

**Jefferson County Commissioner Meeting Minutes
February 13, 2017**

Meeting called to order at 9:01. Those present are Commissioner Hancock, Commission Martinez, Chairman Farnsworth, HR/Commissioner Assistant/Emergency Management/Park & Recreation Rebecca Squires, Deputy Attorney Weston Davis, Prosecutor Paul Butikofer, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Colleen Poole. Prayer offered by Commissioner Martinez.

PROSECUTOR – PAUL BUTIKOFER - DEPUTY PROSECUTOR – WESTON DAVIS- ATTORNEY – PAUL ZIEL

• **PLANNING & ZONING ATTORNEY CONTRACT**

[9:02:20 AM](#) Paul asked what questions they had about Paul Ziel handling Planning & Zoning. Commissioner Hancock said it's more of a discussion and his opinion on if they want to take Planning & Zoning or leave that with Paul Ziel. Paul Butikofer said he has spoken with both Weston and Paul Ziel. Right now he would suggest to leave this as it is at least for the next six months until the next budget year. Since taking office there have been a lot of demand in the civil arena. Weston has been very busy right now but he believes this will taper off once they are up to speed. Paul feels they can keep going the way they are for now. Chairman Farnsworth said that Naysha is happy with the service Paul Ziel provides.

[9:05:41 AM](#) Paul Ziel comes up and said he enjoys working with Planning & Zoning and the Commissioners. He grew up in the county and his family still lives here. He realizes if they need to move on he will be fine with that when the time comes. Would like to continue serving the county for as long as they need him. Once Mr. Davis is ready to take over that is fine.

[9:06:30 AM](#) Weston said he enjoys working with Planning & Zoning this is not him subsiding from duties. There is quite a demand at this time. Would like to take over Planning & Zoning but realizes the load that would be added. Hopes to take over soon realizing there are some policies that need to be looked at. Have been working with all departments and is hopeful to have this transition at some time.

[9:07:58 AM](#) Chairman Farnsworth said they will continue with Paul Ziel until the current office is up to speed. Paul said with the way the budget is set he thinks this is best for now. Commissioner Martinez said during this transition they have made this run smooth. Paul Butikofer mentions they are further behind on the criminal part. Paul said they would want to absorb Planning & Zoning but based on the demands they would like to stay the same for now. As far as the budget it was budgeted for Paul Ziel to continue advising legal counsel.

[9:10:15 AM](#) Paul Ziel mentions in the contract for his services for Planning & Zoning he drafted this so that the new Prosecutor can take over whenever they are ready without any stipulations.

[9:10:43 AM](#) Commissioner Hancock said they can continue as they are for now until Paul Butikofer feels there office can take this department over. Paul Butikofer said Paul Ziel has been really good to work with. They will continue to be in contact with each other.

PROSECUTOR – PAUL BUTIKOFER

• **COURTHOUSE HOURS**

[9:12:19 AM](#) The other thing Paul goes over is the courthouse hours. Would like the commissioners to know that his office Probation and the Courts have been working on having the front doors open by 8:30. In an effort to make the experience better than in the past for individuals. They came up with a solution to try. Right now they jam full the days they have court which is Mondays and Thursdays. Get jammed up with a lot of pre-trials with juveniles as well as adults. Have a lot of people show up for court. Then end up with a lot of hearings that do not go. Have juveniles combined with inmates from the jail. While working with Courts and Probation decided it would be better to separate juveniles from adults. If they move the juveniles to the afternoon this will help. This is also when they do Jump Court so would be in with other juveniles.

[9:16:19 AM](#) Individuals that come for other hearings would not be waiting until this is done. Trying to separate this out to make the turnaround time quicker. Trying to alleviate continuances. If you have pre-trial on Monday morning and have worked out a plea or decide go to trial currently they do not see the judge the same day. They have to come back to enter their plea and then come back again to get sentenced. Trying to make it so after a pre-trial is done they would see the judge the same day. Proposing they come to an agreement they would do it all that day. This will reduce amount of time involved for both sides. Also then the agreements are fresh in everyone's minds. For this to work they need court to start at 8:30. Approximately 8:00 the two side door are open. If they start sending out notices that say the individual needs to be in court at 8:30 then the courthouse main doors need to be open. This would be Monday or Thursday possibly both. Rebecca asked if they would want to wait until 8:30 to open the doors. May need to do it earlier since individuals may come earlier to be on time for their court date. Chairman Farnsworth believes if they open all of the doors at 8:00 that would be the best.

[9:20:45 AM](#) Paul said that Probation, Courts and Prosecutor have worked getting more information for the courts for when an individual is arraigned. Paul sees a need for this so they know who they are dealing with and what charges individuals have already had.

[9:22:15 AM](#) Tammy mentions the juveniles will now be handled by the prosecutor's office. Before they had outside prosecutors and it would create quite a back log. Paperwork was lost and things were not always handled correctly. Tammy said this will make it where there is one avenue for the juveniles.

