

**Jefferson County Commissioner Meeting Minutes**  
**April 9, 2012**

Meeting called to order at 9:00 am. Those present are Chairman Karren, Commissioner Hegsted, Commissioner Raymond, Christine Boulter, Mitch Greer, and Robin Dunn. Emily Kramer is clerk of the board. Mitch Greer gave the Pledge of Allegiance and Chairman Karren gave the prayer.

**Parks & Recreation – Emily Kramer**

• **Bid Opening – Lake Electrical & Water Construction**

All bids were sealed and received by April 9, 2012 at 9:00 am.

1. 3 H Construction, bid bond was received, signed proposal, addenda acknowledged, and subs listed, bid schedule 1 - \$404,868.24, bid schedule 2 - \$78809, bid schedule 3 - \$158,170 for a total of \$641,847.24
2. Taylor Construction, bid bond was received, signed proposal, addenda acknowledged, and subs listed, bid schedule 1 - \$352,935, bid schedule 2 - \$81,500, bid schedule 3 - \$148,000 for a total of \$582,435
3. Hill & Son, bid bond was received, signed proposal, addenda acknowledged, and subs listed - \$656,261.42, bid schedule 2 - \$95,653, bid schedule 3 - \$269,132 for a total of \$1,021,046.42
4. DePatco, bid bond was received, signed proposal, addenda acknowledged, and subs listed, bid schedule 1 - \$430,105, bid schedule 2 - \$83,600, bid schedule 3 - \$182,400 for at total of \$696,105
5. MD Nursery, bid bond was received, signed proposal, addenda acknowledged, and subs listed, bid schedule 1 \$419,999, bid schedule 2 \$81,932, bid schedule 3 \$134,500 for a total of \$636,431
6. Landon Excavating, bid bond was received, signed proposal, addenda acknowledged, and subs listed, bid schedule 1 - \$371,397.80, bid schedule 2 - \$85,209.51, bid schedule 3 - \$123,085 for a total of \$579,692.31
7. Sawtooth Construction, bid bond was received, signed proposal, addenda acknowledged, and subs listed, bid schedule 1 - \$422,657, bid schedule 2 - \$87,349, bid schedule 3 - \$151,225 for a total of \$661,231
8. HK Contractors, bid bond was received, signed proposal, addenda acknowledged, and subs listed, bid schedule 1 - \$424,569, bid schedule 2 - \$89,100, bid schedule 3 - \$130,000 for a total of \$643,669

9. Edstrom Construction, bid bond was received, signed proposal, addenda acknowledged, and subs listed, bid schedule 1 - \$347,604.50, bid schedule 2 - \$77,621, bid schedule 3 - \$131,701 for a total of \$556,926.50
10. Mickelsen Construction, proposal bid bond was received, signed proposal, addenda acknowledged, and subs listed, bid schedule 1 - \$568,493.50, bid schedule 2 - \$114,080, bid schedule 3 - \$128,000 for a total of \$810,573.50

The apparent lowest bidder is Edstrom Construction at \$556,926.50 at an engineer's estimate of \$650,000. Chairman Karren mentions the County asked RMES to review the bids to verify that all of the requirements were met. The Commissioners will call a special meeting probably for Thursday and award the bid.

- **Water Contract**

The Commissioners are interested in the water contract proposed by Idaho Water Company LLC. Robin reviewed the contract and has some concerns in reference to the contract. The attorney for Idaho Water Company LLC has been notified of the concerns. If the concerns are addressed the Commissioners would be interested in considering the contract.

- **Fireworks Contract**

**Motion** by Commissioner Hegsted to approve the fireworks contract with Lantis Productions, Inc for a total of \$6,000 with \$3,000 down. Second by Commissioner Raymond. Roll call taken. Hegsted – aye. Raymond – aye. Karren – aye. Motion passed unanimously.

**Clerk – Christine Boulter**

- **Certificates of Residency**

No certificates of residency for signature.

