

**Jefferson Co. Commissioner Meeting  
July 27, 2015**

Meeting called to order at 9:00. Those present are Chairman Raymond, Commissioner Hancock, Commissioner Farnsworth, Attorney Robin Dunn, Treasurer Kristine Lund, Public Works Dave Walrath, Sheriff Steve Anderson, Weed Dept. Mitch Whitmill, Probation Tammy Adkins, Extension Office Lorie Dye, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge by Audrey Moon. Prayer by Commissioner Hancock.

**Commissioners – Elected Officials – Department Heads**

• **Staff Meeting/COLA/Step & Grade**

[9:05:46 AM](#) Chairman Raymond discusses the budget. They have had the first look at the budget and appreciate all the input. Would like to get the budget hearing date set. Currently \$772,000 over budget by what they can levy by statute. Discuss raises and reminds everyone there is an extra pay period this year and so that is hitting the A line right off. Going to take a 3% increase right there. Have adopted a step and grade policy so if there is a pay increase this will be off of the step and grade. Will be putting all salaries back to no increase for now to see where the budget hit is.

[9:11:12 AM](#) Colleen has an expenditure report for each department to see what they expect to carry over. Would like this back ASAP. Commissioner Hancock is concerned about the timing of when the money is going to come in. For the first quarter there may be a deficit.

[9:15:41 AM](#) Chairman Raymond said the contract with Health and Welfare is up a little, 5C contract has stayed the same, and believes the insurance should not be a big increase. Mitch Whitmill asked about the step and grade and wanted to clarify what they need to budget. Commissioner Hancock discusses the hybrid policy they are now looking into.

[9:20:28 AM](#) Clerk Colleen Poole – discusses the web time keeping system is going better than they thought are open to suggestions. Also wants to know if anyone encounters any problems.

[9:21:59 AM](#) Treasurer Kristine Lund – says she had a Dist. 6 meeting in Challis had a speaker who spoke of the federal lands. Looking for money at budget time not sure if the county wants to participate in this. Has a book for the commissioners to look through. Has June statement of cash. Is working on deliquesces for taxes have had a good response thus far.

[9:25:07 AM](#) Extension Office Lorie Dye – says the fair is starting next week has some fliers for Mud Lake and Rigby fair. Updated their phone systems. They are moving forward in looking for an ag extension agent.

[9:28:32 AM](#) Weed Department Mitch Whitmill - says this week have a few projects going on. Aug 10-14 State Dept. of Ag will be doing surveys and looking at problems on the Snake River. August 17 boater safety training Allen Fulmer will be a doing a classroom study.

[9:34:04 AM](#) Public Works Dave Walrath - has been cut short on chip sealing the weather has been rough. Crushing has been completed in Montevieu. Trying to implement a new on-call policy to spread out responsibility of responding after hours. Should have a calendar ready by August. Solid waste is putting a class on for scale software at the University Place August 6 believes he has 21 participants.

[9:38:32 AM](#) Probation Tammy Adkins - does not have anything.

[9:38:38 AM](#) Sheriff Steve Anderson - has just finished all proposals for city contracts waiting to hear on those. Getting ready for the fairs, and the next budget year.

[9:39:14 AM](#) Attorney Robin Dunn - has been trying to get a software system for records requests.

[9:39:43 AM](#) Commissioner Hancock – speaks about the budget and they will continue to work through it.

[9:39:58 AM](#) Commissioner Farnsworth - this time of year is when the budget usually gets frozen that is why the expenditure report was given out need to know what purchases are going to be made.

[9:40:49 AM](#) Dave Walrath states a concern on the online time card is a lot of the guys are not computer savvy. They will be starting the new system next Monday.

**Probation – Tammy Adkins**

• **Building Lease Information**

[9:47:56 AM](#) Tammy wants some clarification on the lease for the probation building. Tammy has not had any part in this. Is she supposed to be making sure they have an updated lease or is that something that Robin and Commissioners handle? Chairman Raymond said that she should have some knowledge, but they would be reviewed with Robin each year at budget time. Tammy fills out the blue sheets to pay the lease. Budgeted \$35,000 may drop it down the amount is only \$30,000. Robin explains they always had the \$5,000 cushion in case they had any repairs. Tammy's understanding is that any wear and tear

the county is responsible but any major repairs would be through the owner of the building. Robin Dunn clarifies the extra cushion came because they had considered doing some changes on the building.

- **Probation Policy & Procedure Approval**

[9:55:23 AM](#) Brought copies of the adult and juvenile procedures so the Commissioners can review. Needs the Commissioners to review and sign before Tammy takes this to the judge. Had to make one change in the manual with the POST qualifications for the vision and what is required.