[9:23:26 AM](#) Paul mentioned Robin still holds the City contract for Rigby, Ririe, Roberts. Have someone else over Menan and Lewisville. The city attorney usually handles the misdemeanors. The city can hire their own attorney or use the county's. Robin felt if it was a juvenile misdemeanor it was up to the city to prosecute this. Then each city has to be sent into a different route. Paul's reading of the statute is that it is the prosecutor's responsibility. Paul does not agree it should go to the city. Paul believes this is part of the job as prosecutor.

[9:25:54 AM](#) Chairman Farnsworth said all of this sounds great. When they can speed up the legal process it is always a good thing. He likes what he is hearing about them working well together. Paul said that everyone is working together sometimes change is hard but they are all working through it together. Paul thinks individuals will have a better experience when coming into court. Businesses do not want to cooperate in testifying on individuals who have stolen from their store when they have to sit for hours losing money. A lot of the time after they wait the hearing gets bumped. Paul said they do not want to send the message that individuals don't want to go to court because it's too timely. Chairman Farnsworth realizes they don't want this to be a lose lose situation. If they can come in get their case handled in a timely manner.

[9:28:57 AM](#) Will need to let Bryan Briggs know to open the main doors at 8:00.

[9:30:18 AM](#) **Motion by Commissioner Hancock to open the side doors and the main doors of the Courthouse at 8:00 every morning. Second by Commissioner Martinez. Roll call taken. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

PROBATION – TAMMY ADKINS & IDAHO DEPARTMENT JUVENILE CORRECTIONS - SHANE BOYLE

• YEAR END REPORTS

[9:31:01 AM](#) Tammy introduces Shane Boyle to the Commissioners. Tammy said they wanted to come in with the end of the reports from Idaho Department of Juvenile Corrections.

[9:32:17 AM](#) Shane said every year they go over the numbers that are put in each year for each county. At the end of the year get with Tammy and create these charts. Juvenile arrests are always a year behind on this chart so in 2015 they had eighty-seven. Offenses for Jefferson County have 85% with misdemeanors, 13% felony and 2% status offenses. Commissioner Hancock asked what status means. Shane said that status is something that would not be a fine if done by an adult. Such as smoking, curfew, truancy etc. When they work with juveniles they do not get locked up for status offenses. Shane said smoking is now an infraction. Tammy mentions smoking was changed a few years ago as well as alcohol to being an infraction. Used to use diversion which was around \$300 for the program with a refund of \$50 if they did well. Have moved to an infraction which is around \$500 minimum. Feels if they can catch kids earlier and help them if they are higher risk. Working with Paul on this trying to get this back because there is some benefit to juveniles. Smoking and alcohol were the biggest status offenses but now these are infractions. Will see some changes to this.

[9:36:04 AM](#) Shane said for 2016 had 94 intakes and 120 releases. Juvenile Probation average age is fourteen to sixteen years old. Majority is male with 74% and females at 26%. Community service show 804 hours this is the lowest in the last few years but is down because the numbers have been down. Restitution is also down to \$5,220. Tammy said 2014 was an anomaly had three individuals that owed restitution. One of those individuals received an inheritance and payed off all the fees for all three of them so they could be done with Probation. That is why that number was so high.

[9:38:04 AM](#) Shane said 87% of juveniles completed Probation in 2016. Juveniles who recidivated was at 27% for 2016. Snapshot on September 30 had thirty-eight juveniles currently on Probation which is consistent around the state. Had six in custody in 2016. Shane said 95% of kids are taken care of in the local area.

[9:40:05 AM](#) Paul asked if they knew the difference between JCC and Detention Center. The JCC is like the prison. If they go to detention they go to jail. If they get sent to JCC this is a commitment up to their twenty-first birthday. Can parole out. The prison is until they are twenty-one or they complete the program and they get paroled.

[9:41:53 AM](#) Tammy said the JCC is twelve to eighteen months to complete the program. Once they are released they are put back on Probation to help with rehabilitation. Shane said one is for short term detention. The other is once they have been in detention multiple times and it is not working out. Shane said they could come up and tour the facilities if they would like. Paul said the Judge will determine how long they go into custody. Shane said when their facilities are full then they send them to 5C. Tammy said they intake them into Saint Anthony. Then they go wherever they need to go depending on what they need to have for rehabilitation.

[9:45:10 AM](#) Paul said JCC takes kids from all over the state.

[9:45:39 AM](#) Shane said that 30% of budget comes through IDJC. Shows a breakdown of the funding. This is broke down by population. Three equal payments are made throughout each year. JCA made up \$69,372, Tobacco and Cigarettes made up \$68,807 and Lottery made up \$7,505. Last page is from Idaho State Police this has a breakdown of crimes in the area.

[9:47:55 AM](#) Shane appreciates everything Tammy does. She is an ideal director. Have had new probation officers and have had them connect with Tammy. Shane said they can come up and do a visit this summer. Chairman Farnsworth would like to see the facilities. (Jefferson County Court Services 2016 Annual Justice Report - Exhibit A)

[9:50:07 AM](#) Recess until 10:00

Open session 10:00

COMMISSIONERS

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

[9:50:07 AM](#) Motion by Commissioner Martinez to go into executive session 74-206 (B) – Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

Open session 12:05

SOCIAL SERVICES – GAIL ROBBINS

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

[12:05:10 PM](#) Motion by Commissioner Hancock to go into executive session 31-874 & 74-206 (D) – Records from disclosure. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[12:10:36 PM](#) Motion by Commissioner Hancock to deny case #2017-14 on lack of cooperation, deny case #2017-17 due to an untimely application, and will approve case #2017-16. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[12:11:35 PM](#) Commissioners sign liens.

