

**Jefferson County Commissioner Meeting Minutes  
April 24, 2017**

Meeting called to order at 9:00. Those present are Commissioner Hancock, Commission Martinez, Chairman Farnsworth, HR/Commissioner Assistant/Emergency Management Rebecca Squires, Treasurer Kristine Lund, Assessor Cody Taylor, Public Works Dave Walrath, Sheriff Steve Anderson, Weed Department Mitch Whitmill, IT Garn Herrick, Extension Lorie Dye, Probation Tammy Adkins, Prosecutor Paul Butikofer, Deputy Prosecutor Weston Davis, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Commissioner Martinez. Prayer offered by Colleen Poole.

**COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS**

• **STAFF MEETING**

**Recording was not working**

[9:02:33 AM](#) Chairman Farnsworth mentions they have gone to an indigent training and it had a lot of good info.

[9:02:59 AM](#) Clerk Colleen Poole provides the budget sheets she needs these around May 15. The expense sheets are as of Friday and a reminder they need to write what they are going to spend. Other thing is they are were working on different accounts for the capital lines. May do this in another fund so it does not inflate the budget. Tried this with Road & Bridge and this has not yet balanced out. If they have \$40,000 and want to add \$20,000 they need to write that. There are some issues they are working out with Louise and Computer Arts. If they have any questions they can get in contact with her.

[9:03:25 AM](#) Assessor Cody Taylor said they will be working on interviews this week for the open position.

[9:05:00 AM](#) Treasurer Kristine Lund said they are working toward the tax deed hearing do have one property that may end up going to auction.

[9:09:10 AM](#) IT Garn Herrick said they had one server that went haywire. Moved all of the information off of this server. It is currently out of production. Things may be a little slow. Commissioner Hancock asked if Computer Arts had answered their questions. Garn said they have not gotten back with him on the questions yet.

[9:12:10 AM](#) Extension Office Lorie Dye said that 4-H is in full swing. Finishing with the in school programs and youth nutrition.

[9:13:10 AM](#) Weeds Mitch Whitmill expo was a little slow but was beneficial. Are doing some soil tests and balancing. Waiting for the wind and rain to quit. The blue all over the place is a pigment spray the dye will go away after time.

[9:15:44 AM](#) Public Works Dave Walrath goes over chip sealing with cooperating counties. For Solid Waste the addition is coming along on the exterior nothing on the interior. Had some grade work on cell two. Discuss the Harrison Canal. Archer Highway will be one of the projects that gets an overlay on this. Chairman Farnsworth said that he visited the Countyline landfill and noticed a bunch of clippings in the borrowpit. Commissioner Hancock thinks they can put up some recycle cardboard dumpsters. Dave missed the spring conference this year and when this happens they get put on a committee. They will be addressing some of the issues with DEQ. Cannot promise anything will change but they have a voice. New air quality emission rule coming out as well. Did get a presidential declaration on the flooding.

[9:23:59 AM](#) Probation Tammy Adkins is back to full staff with spring fever.

[9:24:37 AM](#) Sheriff Steve Anderson has been busy. Rock pile out on the west side if they can get this into a flower garden before the weeds come in that would be great. There is enough to do one flower bed. Asked who he needs to go to on getting this done. Mentions that they are running vacuums and cleaning during the day does not want this to be done during business hours. Do not need the disturbances. All he asked for is a schedule of when he is going to mow and clean. The Easter egg hunt went great at the City Park. Had over 7,000 eggs gone within five minutes. Pepsi donated flavored water. Deputies were filling eggs. Allen did the waltz at the Dancing with the Stars. He did a good job.

[9:31:35 AM](#) Rebecca said they have hired Mickey Eames to be Park & Recreation so she will now be in charge of this. Rebecca will be focusing on Emergency Management now. Will be explaining the disaster declaration. On the All Hazards Mitigation Plan have identified several threats to the area. Things not so obvious are like zebra mussels. Cyber security may need to be on the plan. Man caused emergencies. This unlocks funding to do these projects may need to discuss with her. Time spent on the plan goes toward the match on the mitigation. Have not scheduled the next meeting yet. HR stuff with budget season it is time for performance evaluations. Can get the form the employee has a section to fill out to have goals. Do not use a numeric system. This is a matter of setting goals. Sheriff Anderson thought ICRMP had asked they move away from those. Chairman Farnsworth said they talked about both sides if they do them they need to do them right. Need to have them well-rounded. Sheriff Anderson asked if they were going to a coaching form. Chairman Farnsworth said if they have a problem with an employee they will not wait until they evaluate them. Would document these items as they happen. Tammy had called ICRMP and they are moving away from the number system. But it should be a coaching form so they are not shocked at evaluation time. Instead of pass or fail they try to make the employee the best they can be. Still want them but not in numbers where they get favoritism. Now they have a problem and want to terminate them. Mitch mentions

