the permit into a license. This is for non-consumptive use. This permit was issued in 2010.

Weed Department – Mitch Whitmill

- **MOU between Fremont and Jefferson County**

[3:25:30 PM](#) Mitch has an MOU that goes over that Fremont County shares in the use of a watercraft that Jefferson County owns. Have meet with Fremont County and their attorney to have an MOU signed detailing the use of this watercraft. Mitch discusses what they use for this. This is Jefferson County's boat but they do allow Fremont County to use this. Robin has not reviewed the MOU. Will need to allow time for him to review this MOU.

- **Approval of ATV Purchase**

[3:28:42 PM](#) Mitch is here they need to replace an ATV. This was put in the budget and is on the schedule to be replaced. Will be replacing a Suzuki 750 with a Suzuki 500. Have four ATV's. Mitch said they could use six because they utilize these often. Will do a trade in but do not have a firm price on what the trade in value is. Mitch said they try to keep the same brand of machines so they all have the same parts. Chairman Raymond would like to see the other quote from Rexburg Motorsports so they have that to go off of. Mitch said he will go up now and try and get a bid to bring back in today.

[4:35:33 PM](#) Mitch is back with another bid for the ATV. Discuss the bids. Action Motor Sports is for a 2016 Suzuki 500 with accessories for \$4,978.00 after trade in. Rexburg Motorsports is also for a 2016 Suzuki 500 with accessories for \$9,008.58.

[4:36:34 PM](#) **Robin Dunn left the room.**

[4:37:05 PM](#) **Motion by Commissioner Hancock to approve for the Noxious Weeds and Evasive Species Department to approve the acquisition of a Suzuki 4-wheeler from Action Motorsports to not exceed \$5,000 with trade in of the old 4-wheeler. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Public Works – Dave Walrath

- **Bids Link on County Website**

[3:35:14 PM](#) Dave said that Rebecca had helped him put a link on the website for the Public Work bids. This will be a nice feature anytime they go toward bids would be online instead of a sealed envelope. Commissioners look online at this feature.

- **Paver Bid**

[3:39:41 PM](#) Will also be putting a legal notice to put in bids for a paver. This will be posted in the Post Register. Dave does have some specific things he is looking for as far as the engine. Place for price and bid bond. Goes over the bid project. Hoping to get a couple of bids. Discuss pavers. Hoping to get some paving done this year. Bonneville County has contacted him about using the paver. May do a trade instead of transferring funds. Madison has also contacted him about leasing this paver.

- **ITD – 4100 E & SH-48 Improvements Projects**

[3:48:30 PM](#) Dave said that he is meeting with the owner of the Hailey Creek subdivision to discuss right-of-way acquisition to improve 4100 and state highway 48. Have been a number of accidents. 4100 is impacted due to school traffic. Signed an agreement back in November to secure this right-of-way. There is a ditch that runs along there. Will meet with Mr. Magera tomorrow. Seem to be interested in helping with this project. Discuss the area. This is all open area right now.

- **Equipment Repair & Maintenance Cost**

[3:52:40 PM](#) Dave said on the next issue has some information on the IWorks data base. On a G grader this just crossed the 10,000 hour threshold. In about a year it has cost \$25,000 in maintenance for this machine. Need to consider replacing some

equipment. Have a John Deere 770 Grader that has 11,249 hours. This is starting to require a lot of down time as well as repairs. Have three graders that run full time. Dave is not advocating leasing every machine but thinks they may need to look into the option.

[3:55:32 PM](#) **Robin Dunn left the room.**

[3:55:39 PM](#) Dave said he could send a link to the IWorks system to the Commissioners.

[3:55:52 PM](#) Commissioner Farnsworth said they had a CAT grader that they had replaced a motor on has this been sold. Dave believes this was one of the best CAT graders they had. Dave said operators are hesitant to road these machines because of the controls. Current options are John Deere and CAT.

[3:58:02 PM](#) Have a Champion grader that is in good condition but this brand was bought out by Volvo who has now also been bought out as well.

[3:59:04 PM](#) Commissioner Hancock thinks they need to get on schedule to upgrade these machines. These government lease agreements they have a guaranteed buy back option. Dave said during the lease period they are under warranty and do not have to worry about costly repairs. Will come back on June 20 with more information.

[4:02:05 PM](#) Did meet with the surveyor. Dave said they will be up doing more work up at the Great Feeder tomorrow. At some point will haul some concrete barriers for around the building. Commissioner Farnsworth said they had driven a trackhoe across the bridge deck.

[4:08:18 PM](#) Rebecca brings up the dead trees out in front of the courthouse. Have two other maple trees that are also in need of some attention.

Commissioners

- **Approve Claims**

[4:09:53 PM](#) Discuss question with the claims. Had a question on the fair. Have building upgrades. Look into this.

[4:15:39 PM](#) **Robin Dunn is in the room.**

[4:18:06 PM](#) Chairman Raymond is not worried about the timing of the claim but wants to confirm this has not been spent in one place. Concerned that both sides get equal. Robin said they do donate support to the rodeo. Call Ruth at the Extension Office. Go over the claims asked that she review these with them. Ruth said the 4-H and FFA both sides use this so it is not separated. The general support is for both West Jefferson and Rigby Fair. This is paid once a year. They always give the Parks & Rodeo \$6,000 to use for the grounds. That is how this has always been broken down and paid. Commissioners thank Ruth for the information. Commissioner Farnsworth brings up the repair claim from Western State for Road & Bridge. Thinks they need to do as much in house as possible. Will mention this to Dave next time.