[12:13:41 PM](#) Recess until 1:00

Open session 1:00

INSURANCE – CARLOS APONTE

- **TELADOC**

[1:01:33 PM](#) Carlos said he has already presented some reports but did not have anything on Teladoc. Carlos said this is through December. Will not get the end report until next week. Carlos said this Teladoc report is reporting from June to December. Eligible lives have 114 that are eligible and only twenty-five have completed the medical history. Under visit summary goes over the use and the reason for the visit. Had twenty-six individuals use Teladoc. Shows a classification for the visit. Averages what the savings are since they used the program. Have used this program twenty-seven times and have saved around \$6,000 off of what would be paid out in claims. Need to try and increase these numbers to help this program pay for itself. Carlos realizes the county has been fairly healthy. Running well on the Blue Cross side but still believes they could get higher participation in this program. Carlos can provide packets that will bring to the mind awareness. Groups that really push this are getting higher participation. Once you get the individual to sign up Teladoc sends out email reminders.

[1:07:14 PM](#) Commissioner Hancock said his wife uses this and has had good experiences. Kristine said they receive a monthly invoice for this. It is \$10,260 for a year. Carlos thinks this started in June or July. Carlos is glad they are having good experiences. Just wants to see more individuals utilizing it. The savings will start to add up since they have claims they are not paying.

[1:10:27 PM](#) Kristine said the wellness testing is coming up next month. This could be a good time to bring up Teladoc. No one wants to go to the doctor so this may be a good time to push this out to the employees. Carlos is eager to get the numbers up.

[1:11:55 PM](#) Chairman Farnsworth said they will push this at the wellness meetings to get these numbers up.

- **CONTRACT**

[1:12:43 PM](#) Carlos brings up the contracts. Weston had reviewed this and had been going back on forth with Blue Cross. Weston said they had a discrepancy on interest rates between the two contracts. They are changing this so the contracts are consistent. Have a section on costs for attorney fees. Asked them to add reasonable cost to this. The way the contract is set up is if Blue Cross makes a mistake in processing a claim then they do not cover the mistake. Any errors unless gross negligence, the county is liable. The county also indemnifies Blue Cross. This insurance is self-funded. If they trust Blue Cross to do their job that is fine. If Blue Cross makes a mistake though it is on the county. Weston wanted the commission to be aware of this. Had asked around on this with Marilyn, Colleen

and Kristine. Marilyn does not want them because they would have to be compliant with HIPPA policy. Could hire a medical coder to watch what Blue Cross is doing.

[1:16:33 PM](#) Commissioner Hancock said if they make a mistake can't the claim be refiled. Weston said if they ever find something they would contact Blue Cross. From a business standpoint he thinks they may just fix it and refile it. Would need to contact Blue Cross to fix any mistakes. Weston just wants them to understand what this provision is stating. Have spoken with Blue Cross and Carlos. Blue Cross has come back with that is the way it is and has been. Have taken all of his questions to their legal department.

[1:18:40 PM](#) Carlos said every one of the self-funded groups read the same way. Third party administrator is to pay the claim as they come in. Carlos said when asked in the past they said it reads that way since they are self-funded. Trusts the process besides Blue Cross pays everything over \$60,000. They are also the stop loss. Have looked at Regions, Blue Shield and a few others and they all read the same way.

[1:20:39 PM](#) Weston said his intent is to notify them of how the contract is worded. Just wants to make sure they all understand what this means if anything was to happen.

[1:21:04 PM](#) Carlos said claims do come in and Marilyn gets a register. Weston said she could get more information but does not want to store the information. Weston knows she has access to view these. This would end up being a business decision on how much they trust Blue Cross.

[1:23:21 PM](#) Commissioner Hancock does not see this being a huge issue. They have the stop loss ratio. Blue Cross process thousands of claims every day. Commissioner Martinez asked what else they could do. Commissioner Hancock said they could try to negotiate or look at other companies but they are all similar. Weston just wants the commissioners to understand what is in the contract. Carlos said they reviewed this a long time ago but it is good they are looking at this so they are not surprised if anything happens. Carlos said they have done this for fifteen years and have never had any issues. This is the way it has been since they went self-funded.

[1:25:40 PM](#) Chairman Farnsworth said he likes what he is hearing. Glad that Weston is looking at the best interest of the county. Weston will give Blue Cross the okay on this and get this ready to be signed. Carlos said after they do the wellness they will come in and give them a report.

EMERGENCY MANAGEMENT – REBECCA SQUIRES

• GRANT PURCHASES

[1:27:26 PM](#) Rebecca goes over last May discussed budget for State Homeland Security Grant. The board approved those expenditures. One expenditure was a set of trauma kits for Mud Lake. Are moving a 2016 project up to 2015 money. The trauma kit has gone up in price so bringing this back in for approval. Also Mud Lake is looking at road flairs to help guide traffic. These are rechargeable. Looking for approval for the flairs and re-approval for the trauma kits.