having a year around evaluations. Chairman Farnsworth said they don't want them to sit back and take notes they need to address these issues as they happen not waiting. Sheriff Anderson said they will do them but they have been documenting all year long. Weston said in speaking with ICRMP the counties are getting in trouble because they are not being honest in the evaluations. If they are going to do them then they need to be correct. If something comes up before they need to document and take care of this as it happens. They have in the SOP right now that these need to be done. Not harmful to have evaluations of the individual. Commissioner Hancock said they need to take in consideration the employees input and what our expectations are. They need to know what is expected. Rebecca said since this is in the policy they should do these for now.

[9:49:32 AM](#) Commissioner Farnsworth said they may need to ask ICRMP. Weston said it may not be a liability to the county. It is a question of identifying issues.

[9:51:35 AM](#) Commissioner Hancock thanks Mitch for the expo. A lot of other counties were there.

[9:56:17 AM](#) Chairman Farnsworth mentions that some of the staff meeting was not recorded due to a failure with the recording system.

## **PROSECUTOR – PAUL BUTIKOFER**

### **• REIMBURSEMENT FOR CONFLICT PROSECUTION**

[9:55:45 AM](#) Paul discovered a few weeks ago that they had some reimbursements on a case. Discuss amounts of reimbursement since our prosecutor was part-time and was the city's attorney as well.

### **• SPECIAL US ATTORNEY FUND MEMBERSHIP**

[10:00:05 AM](#) Paul goes over that Jefferson County is not a member. Reached out to other counties on some drug charges. Thought they were already a member. Getting some calls to him and the case fits the criteria. Talked to Cleve and said they were interested in doing this. Is around \$2,400 a year. This would be a no brainer for what they get in return. They have to pay for the county and city felonies. Share this fee with the cities. Recommends they do this and believes he has the Sheriff's support. The board emailed him back and there were some suggestions to sign up now and prorate this to the next budget year. Or discussed they could get on this now. Paul thinks he should have some in the budget to go into this early and budget for this next year. Penalties are usually tougher. Makes sense to be a part of this program.

[10:05:00 AM](#) Chairman Farnsworth mentions it may be a good thing to see if they can get into this earlier. Colleen said the dues and memberships is expended for this year. Colleen asked about what line. Paul said professional services and special prosecutor.

[10:06:31 AM](#) Commissioner Hancock thinks it's a good idea.

[10:06:36 AM](#) **Motion by Commissioner Hancock to proceed with the membership in the Special US Attorney fund up to \$2,400 next year and prorated for the remainder of this year. Second by Commissioner Martinez. Roll call taken.**

**Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

### **• EVIDENCE DESTRUCTION**

[10:08:20 AM](#) Weston said they had a request from the Sheriff's Office. Any time county property is being destroyed they need to go before the board. Does not believe this is county property. Just wanted the Commission to know about this. Detective Johnson and Detective Pettingill have identified property. Has an incident number and event number. Has recommendation to return items to individuals. There is some evidence involving rapes has to be held for so many years. The rest that is being destroyed is a missing shoe or two bullets. There is no value in this property and has been held since 2008. The items they are requesting to be destroyed they will have a controlled burn. Does not believe they are required to provide this but are since the Sheriff's office does not have a policy on this. Weston mentioned individuals will have so long to come and pick up property. Weston said that other counties do not have a written policy either.

[10:14:12 AM](#) **Motion by Commissioner Martinez to accept the list of evidence items to be destroyed or returned. (Exhibit A) Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

## **SHERIFF'S OFFICE – MIKE MILLER**

### **• RADIO COMMUNICATIONS**

[10:16:41 AM](#) Mike goes over some upgrades to radio communications. Not trying to spend money just to spend money. Equipped a tower in Mud Lake it helped a lot. The problem now is with Montevue. Are having hard time hearing their calls. Handheld radios only go so far. They had a repeater on the Butte. Have a stand along 450 radio standing on the Butte. Problem is the handheld radios are 700 only. If a deputy gets out of a car they no longer have contact with dispatch. The cost is \$15,800. Biggest priority is out in Montevue they are having a terrible time communicating. They can hear the call but could not respond. The owners have told them they would allow them to install a tower on the grain elevator to take care of this area. Teton Communications is trying to get a site on

Reno Point. There is a sage grouse area so they cannot put this up for around one to two years. VHF part of this is \$32,000 for the system. They could do this separately or together. Will bring the upgrades on the command center once he gets bids.