[4:29:05 PM](#) **Motion by Commissioner Farnsworth to approve claims from 5/9/2016 to 5/20/2016 for \$216,192.83. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Approve Commissioner Meeting Minutes**

[4:33:03 PM](#) Discuss changes.

[4:34:03 PM](#) **Motion by Commissioner Hancock to approve commissioner meeting minutes from May 9, 2016 as amended. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

- **Sign Certificates of Residency**

[4:43:15 PM](#) **Motion by Commissioner Farnsworth to approve certificate of residency from the College of Southern Idaho for Briley Wight. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Eastern Idaho Public Health – Appointment to Board**

[4:43:51 PM](#) Rebecca brings up that Commissioner Farnsworth's appointment to the health board has expired. Need to make an appointment to the board.

[4:45:08 PM](#) **Motion by Chairman Raymond to nominate Commissioner Farnsworth and to appoint him to the Eastern Idaho Public Health board. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

- **New Building Update**

[4:46:18 PM](#) Rebecca brings up county property goes out to the brown fence so it goes all the ways out there. Have a lot of space. All of the property goes west. Rebecca has not looked into what the full-time prosecutor office space would require. Chairman Raymond said they may need to contact IAC. Need to look at some building plans. Commissioner Hancock thinks that they are only wanting an office building not another courthouse. Commissioner Farnsworth said they may have some plans they could modify. Colleen brings up needing room for District court. May be able to move files over to help create an office area. Chairman Raymond asked what they would move to a new building. Colleen said they could move files to open up some room. Chairman Raymond said they are looking at offices and a warehouse.

[4:50:43 PM](#) **Robin Dunn is in the room.**

[4:51:07 PM](#) Rebecca said last week they had done earthquake assessments. The engineer that was doing the assessment of the building said the drawing for the courthouse are really good drawings.

[4:52:25 PM](#) Discuss problems with basements and if they would possibly flood in this area. Need to look into a requirements list.

- **Budget**

[4:55:25 PM](#) Colleen said her only thing today is how the commissioners want to handle their budget. Chairman Raymond said they will fill theirs out when they sit down and discuss it. Robin brings up that he had spoken with Paul Butikofer. Told him he would bring the budget up to them. Robin is looking at doing a three month budget for his remainder of time. Then proceed with the full-time budget that Paul creates for the remainder of the year. Robin would keep his the same and pro rate it for the time he is still here. Colleen mentioned she was going to sit down with Paul to work on the budget.

- **Travel Policy**

[4:58:33 PM](#) Rebecca has the added paragraph that was previously discussed and is ready to adopt. Chairman Raymond reads the change to the travel policy.

[4:59:43 PM](#) **Motion by Commissioner Hancock to accept the travel policy as adopted on May 23, 2016. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Water Curtailment**

[5:01:30 PM](#) Commissioner Hancock goes over some of the curtailment and water rights. Chairman Raymond said there was a report that Jefferson Lake was one of the entities that may be a possible place for water curtailment. Commissioner Hancock had come in and seen Rebecca and gotten some information on the water rights. Rebecca said she had given Commissioner Hancock her file on water rights had also spoken with Mr. Fritz from Idaho Water Resources and what they are doing is changing from a permit to a license. Deemed this as non-consumptive use. The water rights are much older then what the permit entails in 2010. Rebecca said for this year they do not have to curtail or mitigate. Eventually may want to join a groundwater district next year if they choose. Commissioner Hancock said if they went to non-consumptive license then they are not required to mitigate. Said that Mr. Fritz said if they changed this it does not affect them. Going back through the water rights they have a lake that seeps back into the groundwater. In the past they had purchased rental water. Suggests to find someone that has five inches of water from the Great Feeder to buy to use to put this into the lake.

[5:04:48 PM](#) Commissioner Hancock said they have the right to use water during high water out of the Great Feeder. Jim Boulter is the water master for the Great Feeder.

[5:07:46 PM](#) Commissioner Hancock said he can contact Jim about this since there is extra water right now. Rebecca said they may need to clean the area out. Commissioner Hancock said he will go out and look at this. Chairman Raymond said if they have bought some water rights where are the certificates? Commissioner Hancock said they had bought storage water so these have to be paid for each year. Colleen mentioned that they do get a water assessment from the Great Feeder. Rebecca asked if this comes out of the Park & Rec budget. Each canal company usually has their own certificates. Rebecca asked if they would have to fill out a mitigation report each year. Robin said they are non-consumptive. Commissioner Hancock said before everyone flood irrigated. Had to reduce the use of water. Discussion on water. Commissioner Hancock has all of the permit dates.

Attorney – Robin Dunn

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

[5:17:17 PM](#) **Motion by Commissioner Hancock to go into executive session 74-206 (F) –Legal. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock –aye, Chairman Raymond – aye. Motion passed.**

Open session 5:43

[5:43:30 PM](#) **Motion by Commissioner Hancock to authorize our Chairman to sign an affidavit on behalf of our Prosecuting Attorney. Second by Commission Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[5:45:05 PM](#) **Motion by Commissioner Farnsworth to adjourn at 5:45. Second by Commissioner Hancock. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date