[1:30:01 PM](#) Chairman Farnsworth said the 2015 grant is the one that is active. Rebecca said the 2015 grant is open until April. Came in under budget so they are moving up projects to free up money later on. The trauma kits were approved but for a lesser amount.

[1:31:57 PM](#) **Motion by Commissioner Hancock to approve grant for trauma kits with a quantity of four at \$452.50 for a total of \$18,010 with grant money for Homeland Security. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[1:32:43 PM](#) **Motion by Commissioner Hancock to approve grant for three rechargeable traffic flairs at \$599.75 each for a total of \$1,799.25 from the Homeland Security grant. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

• SANDBAG POLICY

[1:33:33 PM](#) Rebecca has a copy of the Teton County sandbag policy to use to create one of their own. Sandbags have been used to protect infrastructures in the past. Feels it would be helpful to have a written policy. Chairman Farnsworth said he has had residents ask about these and if they are available. Realize they need to help other counties but also need to protect their own county.

[1:35:00 PM](#) Sheriff Anderson said during the flood in 1997 they did distribute bags to residents. If they have a citizen in need this should be their first priority. Protection of property is on this policy but feels it should include the citizens of the county.

[1:35:42 PM](#) Commissioner Hancock said first off is public property but also private property when this is available.

[1:36:04 PM](#) Rebecca said sandbags were purchased by Idaho Office of Emergency Management. Jefferson County has 100,000 sandbags. Other counties do not have as many they range from 5,000 to 50,000. These were purchased with state money.

[1:37:01 PM](#) Chairman Farnsworth brings up a replacement cost in the policy. Rebecca said these run around \$0.16 a bag.

[1:37:24 PM](#) Commissioner Hancock asked how many bags were used in 1997. Mike Miller said they used a lot definitely filled a lot of sandbags that year.

[1:38:55 PM](#) Sheriff Anderson said on the policy when they decide if they have enough to provide the public. Also who would distribute these and make the decision that they can distribute. Do not need to have multiple elected officials divvying out bags. Feels if it is one individual it would clear up any confusion. Chairman Farnsworth brings up ways they would handle this. Sheriff just does not want different individuals handing out bags and then not know where they all went. Chairman Farnsworth said they did give some out to other counties recently but they will be replacing them. These counties just needed some immediately.

[1:41:36 PM](#) Rebecca said they have a stock pile of 100,000 bags. These could be of assistance to others. Can keep a strategic pile of 30,000 bags in case they have an emergency declaration. These bags would not be touched unless a declaration was made.

[1:43:28 PM](#) Captain Parker mentions a lot of what they use sandbags for protects public interest. Mike Miller said in Ririe they used these around canals. Chairman Farnsworth said these are used in towns, cities and down to private individuals. Rebecca said if there is flooding state wide then they would only lend out until they hit the reserves. Commissioner Hancock said they need to come up with these limits. Mike Miller said in 1997 Road & Bridge put in dikes to help as well.

[1:45:49 PM](#) Chairman Farnsworth goes over the Teton County example said they cannot guarantee sandbags to the public and they would need to demonstrate immediate need. Chairman Farnsworth said this also encourages homeowners to keep their own stock piles.

[1:47:43 PM](#) Rebecca said they have around 100,000 but recommends a strategic stock pile of 30,000 bags. Commissioner Farnsworth asked if they would want to put a stock pile aside for public use or take out of the stock pile. Rebecca asked what threshold she needs to contact the board on these. Chairman Farnsworth goes over as far as they stop at the 30,000 it should be fine. Rebecca uses WebEOC currently to help manage what they have and who has requested and received any. Sheriff and Road & Bridge can see what resources have been used. Sheriff Anderson said if the Emergency Manager is not here then it should go to the Commission. This would solidify the resources of where they are going. Commissioner Hancock said he is good with that if they cannot get ahold of Rebecca it would come back to the Commission. Commissioner Hancock said to have Rebecca make these changes and come back with this in another meeting.

- **SITUATION REPORT**

[1:53:27 PM](#) Rebecca wants to go over a situation report on what is going on throughout the state. This is something that would be happening daily if in an emergency situation. This is an introduction their current status is monitoring. Have seen flooding across a few roadways. Goes over agencies in the county who have been involved. Ririe School District had called in saying they may need some help for their High School facilities around their football field. Sheriff Anderson mentions the high school is in Bonneville County. Commissioner Hancock mentions they have been involved. Rebecca said that Ririe reached out to her since Jefferson has so many residents that are in the area.

[1:57:06 PM](#) Cassia County picked up 2,500 sandbags. Minidoka got 10,000 sandbags. Idaho Office of Emergency Management took 25,000 sandbags.

[1:58:09 PM](#) Sheriff Anderson asked if Idaho Emergency Management does not have as many as we do. Rebecca said that Jefferson County has the most. These sandbags will be replaced later this week. Rebecca goes over pictures from Dave of some of the water on the roads.