[10:22:48 AM](#) Mike said they would move the grain elevator out there is electricity next to where the building goes. Feels this would be a good location. Commissioner Hancock said they only have one quote. Mike said they cannot get more quotes Teton Communications is the sole provider. There are only three radio vendors in the area. The others are Motorola and they do not communicate with what they already have. Mike said there is enough budgeted for this and enough to cover this. The costs are \$140,504 and \$32,525. Have spoken on the grain elevator what they would charge on this. Was told there would be no rent or no charge but they will have to work out something to pay the electricity.

[10:27:33 AM](#) Colleen mentions they are at thirty-five percent of the budget. Weston asked if they have a written lease. Mike said this will be on a grain elevator and does not have a contract yet but will to protect them both.

[10:29:38 AM](#) Chairman Farnsworth mentions this will be \$173,029 plus getting the building ready. Mike said that would be around \$178,000. Colleen said there was \$227,050 in the budget.

[10:30:38 AM](#) **Motion by Commissioner Hancock to authorize the radio system upgrade for Menan Butte and the repeater on the Hartwell grain elevator with the agreement from the owner on the grain elevator. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

## **CARLOS APONTE**

### **• REPORTS**

[10:32:40 AM](#) Carlos provides the first quarter reports. Spoke with Shaun Bills he will be coming in to discuss the wellness testing. Had an update on some claims. Had a bad quarter with a huge claim that came in at January. Currently at a 101% loss ratio. The person that was the highest claim is no longer on the insurance. Feels they should improve in the next month. The tail in at the end of 2016 and the large claim. The graphs still look great. Go over reports. Mentions that once person terms they can stay on COBRA. Also have a hypertensive with heart failure these can be small or fairly large. This is something that will be ongoing. Discuss the reports from Blue Cross and what other plans with the same demographics are doing as well. Outpatient is also up. This is saying claims are being done at places that could be outpatient. Fact they are both up shows that there are individuals using both.

[10:40:58 AM](#) Professional services is the primary care and specialists has gone up. Top ten professional providers is based on the claimants. Only difference with the drug cost is the top twenty drugs per paid is based on pain. Some of these are maintenance drugs. Next few pages go over medications. Goes over making up flyers to get prescriptions through the mail since this has a cost savings. Last page is the updated Teladoc report through March. Had thirty-two people complete the medical history. Had twenty-four dependents with fifty-six but only twelve visits. Goes over the breakdown of what the visits were for. These were regular office visits. Not getting the penetration they should be getting with how many individuals are using this. Look back at professional services only had \$3,700 for family medicine. Out of those they had twelve that used Teladoc. If the number was high then they would worry about this but this is a lower number. Commissioner Hancock asked if they could get a provider count. Carlos said he could get this so they know the amount of individuals. Carlos suggests trying to send information out around monthly to keep individuals aware.

## **ARCHITECT – SCOTT NIELSON**

### **• ANNEX BUILDING/CONTRACTS**

[11:01:00 AM](#) Commissioner Hancock goes over the contract and the changes. On contract section 3.5 is negotiated proposals could be N/A. This is more of who is going to do what. Tells them in there who will notify them with issues and how they will notify or correct these. Some of these issues could be handled in an addendum. Feels there are things this contract distances them from. Who is going to notify the owners? Weston brings up the mediators in case of legal issues. Discuss the contract. Weston wants it to be mutually approved lists for the mediation. Unless the parties mutually agree otherwise will be administered. Scott reads the section about pre-litigation mediation.

[11:10:23 AM](#) Commissioner Hancock goes over contract section 3.6.3.2 this concerned him where they are using them as the project manager. Scott said they will not be a project manager that is on site all the time. Discuss wording in the contract. Scott said if they get a payment request this is not a representation that they have been on the site continuously. Scott said the procedure is to have a schedule of value with a request by percentage. If the materials are on site. Can set up further process. Would process this in monthly meetings.

[11:13:31 AM](#) Scott said submittals and shop drawings. They process with paint and supplies. They list different paints that are approved so they get a competitive bid. Submittal is the painter coming back showing what they are bringing in. The do not take full responsibility because they check it on paper but it is up to the general to make sure these are the right specifications onsite. Submittals are not binding. Anyone can make an argument about anything but they go back to the contract documents.

[11:21:59 AM](#) Scott said they use field change orders there is a bunch of paperwork they use for these types of situations. Weston said if there is not a project manager who is accepting these change orders. Will this run through the general and the contractor?

[11:23:07 AM](#) Scott said sub has a question once this comes up affects cost, quality or time. They would receive an RFI from the general contractor. Can issue an interpretation or can request a change order for that item. Specification has a pass set that needs to have a lock set if there will be a price increase. Has to be signed by the architect, owner and general. Realizes that all documents are not perfect but they offer the level of care. If a change order comes through and the owner is going to have to pay twice so they try to work this out otherwise. If the owner is going to benefit from this then they should pay the cost. A lot of these are in agreement with these changes. There will be a transparent open discussion. Over the years they usually don't have contracts but realizes that is not how this works now. They will not nickel and dime them. They believe in doing the work correctly.