- **Commissioner Mail**

Chris distributes the commissioners' mail. Chris reminds the commissioners of upcoming meetings.

**Motion** by Commissioner Raymond to approve resolution #2012-05 which authorizes the destruction of 2004 payroll records which are over seven years old. Second by Commissioner Hegsted. Roll call taken. Commissioner Hegsted – aye. Commissioner Raymond – aye. Chairman Karren – aye. Motion passed unanimously.

Commissioners sign the Upper Snake CWMA grant for the 2012/2013 cost share year for the Weed Department.

- **Executive Session 67-2345(B)**

**Motion** by Commissioner Hegsted to go into executive session at 10:24 am pursuant to Idaho Code 67-2345(B). Second by Commissioner Hegsted. Roll call taken. Commissioner Hegsted – aye. Commissioner Raymond – aye. Chairman Karren – aye. Motion passed unanimously.

Moved back into open session at 10:42 am.

Discussion had on a personnel issue.

### **SOAR – Shawn Bills**

- **Update on Wellness Program**

Shawn is here to touch bases with the Commissioners on the wellness program. IHS did the test the year before and SOAR did the test this year. Shawn says there was feedback from employees that their ratings were different this year than last year. Shawn discusses their rating program. SOAR's approach is there is a past to chronic disease. SOAR looks at physical activity, eating and nutrition habits, smoking, alcohol use and drug use. They then look at physical health, life satisfaction, job satisfaction, and stress. These factors affect blood pressure, cholesterol and triglyceride levels, glucose levels, and body weight. SOAR wants to identify what the County's risk and exposure to the top 10 killers and top 10 most expensive conditions. Shawn says they are trying to identify what the exposure is to the top risk factors. Shawn mentions that they are trying to figure out what the risk factors are by their tests. The blood work tells us where people are at in the river. They go into more detail in the assessment to find out how people got to where they are. Shawn mentions that the scoring looks at all of the things and assigns a rating. Shawn now has the IHS formula that looks at blood pressure, cholesterol and triglyceride levels, glucose levels, and tobacco. IHS used a point system. Shawn asks if the Commissioners want him to use the IHS formula. Robin mentions that the blood tests should be used for the insurance rating and the subjectivity on the questions should just be used as an awareness tool. Shawn agrees. Shawn asks what standards he should use. Chairman Karren asks if Shawn agrees with the IHS scoring. Shawn says yes. Shawn would suggest that we use the same IHS formula this year and if we make any changes we use a different formula for next year and provide employee notification. The Commissioners ask SOAR to use the same formulas as last year. Shawn will get the ratings to Marilyn. Shawn asks if a goal has been met are employees assigned to the low premium. The Commissioners say yes if they achieved their goal they receive a lower premium because it is a rewards system.

### **Social Services – Edidt Ramirez**

- **Executive Session 67-2345(D)**

**Motion** by Commissioner Raymond to go into executive session at 11:11 am pursuant to Idaho Code 67-2345(D). Second by Commissioner Hegsted. Roll call taken. Commissioner Hegsted – aye. Commissioner Raymond – aye. Chairman Karren – aye. Motion passed unanimously.

Moved back into open session at 11:15 am.

**Motion** by Commissioner Raymond to deny #2012-46 for lack of information, incomplete application, and other resources, to approve #2012-44, and to deny #2012-45 for ability to pay. Second by Commissioner Hegsted. Roll call taken. Commissioner Hegsted – aye. Commissioner Raymond – aye. Chairman Karren – aye. Motion passed unanimously.

### **Lunch**

Commissioner Raymond left, but is available via the telephone.