[1:58:58 PM](#) On 2300 East have water over the road. Dave said the minor flooding is in the Roberts area with the culverts getting plugged. Out cleaning culverts today. Have water flowing over Menan Buttes. State wide the IDEOC is downgraded to a level one. Have seventeen counties that have made an emergency declaration. Rebecca provides the website www.ioem.idaho.gov. On this website they have a situation report that is updated daily.

[2:01:12 PM](#) Status of resources have lent the trailer to the IOEM and are awaiting shipment of replacement bags. Have been checking with Dave on marking flood areas. Dave said they have one lane open in most areas. Rebecca said it should be dryer this next week. Today the flood advisory does expire. It is extremely helpful if information is fed her direction since she provides daily reports to the State. Commissioner Martinez brings up what to do when they cannot get ahold of her. Rebecca commends everyone in the situation. Communication was excellent and the back and forth is good.

SHERIFF – STEVE ANDERSON

- **VEHICLE PURCHASE**

[2:04:44 PM](#) Sheriff Anderson goes over that they budgeted for three new vehicles. Is before them to ask for permission to buy these vehicles. Have contacted Colleen and the cash flow is available. With them using government contract through Goody Ford saving around \$9,000 for this order. Will be under budget. To outfit a vehicle depends on what they put in it runs anywhere from \$4,000 to \$8,000.

[2:07:50 PM](#) Sheriff Anderson said they are replacing older vehicles that have high mileage. Will move one vehicle to the dive trailer for waterways. Commissioner Hancock said so they are increasing their fleet.

[2:09:37 PM](#) **Motion by Commissioner Hancock to authorize purchase of three vehicles for \$89,360.22 with additional allocation to equip these vehicles with police lights, sirens, and radios as needed. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **CIVIL PROCESS EMPLOYEE**

[2:10:27 PM](#) Sheriff Anderson said they have a civil deputy who is retiring soon. Instructs all other civil deputies in the state. Will probably be leaving within the next year. Have an open line in the budget and would like to request to move someone over to learn the civil process. Had met with the attorney today and he echoed his concerns on the civil process as well. Would not have to reopen the budget. Would internally transfer someone to train with Barbara and hire someone else at a lower wage. This is a long process would like to have an individual work alongside of her for the next ten to twelve months. With the civil process they need to have someone trained and ready. The revenue has never been as good as it is now. Have around \$92,000 a month from the jail. Commissioner Hancock said they want to make sure the Justice Fund can be fully funded. Sheriff Anderson said they are operating at 5% of their budget. Chairman Farnsworth thinks this is a good idea to have someone learn this process before she is gone. Colleen mentions they would have to look at the new hires wage to make sure it fits within the budget.

[2:14:23 PM](#) **Motion by Commissioner Hancock to approve the Sheriff to hire for a vacant slot in his budget and move someone internally to train in the civil deputy's position. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

COMMISSIONERS

- **NEW BUILDING UPDATE**

[2:15:23 PM](#) Scott Nielson from the architecture firm is available. According to spreadsheet they are currently at 10,316 feet. If they move the Prosecutor upstairs this would reduce the main floor. Basically this spreadsheet shows they are around \$3.5 to \$3.6 million. Need to eliminate unfinished space on the second floor to bring the budget down. This will still leave some unfinished room available upstairs. Discuss numbers on the building. Commissioner Hancock brings up they would be able to sell the lot the Extension Office is on. Also will be saving rent for Prosecutor and Probation.

[2:22:44 PM](#) Scott said they are also going to have to furnish the equipment and office furniture. Chairman Farnsworth said Prosecutor has new stuff. Probation should have their own stuff as well. Scott said may need to look at another department going upstairs. Can put the Park & Recreation office up there. Public Defender office could go up there. Court offices may be able to go upstairs as well. Scott said as they layout drawings they have to make sure everything fits. During this process if they don't need as big of a lobby on the second floor they can reduce this then. Chairman Farnsworth does not see anywhere to cut. Would still have 4,000 to 5,000 square feet available upstairs. Scott provides a contract for them to review. Commissioners take a copy and give one to Weston.

[2:30:40 PM](#) Chairman Farnsworth said they were discussing moving Prosecutor to the second floor. Prosecutor Paul Butikofer comes into discussion. Scott said Probation and Extension are on the main floor. Paul's thought is who you want to be riding the elevator. Depends on the amount of traffic. Rebecca mentions Probation would have more traffic. Commissioner Hancock said this would be separated more from Probation if he was on the second floor. Paul mentions a concern on security. Scott said with Probation they want to keep them separated on one side of the main floor as possible with an entrance. Chairman Farnsworth thinks they can draft this up. Look at this will help them get an idea. Scott said initially they had a main floor trying to accommodate everyone made it to large. The budget said they need to shrink the main footing of the building. Paul is fine with this especially with the separation and less walk by traffic. Scott said they will work towards a layout and come back in.