[11:27:58 AM](#) Commissioner Hancock mentions what they consider minor. Chairman Farnsworth mentions they do not want to hold something up for \$500 or \$1,000. May need to decide on a definition on this. Commissioner Hancock asked if they keep a log. Scott said they track all changes. Commissioner Hancock mentions the retainage. Scott said Idaho law is five percent. Commissioner Hancock asked the definition of cost estimates. Scott said they do square foot estimates. Detailed would be a unit cost breakdown. They will not know what the contractor will have. This is not a bid level estimate. Always told not to do quantity.

[11:32:05 AM](#) Commissioner Hancock mentions that extra costs at attending public meetings. Other is evaluation of the bidder or the proposer. Scott said they will change the meetings to weekly. They cannot give advice on who to have bid since anyone that is licensed can bid. Scott said they just finished a design for a place in Elko. Went for most of the year with a Salt Lake contractor with a price. Had seventy-five percent on the drawings and left them with three weeks to review the documents. Then they came in twenty percent over budget. How do they not know at seventy-five percent complete on the estimate?

[11:40:23 AM](#) Scott said if they could find the geo tech report on this building they could use that. Since that has not been found they need to decide what to do. Would need four holes usually two fifteen feet deep and two four to five feet deep. Another approach is a backhoe to dig this hole. Will probably go to Harper Leavitt for the survey and the storm drain. Can ask them if they can look at the pits if they want to dig these themselves. Scott will visit with Harper and will recommend who they have look at this.

[11:44:44 AM](#) Scott provides to do a topical survey. Would survey the building foot print area and parking expansion on both ends. Would have to have sixty to seventy-five parking stalls. Would like to get approval to get these folks going.

[11:45:32 AM](#) **Motion by Commissioner Martinez to authorize the topography survey to not exceed \$2,100 by Harper Leavitt Engineering. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[11:47:21 AM](#) Commissioner Hancock brings up on the phase breakdown. Contract section 11.5 does not say what makes that determination. Scott said construction documents would be what they use when they are getting the permits.

[11:49:47 AM](#) Scott goes over printing is expensive if they need to print sixty sets of these drawings. They try to do a handful of sets. Some generals can use the PDF version. Can pay around \$700 or so for a full set of drawings. Larger bidders usually want an electronic copy. Commissioner Hancock mentioned they used to say they offer one set and anything else was on the contractor to obtain. Commissioners will set this as one set per general contractor.

[11:53:59 AM](#) Weston goes over changes to the contract. Scott said consultant visits to the job site are only here if they are needed.

[11:57:29 AM](#) **Motion by Commissioner Hancock to proceed with approval with the contract with NBW Architects as noted with changes that have already been discussed and clarified by legal counsel. Will approve this with these items corrected in an addendum. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[11:59:06 AM](#) Scott goes over a floor plan change. If a stairway has to serve three floors. They had to rotate the stairwell on the north. Shifted the elevator and mechanical rooms. Have an updated budget at around \$3.1 million. HVC in the existing it is a box system that sits on the roof. There is a hot and cold duct that comes to each room. Variable air volume system. Had a mechanical engineer come and look at this and have used this in large buildings. Allows for a lot of space conditioning but is more expensive. Could use high energy gas furnaces this allows them to zone. Probably the most economical would be having this ducted down and putting in thermostats. When the engineer was here and spoke with Bryan on any complaints. Seem to be happy with the system they have in this building. All of these would give you heating and cooling. Could get some estimates on these systems.

[12:04:29 PM](#) Chairman Farnsworth mentions the one they do not like is what is in the jail. Have a pan full of water up on the roof. Scott goes over schedule this is an aggressive schedule. Be ninety-five percent complete around middle of July. Have not ran anything through the City of Rigby since the Beehive. Will have to check on how they can approach this. Could defer bidding until they have the documents or have them bid and end up with a change order right off the bat. Scott said they will go back and visit with departments to talk details. They are in the process of building plans. Will give some progress reports and thinking of replicating this building in finishes.

[12:12:03 PM](#) Recess  
Open session 12:18

## **SOCIAL SERVICES – GAIL ROBBINS**

### **• SOCIAL SERVICES TRAINING**

[12:19:16 PM](#) Gail has some liens that will be filed.

[12:20:22 PM](#) Gail said that she received a pay off on the individual that had wanted them to accept a \$1,000 check as payoff.