- **Quarterly Report**

[10:00:50 AM](#) Tammy informs the Commissioners her new hire Heather Arnold was scheduled to attend POST and that was cancelled which will put her past her hire date. Tammy has to make a request to have an extension. Does not think it will be a problem. POST cancelled the only one that was this year. In the Juvenile report had malicious injury to property increase, but noted it was 1 incident that involved 8 juveniles. As of July the tobacco tickets have been moved to infractions so they are no longer in with the alcohol diversion program. May go over on her drug testing budget the costs have increased on some of the tests. JJ Suds is now helping with juvenile testing. Tammy can also bill Medicaid for the juveniles that have it to reimburse the costs. New tests are \$45 apiece. Adult revenue has gone up on the collected so that helps balance out the costs.

[10:09:30 AM](#) Have been doing community service at the food bank believes it is working well.

### Emergency Management – Emily Kramer

- **Hazard Mitigation Assistance Program Match Letter**

[10:10:33 AM](#) Is here for a match letter for the hazard mitigation assistance. This is a no cash match something Emily always does. Just here for a signature.

### Joyce Briggs

- **Contract**

[10:14:09 AM](#) Joyce is here about the data hardware contract. Joyce has done some checking with her accountant was signed 1/5/2009 says Joyce would provide data. When the county went on with the IBM 400 server State Tax Commission had requested this committee. This has not been disbanded. Joyce is in charge of all of the data management. Data has expanded they only had 5 PC in the clerk's office until they moved into the new courthouse Now data includes all departments of the county, over 150 PCs in the county. Busiest time is when they are replacing machines. Computer Arts has worked with county since the 90's they do extra things that make them worth working with. Gives the Commissioners a description of her job. Wants to discuss if she could be in a contract instead of an employee.

[10:22:37 AM](#) Colleen said they talked with ICRMP and they do not recommend it. Robin said the money is not an issue but she would not meet the requirements to be in a contract. Since Joyce's only source of income and her office is here that would show that she would be more of an employee. Chairman Raymond said they would like Joyce to stay as long as possible would rather avoid the contract status. Commissioner Farnsworth said Joyce would need an outside firm with another name to be a contract. Chairman Raymond does not want to lose Joyce but would rather keep her as an employee.

### Mitch Whitmill

- **Bids for garage door opener**

[10:29:10 AM](#) Mitch brings in more quotes for the door opener for the bay door from the previous meeting. Discuss the bids.

[10:30:23 AM](#) **Robin Dunn left the room.**

[10:30:50 AM](#) BMC is the lowest bid. Does not need a motion as it is under Mitch's limit. He just wanted to provide the information to the Commissioners.

[10:32:45 AM](#) Recess

### Carl & Jeanette Anderson

- **Jefferson Co. Fair**

[10:39:30 AM](#) Carl and Jeanette from the Jefferson Co. Fair are here. Carl is the Rigby Fair Chairman. His main purpose today is to remind the county the fair is coming. The fair rents out the buildings for storage during the winter for extra money. Was speaking with Robin who asked that they come forward and make sure they are still covered with insurance through ICRMP. Had an individual that did do a tort claim when a roof had caved in.

[10:43:10 AM](#) **Robin Dunn is in the room**

[10:43:35 AM](#) Jeanette says they have reinforced the beams on the roofs to help maintain the buildings so that this does not happen again. Emily said this is something they have always done. Carl just wanted to make sure they were covered. Emily said that she can call ICRMP to verify. Carl mentions that Mud Lake has a new building and will start providing storage as well.

[10:45:22 AM](#) Jeanette discusses the county funds that are contributed to the fair and how that money helps the fair grounds. Robin just wants to verify with ICRMP.

[10:47:10 AM](#) Carl says the City has decided to install a water meter. The first month's bill was \$436. Second month they turned off the water the bill was \$2,346. Carl had to sit down with the City they were charging incorrectly have fixed that situation. On August 6 at 7:00 they are having a ribbon cutting ceremony in Mud Lake.

[10:49:28 AM](#) Carl mentions that the fair is supported by market sales. They are very well represented have generated around \$175,000. See a lot of support from business and individuals. Market sale dinner is at 6:00. Sale is after starting at 7:00. Has had 25-30 steer weigh in.

[10:53:47 AM](#) Kristine Lund asks about the capacity of the storage. Suggests helping get that to capacity. Also discuss a waiver, Jeanette said they do have a waiver but still hits both insurances. Carl says most are rented to capacity Carl does prefer to keep some space open in case they need to have a special event.

[10:57:58 AM](#) Robin Dunn left the room

### Social Services – Edidt Ramirez

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

[10:58:23 AM](#) Motion by Commissioner Hancock to go into Executive Session 74-206 (D) Records exempt from disclosure. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[11:01:07 AM](#) Open session.