- **SIGN CERTIFICATES OF RESIDENCY**

[2:39:50 PM](#) **Motion by Commissioner Hancock to approve certificates of residency for the College of Western Idaho for the following students Dylan Anglesey, Kenedee Bair, Skyler Beckstead, Wyatt Dansie, Kyler Egan, Trenton Fried, Carlos Garcia Diaz, Bianca Gaxiola, Sydni Geisler, Cassidy Griffith, Bridgett Hampton, Kaitlyn Hayes, Allyson Kunz, Bryton Moon, John Morgan, Olivia Nelson, Israel Olaveson, Brayden Olson, Kathryn Park, Hailey Phillips, Melissa Scott, Nathan Scott, Natalie Shelton, Peyton Siepert, Carter Smith, Austin Sorensen, Staten Torgerson and Chase Yearsley. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[2:40:53 PM](#) **Motion by Commissioner Martinez to approve certificates of residency for the College of Southern Idaho for the following students Tristen Funk, Bailey Marion, Neify Sierra, Anthony Perez, Jr. and Hannah Yoshida. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **5C DETENTION CENTER REPORT**

[2:46:01 PM](#) Commissioner Hancock said they received a certification that they are up to state standards. In the budget this year they increased this to around \$500,000 for the county's share. The projections are better now. Anticipating if this continues will be lowered to what it was originally. If this happens it could free up around \$75,000. The center has brought in more detainees from State of Montana. Have brought in twice as many as they had discussed initially.

- **APPROVE COMMISSIONER MEETING MINUTES**

[2:48:58 PM](#) **Motion by Commissioner Hancock to approve commissioner meeting minutes from January 23, 2017. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye. Motion passed. Chairman Farnsworth abstains.**

- **APPROVE CLAIMS**

[2:51:48 PM](#) Commissioners review claims. Discuss a latch on a tool box. Dave will call and check on this. It is on the Volvo grader. Colleen mentions on Prosecutor last item there was some shredding of obsolete files with no resolution done on this. Weston is working on this since it was just brought up. Weston believes this is case files that were obsolete in the transition but will look into it. Colleen mentions that individual charges on workman's comp were due. Commissioner Hancock asked about paying claims if they pay a workman's comp premium. Colleen said this was unemployment. Work comp goes back over the last two years and they do an audit so they may get money back or may owe some additional. Commissioner Hancock goes over on the landfill construction is under landfill development shouldn't Decker be paid out of capital not landfill development. Colleen will check on this. Commissioner Hancock mentions they paid rent for the watercraft for \$1,200. Commissioner Farnsworth thinks this is at the Fire Station for the winter so it can be in a heated area.

[3:16:25 PM](#) **Motion by Commissioner Hancock to approve claims from 1/23/2017 to 2/10/2017 for \$481,743.29. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

ITD – DREW MEPPEN & WADE ALLEN - PUBLIC WORKS – DAVE WALRATH

- **OSGOOD INTERCHANGE FOR I-15**

[3:19:20 PM](#) Drew mentions in 2018 they will be looking at ramps for the Osgood interchange this could possibly go sooner depending on funding. Would use a detour when the North on ramp was constructed. This would be for local traffic. Wade said that this on ramp has to be closed to be reconstructed. Drew said this ramp has a steep grade as well as short. They would lessen the grade and lengthen it. Would like to close this for fifteen working days. Interstate will stay open but local traffic would have to get off to go around. Commissioners do not see this as a problem. Drew has a draft agreement between the State and County that they both agree to this detour and would not last more than three weeks so fifteen days. Wade said this will be closed until it is done. Will work through this draft agreement and get this back to Dave to present to the board.

ITD – BEN BURKE - PUBLIC WORKS – DAVE WALRATH

- **DETOUR FOR I-15**

[3:23:11 PM](#) Ben goes over it is windy in Idaho. Dust is a huge issue on the interstate. Have a nice detour set up and efficient at getting this set up. Exit in Roberts and take state highway 48 through Rigby to Highway 20 into Idaho Falls. Interchange 118 and 119 are the most highly used interchanges in the state of Idaho. State highway 48 has become a magnet for the school district. Putting this traffic on highway 48 that is very narrow. Have oversized vehicles that are forced down this road during these closures. Gives too much exposure to county roads. Changing this detour route would eliminate them from using exit 118 and 119. Currently get off in Roberts go through Rigby past two signals and four schools. Proposing to use Basset Road instead. Sometimes Basset Road is also heavily dusted so they would have a detour sign that could move the detour down Lewisville Highway. Using this detour would avoid the 119 interchange down in Idaho Falls.

[3:27:45 PM](#) Standard policy is to not detour State traffic into the county. Proposing to get their approval to get these routes approved during dust detours. Would reduce the amount of time and reduce the exposure to the schools on Highway 48.