[12:21:22 PM](#) Gail goes over the training the best was the ethics. Could look at this county wide. Had some medical reviews that were really good. This is not something that is going to go away. Chairman Farnsworth mentions there were some things that other counties have not been doing that we are doing. Gail said it is nice to see that we are now doing what we are supposed to. The stress management was good and the mock appeal hearing was informative. Colleen said they had the application process all the way through. Gail said she does not snoop into these individuals' lives. Chairman Farnsworth said that some stop at no ends to find out information on the individual. Talked about collections she has been more proactive on this. Hard to know where to start. Did say she should watch obituaries to put a claim against the estate. The liens work to get this money back for this service.

[12:31:01 PM](#) **Motion by Commissioner Martinez to put a lien on case #2017-22, #2017-23, #2017-25 and #2017-26. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[12:32:20 PM](#) Gail asked about a burial expense is this only for cremations. Gail said this individual does not want to be cremated asked if they can use this for burials as well. Believe they can allocate the same amount towards a burial.

## **COMMISSIONERS**

### **• SIGN CERTIFICATES OF RESIDENCY**

[12:36:36 PM](#) **Motion by Chairman Farnsworth to approve certificates of residency for the College of Southern Idaho for Braxtin Allen, Kennedy Anderson, Eden Griffith, Kayli Johnson, Kaitlynn Landon, Jessie Siddoway, Ashley Smith and Kinsley Sorensen. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth - aye. Motion passed.**

[12:37:25 PM](#) **Motion by Commissioner Martinez to approve certificates of residency for the College of Western Idaho for Nicole Albertson, Lyla Andersen, Porter Baca, Whitney Barney, Benjamin Brown, Zach Byram, Sarah Clements, Tyler Couch, Kaeleigh Drollinger, Stephanie Fielding, Nathan Franz, Nathan Gallup, Macady Hanson, Abigail Kunz, Jordan Littleton, Marlee Lords, Easton Martin, Dalleriee McKinney, Porter Nelson, Alannah Nunez, Tyler Palmrose, Avery Smith, Nicole Spencer, Javier Tafolla, Ryan Trude, Morgan Webster, Erika Whitmeyer, Amy Whitworth and Corcut Williams. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth - aye. Motion passed.**

### **• PUBLIC DEFENSE GRANT APPLICATION**

[12:43:03 PM](#) Colleen said this was set up a few years ago. This is the application for the \$25,000. Putting some standards into place to obtain the grant. If they provide an office for them they can gain another \$25,000. Colleen said may make this an employee position next year. Wants to know what they are doing with these funds. Have certified the numbers but needs this to be signed by the commissioners.

[12:47:49 PM](#) **Motion by Commissioner Martinez to accept the grant application for the 2018 Public Defense grant. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

### **• 5C MEETING**

[12:48:49 PM](#) Commissioner Hancock said they have twelve inmates that are from the state or from the State of Montana. If they can keep it this level than they can cut the budget back to the prior years of what they had been paying. Director was not sure if they will be able to do this but they think they can keep it at this level and that the State of Montana may be sending in more. Have juveniles in the rehabilitation center. With the numbers they have to put a few more employees on. Chairman Farnsworth likes the idea of state holds. Commissioner Hancock said they will probably know more by the end of June. It would be less expensive to be able to just pay daily to hold the juveniles.

[12:53:49 PM](#) Go over ways to rehabilitate these juveniles.

### **• UPPER VALLEY COURT COMMITTEE - JUVENILE**

[12:55:46 PM](#) Commissioner Hancock said the other commissioners had asked why he was not on the Upper Valley Court Committee since they are usually on 5C. These meetings are by each other. Will change Commissioner Hancock to be on this committee to coincide with the 5C meetings.