### **Brent Thomas**

- **Access on Great Feeder Canal**

Brent is here to see where we are on the question of access on the feeder and would like to agree on something. Chairman Karren asks what their latest plan is. Brent said they settled on building a new headgate just downstream at the back of the pad of the existing gates. Brent wants to know if the new headgate needs public access. Brent said Jim suggested refurbishing the existing headgate and pouring a traffic safety wall. If the county wants to go ahead with that idea, then the feeder will just go ahead and build a new headgate without public access. Commissioner Hegsted asks what a rough estimate would be to refurbish the deck. Jim says he'd have to go measure to give him an accurate estimate. Robin asks what you do with the existing gate's mechanisms when the new gate is constructed. Brent explains that you take the gates out and the shaft at the front. Chairman Karren asks if the project is still a few years away. The Commissioners ask Jim to get an estimate on the wall and refurbishing the deck on the headgate. Brent says they are pretty firm on their headgate design. Commissioner Hegsted asks what type of deck will be put on the new structure. Brent says a light deck for service vehicles that would be gated. Brent wants to know how the Commissioners feel. Commissioner Hegsted thinks we need an understanding on who will maintain the deck. Chairman Karren asks Robin to work on a MOU and for Jim to obtain some estimates. The Commissioners are interested in establishing an MOU stating who is responsible for maintenance. The Commissioners direct Robin and Jim to work with the great feeder on obtaining public access a crossed the existing headgate.

### **Planning & Zoning – Naysha Foster**

- **Final Administrative Plat – Rigby High School**

Naysha has an administrative plat for the seminary building at the Rigby High School. Naysha explains that since it's less than five lots they do not have to go out to public hearing. The high school has already split the property several times. The high school wants to sell the one acre lot to the church for a seminary building. The northeast portion is C1 and where the seminary building is going to be is R1. Naysha explains that they did apply for a conditional use permit to build the seminary building and the P & Z Commission approved the permit on the condition that the plat is approved. The Commissioners ask about access into the seminary building. Naysha explains that the access off of 48 will be used by the administration and seminary staff. At the building, there will only be enough parking for the seminary staff. Everyone else will have to use the High School entrance.

Motion by Commissioner Hegsted to approve the administrative plat for Rigby High School Seminary Division One. Second by Chairman Karren. Motion passed unanimously.

### **Road & Bridge – Jim Boulter, Casey Bingham**

- **MOU Discussion**

Casey mentions that they are here to get the Commissioners suggestions on the MOU with ITD, the School District, and the County on the intersection at highway 48 and 3800. Robin mentions that he is concerned with the purpose section; he believes there needs to be some language in reference to the layout plans for the construction. Robin is also concerned with the responsibilities of Jefferson County section and the financing section. Robin says the costs are a concern. Casey mentions that they are proposing that the costs be covered by the county and that

they do not have an estimate. Naysha says the P & Z Commission wanted the school to pay the costs, but the school claimed that they are not creating anymore of an impact then what is already there and that there are others that use the road. Commissioner Raymond says maybe we need to have them specify what the project will entail or specify a project limit. Naysha says the conditional use permit approved required the school to pay the bill for the project and to establish an MOU for maintenance. The Commissioners would like to see the following changes; add to the purpose section “to have layouts plan for the construction”, delete the mention of Jefferson joint school district standards, add that the school district will reimburse Jefferson County for the costs or state refer to financing section, and take the statement that the County will be responsible for improvements to the north leg out.

Jim mentions that they are taking down the breakup limit signs this week.

### **Commissioners**

- **Health District Building**

Chairman Karren mentions that at the last meeting they took a tour of the building. The health district listed some improvements that they'd like made to the building. Chairman Karren mentions that we charge them \$1800 for rent a year and we pay \$1300 utilities. Chairman Karren says that to her recollection in the past three years we haven't made any improvements. Commissioner Hegsted thinks the \$500 we net should be put back into the building for repairs. Commissioner Hegsted says the screen door latch on the front should be fixed, the shingles repaired, and the wood trim stained. Commissioner Hegsted thinks the carpet could be addressed at a later date. Commissioner Hegsted asks if we could have Scott fix some of these things. Chairman Karren says that the health district has a maintenance person that could do the screen door, the shingles, staining on the outside, and fix the gutter if Road & Bridge hasn't done it yet. The Commissioners also mention having the maintenance person head up a community service project to stain trim and repaint the building. Chairman Karren feels that they are being generous and asks if Commissioner Hegsted is interested in selling or donating the building to them. Commissioner Hegsted says they are not going to buy it from us because financially they are unable to. Commissioner Hegsted would like to maintain the building. Commissioner Hegsted mentions that we will need to figure out what projects will be done each year.