[3:28:34 PM](#) Commissioner Hancock likes the idea. With the increase traffic is there any support on the maintenance of the county roads. Will be looking at heavy truck traffic. Ben said this has been discussed some can quantify and calculate. This would be 40% truck traffic. There are ways to reimburse this. Dave said if they quantify this they could use those funds to purchase hot mix. Ben said they also have gravel and salt brine. Could trade commodity as appose to a reimbursement. Ben said they are trying to lessen the impact or exposure to residents. Also trying to reduce the amount of times the road is closed. Down to about 1,300 feet but detour around twenty miles. Looking at innovative ways to go through the dust. Have different kinds of drivers either aggressive or passive. First thought is they are going to hit something or they may be hit. Have permanent signs already in place that just have to be flipped. Roberts already has the detour signs. Signs on Basset Road and Lewisville Highway would need to be added. Could work up an

agreement and look at the idea of reimbursement or trading commodities. May have some unhappy individuals either way. Have done a number of trees already but now sure yet they are helping. Ben said they will work something up and provide that to Dave in the future.

[3:41:54 PM](#) Recess

Open session 3:48

PUBLIC WORKS – DAVE WALRATH

• COMP TIME DISCUSSION

[3:48:39 PM](#) Chairman Farnsworth said it has come to his attention they have supervisors with over 100 hours of comp time. Dave provides an updated list. Brian Helm was up to 115 hours. Jerry Ramirez was around 112 at one point. Dave said with the let up in the weather they have used some of this time. Chairman Farnsworth said they had just raised this to 100 how do they swing this much when policy states forty hours. Dave said when storms come fast and furious it does not take much for this to get racked up big time. Chairman Farnsworth reads from the comp time policy. Chairman Farnsworth does not disagree with the overtime but until it is approved it needs to follow the policy. Usually raise it to eighty hours but this year ended up raising it to 100 hours. Dave said this is combination of checking roads and snow fighting. Get called out on weekends to handle other issues as well.

[3:54:02 PM](#) Commissioner Martinez said while working there he saw the process that they go through. Dave said they have started managing this time with the dryer weather. Will see further reduction if the weather holds out. Have guys that only have forty to sixty hours as well. Chairman Farnsworth feels it is okay if they are getting this kind of overtime and the roads are good. But if the roads are bad it's hard to know where all this overtime is going. Dave said City of Idaho Falls is over budget for snow removal. It's been a tough year. It stayed below freezing for three weeks. Unfortunately individuals drive too fast. When the winters have been mild and individuals have not seen bad roads like this.

[3:57:30 PM](#) Commissioner Hancock said maybe it would be best to let them know what is going on so when they get road calls they have a better idea of what to tell them. Would allow for better communications. Dave mentions the most recent issue was it got warm and rained all of the roads went bad at once. It is tough to deal with. Commissioner Farnsworth said as far as supervisors taking pickups home to check roads can't they switch off and on with who checks the roads. Dave said they haven't in the past but could do this similar to how they are on call every few weeks.

[3:59:14 PM](#) Commissioner Hancock said he had some calls in subdivisions but where do they move the snow with all of the marking sticks all over on the grass. Dave said cul-de-sacs are a huge issue as well. Dave said they had some complaints on social media. Rather than responding just went and spoke to the individual. Understands the frustrations.

PUBLIC WORKS – DAVE WALRATH - ROAD & BRIDGE – JERRY RAMIREZ - MIKE CARTER –

MIKE SWEARINGEN - JEFF COLES - LUIZ GARCIA – GEORGE RICKS – BEN HULET – KIRT WILLIAMS – JEREMEY NEVILLE

• OPERATION PROCEDURES

[4:01:35 PM](#) Chairman Farnsworth asked the grader operators what they could use beside a new grader to make this better for them to work on the roads. They just came from a meeting in Boise about claims. The number four claim for counties is snow plows and snow graders. Chairman Farnsworth said they could have a letter sent out on mailboxes that are in the way. Could tell individuals to move the mailbox or they would have to pay for any damages.

[4:04:15 PM](#) Mike said they have to dodge around mailboxes all day. Have traffic that won't get out of the way. Cruising fifteen miles an hour with the wing down. Knows every time they hit grass he realizes it but it is not something they try to do. Commissioner Martinez mentions when he was out he had also hit a few mailboxes. Had worked through one cycle of winter. Provides a picture of the cement that was damaged recently on a bridge. They put out markers to help avoid these issues and the markers are being run over. Several of these have been taken out. Wants to see some accountability.

[4:07:06 PM](#) Jerry said some new guys need training that have never run a wing. It's tough when you need someone to go out. Have to have a good attitude. Chairman Farnsworth knows this will happen eventually but they are running expensive equipment. The ruts in the road are also an issue. What do they do to get the slush off of the road? Mike said they have been pushing the machines to the limit to try and get the ruts off. Cannot get to the bottom of them. Traffic is also an issue. In certain trouble spots they cannot get down to the bottom of the road. Mike mentions in the subdivisions they are going around three miles an hour trying to not hit things that are next to the road.

[4:10:03 PM](#) Chairman Farnsworth asked about going out earlier. Jeremy feels if they have just a skiff they should be out plowing. Chairman Farnsworth said if the wind is blowing not doing any good. If it's snowing and quits the snow plows should be out the second the storms are done. Just need to come up with a consensus.

[4:11:49 PM](#) Dave said state highways are bare because they put down tons of salt. If that is the way they want them to go they can. Chairman Farnsworth said when they see major ruts they need to do something for the safety of the residents. Mike said at one

point put the salt down and it only made things worse. Dave said the salt he is talking about they do not have because it has to be stored indoors. ITD is using straight salt. Dave said if you have the right temperatures this works well.