[12:58:07 PM](#) Recess  
Open session 1:02

## **APPRAISERS – JESSICA TATE – KATHY HOWE**

### **• AG EXEMPTIONS**

[1:02:53 PM](#) Commissioners review ag exemptions

[1:04:24 PM](#) Motion by Commissioner Hancock to grant ag exemption for Phil Castleburg on parcel #RP004350010040. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock –aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[1:05:13 PM](#) Motion by Commissioner Hancock to approve ag exemption for Jerry Cramer on parcel #RP05N39E335620. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock –aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[1:08:00 PM](#) Motion by Commissioner Hancock to approve ag exemption for Michael Barnes on parcel #RPF02230140040. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock –aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[1:09:07 PM](#) Motion by Commissioner Martinez to approve ag exemption for Jarem Henrie on parcel #RP004110010010. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock –aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[1:10:09 PM](#) Motion by Commissioner Martinez to deny the ag exemption for Kirt Hansen on parcel #RP08N33E050025 and RP08N33E050003. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock –aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[1:11:40 PM](#) Motion by Chairman Farnsworth to approve ag exemption for Samuel Moss on parcel #RP04N38E040190. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock –aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[1:12:28 PM](#) Motion by Commissioner Martinez to approve ag exemption for Tyrel Courchaine on parcel #RP04N39E230776. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock –aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[1:13:14 PM](#) Motion by Commissioner Hancock to approve ag exemption for Kent Briggs on parcel #RP04N38E026948. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock –aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[1:13:39 PM](#) Motion by Commissioner Martinez to approve ag exemption for Travis Neville on parcel #RP07N37E024000. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock –aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[1:14:15 PM](#) Motion by Commissioner Hancock to approve ag exemption for Terry Reed on parcels #RP04N40E269580, #RP04N40E278420, RP04N40E269570, RP04N40E278480, RP04N40E278500 and RP04N40E256411. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock –aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[1:16:09 PM](#) Motion by Chairman Farnsworth to approve ag exemption for Lane Steel parcel #RP04N39E157050 given that he checks the correct box on the application. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[1:18:29 PM](#) Motion by Commissioner Hancock to approve ag exemption for Mathew Klingler on parcel #RP00382001004A. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock –aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

## **PROBATION – TAMMY ADKINS**

### **• QUARTERLY REPORT**

[1:20:57 PM](#) Tammy goes over some new things on the quarterly report. On the adults and juveniles have been getting a criminal background information for the Judge and Prosecutor. This is all of their history off of the state repository. Also meet with individuals that are in custody. Have done twelve juveniles and ninety-eight adult backgrounds. This gives the Judge and Courts more information on individuals before they sentence them. Have participated in the young adult court in Bonneville County. Had been in a bind and it is hard to train a new PO into this program where it is in Bonneville County. All of their individuals had transferred or graduated the program. Where they did not have participants she had met with the drug court manager in Bonneville County and they will allow them make referrals to this program and they will monitor these. Will continue to monitor this so they are participating but are not supervising.

[1:29:45 PM](#) Tammy goes over the report. Did attach a copy of the case load to Commissioner Farnsworth. (Exhibit B) Asked if the Commissioners still would like this information presented quarterly. All Commissioners' agree that this is good information that she brings in. Discuss new building she will be glad to be moved over here. Tammy mentions that Gene has been great with the building they are in if they have any issues. They have had more caseload with the new attorney.

[1:32:45 PM](#) **Prosecutor Paul Butikofer was excused**

## **EMERGENCY MANAGEMENT – REBECCA SQUIRES**

- **ALL-HAZARDS MITIGATION PLAN**

[1:37:02 PM](#) Rebecca said this is a way they are able to do a bunch of big projects. Alex is the contact with the consultant. One of the things that was mentioned is the mitigation strategy. This is a breakdown of projects from the last plan that was in 2008. Had been an attempt in 2014 but this was never finalized. They are working on this now but have to have the plan done within the year. Can see what the plans have been in the past but would like to know their opinion on these. They do have a match to the grant but time that is spent working on this that is the match on this grant.

[1:42:38 PM](#) Commissioner Hancock asked why only Ririe is in this. Rebecca said that they are the only ones who have reached out to be part of the planning. She will be reaching out to other cities to notify them of this plan. Discuss cyber security and zebra mussels. Rebecca goes over the have low enrollment in the alert program would like this around eighty-five percent. Would like somehow to make this multi-lingual to notify all individuals in an emergency. Asks that they review this so she has some executive guidance. Asks for suggestions back by May 20 with how much time they spent going over the list as well.

- **MAY 15-17 TRAINING/CONFERENCE**

[1:46:51 PM](#) Rebecca has registered for the incident management training that will be in Twin Falls. Thinks this should be a good opportunity.

- **ELECTED OFFICIALS TRAINING**

[1:47:33 PM](#) Rebecca has received from Teton County a book that is an elected officials guide to an emergency. Hopes this will be good information for the county. Can do segments at meetings to notify them what roles they take or she could hand them the book. Chairman Farnsworth mentions they could take time during meetings to work through this. Will have a few exercises to show them what they would do. Can schedule training with 402 Introduction to Incident Command Structure for elected officials. How they manage the incidents. This is a three hour class but they do not charge them to come and present this. Rebecca said this was done about a year ago not sure who attended it. Commissioner Hancock had went and it did have a lot of information. Rebecca will reach out to others to see if there is interest in attending.

[1:51:33 PM](#) Rebecca said with the federal declaration the state will schedule a meeting. This will be more detailed and they will explain the work book. Currently just waiting for this to be scheduled. She will let them know.