[11:01:26 AM](#) Motion by Commissioner Farnsworth to deny case #2015-49 for lack of cooperation/ability to pay, and to deny case # 2015-48 for lack of cooperation/ability to pay. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[11:02:11 AM](#) Recess till 1:00

### Planning & Zoning – Steve Burton

- Sign Zone Map Ordinance

[1:00:43 PM](#) Steve is here with the ordinance that was amended on July 13. This just needs signatures from the Commissioners.

### Public Works – Dave Walrath

- Resolution # 2015-29 Transportation Committee

[1:02:27 PM](#) Dave is here for the resolution to get an advisory committee for transportation. Consists of Dave Walrath, Naysha Foster, Mayor of Rigby, Rigby Commissioners, Planning & Zoning Commissioners, School District Superintendent, and Bill Shaw. The projects detailed on this will go until 2019. Chairman Raymond suggests they can just review annually. Robin Dunn suggests adding a paragraph that this will be reviewed annually by the Commissioners. Dave will modify and bring back before the end of the meeting.

- Draft MOU – Jefferson County and City of Fleet

[1:07:38 PM](#) Dave wants to bring up the annexation of the roads. 400 N is the biggest concern. Has talked with Rick who thinks they should work together on these roads. This is a draft MOU. The city has manholes and would be impossible for the county to do anything with these roads. Dave would like to come up with a list of roads within the annexation boundaries and designate responsibility.

[1:14:08 PM](#) This is just a rough draft still needs input from the City.

- Management Public Safety Officials Chip Sealing for other Jurisdictions

[1:16:00 PM](#) Dave has been approached by Menan about chip sealing some streets. Dave said when he was in Madison they did this at times. Robin Dunn said that Ririe has wanted this done as well. Chairman Raymond said he's not opposed to this but does not want to take away dedicated resources. Robin said the argument is the private entities want to do this. Robin suggests if they get in contact with Menan than they should be in contact with Ririe as well as opening up the possibility of other areas wanting this. Chairman Raymond asks where they would get the chips. Dave explains they use their stock pile and charge a set amount. Will go ahead with discussion and if Dave reaches an agreement he will bring it back.

[1:21:37 PM](#) Dave mentions the fleet management on equipment and vehicles. A blade is 10,000 hours and a truck is 400,000 hours. Commissioner Hancock asks the number we are at currently on the equipment. Dave has a blade that is getting close to the 10,000 hours and 1 truck is at 300,000 hours. Commissioner Hancock said they need to be budgeting extra each year to build up funds for new equipment. Can pull up equipment hours in IWORKS.

[1:26:02 PM](#) Dave mentions his on call employees. Has discussed some with IAC/ICRMP. Dave is asking about taking vehicles home when they are on call. Would like the Commissioners to consider this for these individuals may be more efficient to have a vehicle when they are on call. The Commissioners think this may be a benefit for the county since the trucks would be more accessible.

### Great Feeder Board of Directors

- **Bridge and Head Gate Replacement**

[1:29:54 PM](#) Bruce Grover, Stan Hawkins, Ted Sorensen are here. Bruce says they are here looking at doing a new bridge structure. Has had Ted who is an engineer do some planning. Bruce is asking if the county wants to do anything with the bridge. Stan says the great feeder gate will be bigger than the Harris Design. Ted was looking to use current structure, but had a core drill and that is no longer an option. Ted cannot tell yet if they will be going up or down stream. There is a deep hole going down stream. Would love to find rock will have to build a coffer damn first.

[1:36:16 PM](#) Ted says the canal would need access to the headgates. Bruce explains they currently have 3 automated gates out of the 5. The new gates would be more automated. Trying to get this close to the same structure. Robin Dunn said drying up the area is going to be rough. Ted shows the area to the Commissioners on a map.

[1:40:42 PM](#) Discuss access of the bridge. The bridge would have to meet a standard. It is currently narrow. Have not done a traffic study. This property is privately owned by the Great Feeder who had gated the area to stop the traffic but had uproar in the community. Stan said if something happens to current bridge the water would be stopped within 12-15 hours. Will keep material there in case of problem.

[1:45:43 PM](#) **Robin Dunn left the room.**

[1:46:16 PM](#) Ted's shot in the dark price on the bridge would be \$300,000 to \$600,000. Chairman Raymond asks Dave about budget for this.

[1:48:06 PM](#) **Robin Dunn is in the room.**

[1:48:20 PM](#) Dave explains the other issue is it's not county owned property. Does not know if LHTAC would contribute funds since it is private property. Stan says they understand this creates a problem. Ted says this should be done sooner rather than later. The core drill from the current structure was all powder.

[1:53:08 PM](#) Bruce would like to seal off the area around October. Bruce wanted to see if there was any input from the county for the bridge. Robin said would probably want a 16 foot bridge. Dave would like to see some traffic numbers. Would not want a two lane bridge, just a standard bridge. Would be 4 spans of 25 feet would have to have guardrails. Would like to keep the speed down. Ted's plan is to put in a coffer dam dry up the area and drill some holes to find best option for bridge. Stan discusses some concerns about the water. Robin Dunn asks what they want from the Commissioners. Stan wants to know if they are in and if they want a bridge or does the county want some research. Stan says they are up against this now they need a commitment if the county wants a bridge.