[4:14:59 PM](#) Rebecca mentions this year they have had storms then it's cold and it repeats itself. Commissioner Farnsworth said that ICRMP is concerned about them hitting things. Ben goes over on the west side they have plowed snow into the road before he even gets to this. Chairman Farnsworth said this is against county ordinance so if they could write down addresses to send a personalized letter. This way they are verbally warned and when a cop goes out they can issue a ticket. Dave is encouraging photos of issues. Mike said this is every other house. Chairman Farnsworth said they have got to start somewhere. Luiz said a farmer in the Roberts area piled the snow right in the middle road. Chairman Farnsworth said they need to start charging for removal of snow. Chairman Farnsworth said they need to try their best to not hit anything. After too many claims to ICRMP the insurance amount goes up. Ben brings up pivots watering roads is also an issue. Commissioner Martinez said the roads are cleared off now and this is their opportunity to stay on top of this. Dave asked about a policy or labor law. How many hours a guy can work straight? Knows that truck drivers do have a limit. Weston will pull this up and see if there is any limitations.

[4:22:12 PM](#) Dave goes back to comp time. Occasionally with long time employees who receive more PTO because this accrues faster. Currently have two employees who have capped out at 480 hours of PTO. The thing that has come up if they take time off time they are supposed to use comp time not PTO. So they are basically losing 9.23 hours of PTO every two weeks since they are capped out. Dave requests looking at an amendment that allows them to take a day of comp and a day of PTO. This would allow them to get back under the cap so they are still accruing PTO.

[4:24:47 PM](#) Rebecca said comp is used first because the comp time has to be paid out when an employee leaves. PTO is limited on the amount that is paid out. Commissioner Martinez said half of the employees are over fifty hours. Rebecca mentions historically Road & Bridge has been good at getting the comp time reduced down after the season is over. Dave said when they are getting these storms they need all employees to be available.

[4:27:10 PM](#) Jerry Ramirez said as a supervisor when he takes the trucks home he only charges time if he works all day. Do they want him to call the others that do not have as many hours to take over checking roads? Dave said they have a schedule for on call for every week to rotate through the whole crew. If they get called out they get the comp time if not they get two hours for being available on call. Chairman Farnsworth said they could think of checking their own areas where they live. Just wants them to do whatever they have too. Jerry said there is a policy that states they go out after three inches. Ben said sometimes it's already packed down after three inches. Chairman Farnsworth doesn't know sometimes they may spin their wheels going out after an inch. Jerry said it is three inches because they tear up the roads and blades when there is just a skiff. Jeremy mentions a flat blade with carbonate the state would use these seemed to run forever. Chairman Farnsworth said this will end up being a judgement call may have to get out earlier. Commissioner Martinez said may need to preplan the day with the crew on what needs to be done. Jeremy mentions the wind blew all next day in his area and he had to go out and plow for busses to get out while other areas had no wind. Wants them to know they have also gotten compliments they are just looking for things that that will help the operators. Realizes mailboxes need to be moved have warned them as much as they can. Dave said are always looking to do things better. Commissioner Farnsworth said he asked about going back to five eight hour shifts. It is not worth saving a little comp time when you save a life. Weston said on time in a truck this is not something that has been limited yet at this point. Commissioner Farnsworth said if they are tired they know better than anyone what they can handle. Jerry said he was more worried about keeping the comp time down. Commissioner Farnsworth said maybe during the summer months can have the policy at forty hours and during the winter the cap would be raised.

[4:48:04 PM](#) Dave mentions that subdivisions are a lesser priority. Commissioner Farnsworth said most understand you go from high to low priority roads. Commissioner Hancock thinks they need to look at the conditions clean the roads but on the flip side if they are getting bunch of snow it may be better to wait. May not be a cut and dry answer. Commissioner Martinez mentions they could be out earlier.

[4:49:34 PM](#) Jerry asked if an operator should contact a supervisor before they go out. Commissioners agree they should probably let someone know in case of any issues. Dave said they can send a text. Commissioner Martinez thinks there should be a chain of command on who everyone needs to contact.

[4:58:14 PM](#) Mike mentions lights on the equipment. Commissioners Farnsworth said if they need additional lights get them added this may help avoid accidents.

[5:00:10 PM](#) Dave mentions that the operator who has been hitting most of the things has been moved out to Roberts. Commissioner Martinez thinks he needs to hold the operators more accountable.

[5:07:34 PM](#) Chairman Farnsworth said they need to amend the agenda to go back into the personnel from earlier in the agenda. More information was thought of and they would like to continue their discussion.

[5:08:16 PM](#) Motion by Commissioner Martinez to amend the agenda to go back into a personnel session. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[5:12:09 PM](#) Motion by Commissioner Martinez to go into executive session 74-206 (B) – Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

Open session at 6:27

[6:27:58 PM](#) Motion by Commissioner Hancock to adjourn at 6:28. Second by Commissioner Martinez. All in favor – aye. Motion passed.

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date