[1:52:57 PM](#) Recess

**Open session 2:00**

## **PUBLIC WORKS – DAVE WALRATH**

- **ST ANTHONY DURA TANK TRAILER**

[2:00:26 PM](#) Dave said the durapatcher operator George Ricks came to him on how to make the operations more efficient on the west side. When they are on the west side it takes a lot of time. Was looking at a trailer tank they could take out that would be heated. Started looking into this and St Anthony is selling there 1,000 dura tank with trailer. Provides pictures of the tank. A little bit of a different style. Dave said the tires will probably need to be replaced this is a 1999. Want \$10,000 for this a new one is \$30,000. This would make them more efficient on the west side. This is used for extra oil. Commissioner Martinez thinks this is a good idea they needed this when they bought the truck. The plug part would be leaving this out on the west side. This will probably go to auction. Commissioner Hancock said to give them an offer because if they go to auction they would be running the risk as well of not getting what they want out of it.

[2:10:58 PM](#) **Motion by Commissioner Hancock to authorize our Road & Bridge Administrator to offer \$8,000 on a dura tank trailer from St Anthony. Second by Commissioner Martinez. Roll call taken. Roll call taken. Commissioner Hancock –aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **CAT 140 M3 GRADER**

[2:12:02 PM](#) Dave said he had brought the John Deere numbers in and he went back to CAT. There price is \$262,000 to buy this. They are close to the same. This is with the wing and warranty. Dave said he understands they have a buyer for the John Deere if we trade that in. CMS seems to be working well this is same oil with a little bit of diesel in it. More workable. CMS went down \$90 a ton this year. Commissioner Hancock looks at the budget. Brings up they have \$80,000 in impact fees. Have \$46,000 in vehicles. Go over money they have in the budget. May look into this further during the budget.

- **LEVEE WORK**

[2:27:25 PM](#) Dave said that he had a note on the bill from Toomers. Said that the money from the flood district was already spent. Goes over this matches the costs from Toomers but then he adds in trucks and their employees hauling from Crystal Pit. It would have taken two days. Commissioner Hancock said that they were wondering if the flood district had money left in their budget. Dave said they do not and this was more cost effective to use Toomers. This would be \$6,152. If they had gone two days they were at \$22,000 to use Crystal Pit. Rebecca said they can include this in the mitigation plan. Since if they need to raise the level they have to do this. Dave said the flood control is funded differently.

- **UPDATE - FLOOD DAMAGE WEST OF ROBERTS**

[2:35:20 PM](#) Dave goes over they have put around 1,000 feet of pipe out in the Roberts area. Today they are on 2400 out on Pole Line Road. Got a lot of this done and the road is back open. Bringing in pit run and cinders. Goes over what has been done. Everything is open for ag traffic. Some of the places they need to slow down at. They will get there eventually. Realize that 600 North is still bad but the moisture has not helped. Chairman Farnsworth said the calls have stopped since they were told this will not be fixed until the rest of this is done.

## **COMMISSIONERS**

- **PARK & RECREATION – GARBAGE REMOVAL**

[2:40:04 PM](#) Chairman Farnsworth mentions this was about changing garbage service. Mickey had called him on this since she could not be here. Rebecca said they had a service provider with PSI. Mickey and Bryan were looking at having Choice Sanitation take over. They are located right on Rigby Lake Drive. Chairman Farnsworth mentions this would be dumped two times a week. Go over the quotes. Weston said they do not need to go with a yearly contract but they cannot exceed a yearly contract. This would be a month to month contract. Chairman Farnsworth thinks that the Park & Recreation person can handle this. Weston mentions they would like whatever company they choose to have them indemnify somehow with their services.

- **LETTER FROM US REPRESENTATIVE LABRADOR**

[2:51:20 PM](#) Rebecca said a copy of a letter was sent asking for input on forestry and logging. Rebecca said he is pro-management. Commissioner Hancock said he is Chairman of the house natural committee on oversight. Rebecca said biggest concern would be preservation of the land for multiple use. Chairman Farnsworth said the big ones would be Lemhi and Custer. Needs to have this back on May 12.

[2:54:35 PM](#) Commissioner Martinez said would like to know what his plans are. Chairman Farnsworth said he wants to do selective logging. Would like to see the down growth cleaned up. Commissioner Hancock said he is also asking for ideas. Commissioner Martinez is wondering who they would put in charge. Commissioner Hancock said it's looking at ideas and how to work together with the mining and forests lands. Rebecca said they have miles of rivers in the county. How many hundreds of cattle graze on the public lands. Chairman Farnsworth mentions to have Rebecca draft a letter and bring it to the next commissioner meeting.