- **HVAC Inspections**

Chairman Karren says we have a decision to make on the HVAC inspections. Either we stay with the state, hire a contractor, or train our building department to do them. The Commissioners boiled the options down to two. Commissioner Hegsted mentions that he met with the P & Z staff and Jim provided some numbers. If we had an independent contractor, last year we would have made \$4100, in 2010 \$4300, and in 2009 \$6000. Commissioner Hegsted mentions there is a revenue stream that would be coming in if we did HVAC inspections. Commissioner Hegsted mentions that if the state was sued, the county could be listed in the lawsuit and the county could be listed in a lawsuit with an independent contractor. Jerald mentions that he visited with a couple of contractors in the county and explained what they were considering. The contractors told him that if it reduces red tape and costs, they would support it. If it doesn't, they would not be supportive of it. The contractors mention that they get along with the state inspectors and they are very satisfied. Chairman

Karren mentions that she talked to a couple of contractors and they said the same thing. Jerald mentions that if there ever is a conflict with the state inspector it's handled with the state. But on the county level, the conflict would have to be addressed by the county. Commissioner Raymond agrees with the contractors. Chairman Karren agrees that since it's working well with the state they should leave it as is. The Commissioners agree to continue using the state for the HVAC inspections.

- **NACO**

Emily reports that the pharmacies in Rigby are participating NACo pharmacies. Discussion is had on NACO. The Commissioners ask Emily to proceed with the paperwork on NACO.

- **Memorandums**

Emily presents the commissioners with a public relations and a risk management memo that they asked her to draft up. The Commissioners ask Emily to distribute them.

- **West Jefferson Fairgrounds**

The West Jefferson Fairgrounds is requesting 400 cubic yds of gravel. Jim only has ¾ crushed pile and pitrun on the Westside. The Commissioners ask Road & Bridge to go out to the fairgrounds to research what gravel they need. They ask Road & Bridge to report at the next meeting.

- **Commissioner Meeting Minutes**

**Motion** by Commissioner Hegsted to approve the minutes of March 26, 2012. Second by Chairman Karren. Roll call taken. Commissioner Hegsted – aye. Chairman Karren – aye. Motion passed unanimously.

- **Claims**

**Motion** by Commissioner Hegsted to approve the claims dated March 26 through April 6, 2012 to total \$357,043.30. Second by Chairman Karren. Roll call taken. Commissioner Hegsted – aye. Chairman Karren – aye. Motion passed unanimously.

### **Treasurer – Kristine Lund, Farrell Steiner, Computer Arts**

- **Reconciliation Discussion**

Kristine mentions that we have a decision to make to balance the account and treasurer's statement of cash. There are discrepancies from 2003, 2005, and 2010. The discrepancy may be because of double entries. Kristine asks what they should do with entries before 9/30/2011. Cliff says the first thing we need to do is get the treasurer's amount to agree with the bank. Once the bank accounts balance, we need to start working on having the clerk balance with the treasurer. Cliff says an adjustment figure to the fund balance needs to be done and then from here on out we need to balance every month. Robin thinks we need an adjusting entry on our 2011 audit. It is agreed to use the date March 31<sup>st</sup> for the bank balance and to make the adjustment. The Commissioners authorize the auditor, treasurer, and clerk to work together on obtaining a March 31, 2012 bank balance and treasurer statement of cash and to bring an adjustment amount to the next meeting.

**Attorney – Robin Dunn**

- **Executive Session 67-2345(F)**

No longer needed.

**Meeting adjourned at 4:01 pm.**

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*Chairman of the Board*

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*Clerk of the Board*

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*County Clerk*