- **CREDIT LIMITS**

[2:58:35 PM](#) Mitch is here about making purchases and what the limits are. Here for a refresher. Did not know they were raising the limit on an account with a trade supplier. Kristine mentioned that she understood this to be a \$1,000 limit. Most of the time they are usually just a net thirty account. The one they are looking at is Airgas. Wants to know where they are at. This is for trade services. Commissioner Hancock said he does not see this as an issue same as Western States sometimes they have a lot of invoices in a month.

[3:01:30 PM](#) Chairman Farnsworth mentions they do have \$1,000 limit on credit cards. Kristine said she is not in control of the cards but the invoices come to her PO Box and she distributes them. Mitch said these accounts can accumulate more than \$1,000. Usually when they open an account it is a thirty day net. Some put balances on these. Colleen said they are looking at a limit not that he is not getting approval on a purchase over \$1,000. Chairman Farnsworth does not have an issue with a trade account. As long as it is over \$1,000 they come before the board.

[3:04:42 PM](#) Mitch agrees they go through the Clerk. Chairman Farnsworth thinks they should not have trade accounts all over but to limit these.

[3:05:51 PM](#) Kristine goes over issue any contracts have to have board signatures. Trade accounts are credit applications with these companies. Either she or Colleen can fill these out. Wants to be careful do not want to keep them from doing their business. These are still a credit application. Where we do not require purchase orders this is agreeing that we will pay any amount of money that is spent on items. Kristine asked what they have as direction on what the credit limits should be. Does the board want these to come before them? Chairman Farnsworth mentions on the capital they can spend \$1,000. Does not want them to go repair a grader for \$35,000 then sell. Really need to look at that policy. Limit it to a certain number of suppliers.

[3:10:09 PM](#) Mitch said this was because the company was sold out and they were redoing this. The amount of money they spend for these operations is high. Kristine reiterates what should be on the limit if the company wants. Chairman Farnsworth mentions if it is chemicals it could be \$50,000. Colleen said if the company wants one that is fine but if not just leave it open.

- **COMMISSIONER MEETING DAYS**

[3:15:11 PM](#) Chairman Farnsworth wants to bring up this information before the budget if they need to meet more. Fremont is once a week. Madison is three times a month. Commissioner Hancock mentions could try going to three times a month. Mitch said stepping out of his role he thinks in the last ten years they have moved to a lot more business. He would support them moving to more meetings. There are so many more things going on now. By doing this they may be able to avoid some of the pitfalls that they have had in the past.

[3:19:41 PM](#) Chairman Farnsworth said that everyone is tied up during the month.

[3:20:02 PM](#) Pat Scott suggests from a citizen she is often on Facebook and they are always getting concerns about the meetings being during the day. Especially feels the budget meetings should be later so if they have some concerns on the budget they can come in. Commissioner Hancock said they could do a third meeting from 2:00 to 8:00. Kristine said they could have employee related items earlier and public or controversial items later in the day. Pat thinks that would be great. A lot of the boy scouts also need to attend and it is difficult since this is not during the evenings.

[3:24:24 PM](#) Colleen mentions they could also add a public comment section to bring up items. Commissioner Martinez mentions that not a lot of individuals might come in but they can try it.

- **APPROVE CLAIMS**

[3:33:18 PM](#) Colleen goes over on the auditors trust this is from the copier from the Prosecutor. Took the remainder out of the Prosecutor's budget. Also they received a letter from Attorney Gary Cooper they had paid Blair Olsen the money from the last meeting. This letter indicated there was \$160.50 of court costs per case. Colleen has the minute entries. Weston said to get a court order before they pay anything else.

[3:40:08 PM](#) Recess to review claims

**Open session 3:49**

[3:49:56 PM](#) Motion by Commissioner Martinez to approve claims from 4/5/2017 to 4/21/2017 for \$282,462.37 with a changed amount to add back in the Toomers claim. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **APPROVE COMMISSIONER MEETING MINUTES**

[3:55:48 PM](#) Motion by Chairman Farnsworth to approve commissioner meeting minutes from April 10, 2017 as amended. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[3:56:23 PM](#) Motion by Commissioner Martinez to approve special commissioner meeting minutes from April 6, 2017. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

## **COMMISSIONERS**

- **EXECUTIVE SESSION 74-206 (B) – PERSONNEL – DEPARTMENT HEAD EVALUATIONS**

[3:58:46 PM](#) Rebecca goes over the evaluation sheets. Commissioners decide to do one form for each department head instead of three individual sheets.

[4:04:25 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.

- ROAD & BRIDGE
- WEEDS
- PROBATION
- EMERGENCY MANAGEMENT

[6:07:26 PM](#) Motion by Commissioner Martinez to adjourn at 6:07. Second by Commissioner Hancock. All in favor – aye. Motion passed.

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*Chairman of the Board*

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*Date*

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

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

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

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