[2:03:41 PM](#) Ted said they are wanting to put in a bridge as economically as possible. Commissioner Hancock discusses the area is used alot. Commissioner Hancock does think this is a structure that is needed. Chairman Raymond suggests the Commissioners will be meeting with Public Works director next Monday. Robin Dunn says that its money that they are looking for will schedule for some more input on August 10. Chairman Raymond disuses they need to think outside of the box because there is no budget for this.

### Carlos Aponte

- **Health Insurance**

[2:10:09 PM](#) Sets up laptop. Carlos also hands out a spreadsheet for their actual renewal. MGU is a reinsurance carrier.

[2:17:29 PM](#) **Robin Dunn left the room.**

[2:17:42 PM](#) County is at 52% loss ratio.

[2:18:38 PM](#) **Robin Dunn is in the room**

[2:18:52 PM](#) Blue Cross 2014-2015 took a slight increase and in 2016 Blue Cross is offering a 2% increase. They wouldn't change from Blue Cross they would just take the stop loss insurance away. Would move the stop loss to another provider. Employees would still use Blue Cross. Specific is at 60,000 which is the amount of the claim the county would pay before the reinsure kicks in. They are giving the option to raise the specific which does not lower the fixed cost. Carlos said the question to

ask is how many times they have hit the specific. Partially self-funded is somewhat risk based. Is glad he is getting these numbers now since we are in the budget process.

[2:24:42 PM](#) Goes over spreadsheet. Discusses the VEBA amount where they are and what will roll over into next year.

[2:37:15 PM](#) Carlos feels good about where we are currently. Carlos wants to lock in the rate with the MGU so they cannot go up or look at any additional claims. This does not lock in insurance would just secure the rates on the reinsurance.

[2:42:41 PM](#) **Motion by Commissioner Hancock to proceed with giving authority to Carlos to move the stop loss from Blue Cross to USA Choice. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[2:45:45 PM](#) Recess

Open session at 2:58

### Commissioners

- **Approve Claims**

[2:59:12 PM](#) Discuss claims Garn is here to answer questions about the Computer Arts claim from previous meeting. Commissioner Hancock asks about the amount per license. Each license for office is \$220. We pay \$300 for the license and the county owns. The 30 licenses can be used for any PC's. Currently supporting 4 different offices. Would like to bring them all up to 2013. This was a budgeted. Discuss options. This did get paid in the last claims just wanted an explanation.

[3:07:45 PM](#) **Robin Dunn left the room.**

[3:08:02 PM](#) **Robin Dunn is in the room.**

[3:09:25 PM](#) Robin Dunn clarifies a claim from last week for Probation. Question was is this wear and tear. In Robin's opinion he does not believe it's a day-to-day cost. Will need to get ahold of the building owners will hold for now.

[3:11:13 PM](#) **Motion by Commissioner Farnsworth to approve claims dated 7/13/2015 to 7/24/2015 for corrected amount of \$227,125.62. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Approve Commissioner Meeting Minutes**

[3:11:39 PM](#) **Motion by Commissioner Hancock to approve Commissioner Meeting Minutes for July 13 as modified. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

- **Certificates of Residency**

[3:15:27 PM](#) **Motion by Commissioner Farnsworth to approve certificate of residence for Sarah Close and Diana Guzman from the College of Southern Idaho and Diana Garcia from the College of Western Idaho. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Lake Expenditure**

[3:16:55 PM](#) Commissioner Farnsworth wants to bring up expense from cutting down trees at the lake. County policy says anything over \$1,000 has to be pre-approved. Discuss policy and what general maintenance expenses are. Commissioner Farnsworth asked why they did not use Road & Bridge. Road & Bridge did haul off the trees after they were cut. Commissioner Hancock says that it is assets not the cost of running the department. Commissioner Farnsworth believes no response is not approval. Commissioner Hancock thinks they need to give the Dept. head the leeway to do what they believe needs to be done. Commissioner Farnsworth is not here to micromanage but thinks this is something they should be involved in. Chairman Raymond states they could have had a meeting to discuss this. Colleen asks about her use of Farrell for the budget process. This was questioned and she was told to get pre-approved and that is not an asset. Robin Dunn said that is not running her department. Commissioner Hancock says in her case it was helping her run the department. Chairman Raymond does not want to go back and rehash this. Commissioner Farnsworth just wants to be involved and have these situations put on the agenda. Chairman Raymond suggests we should treat all the department heads with equal respect, but not sure they could be as involved as Commissioner Farnsworth would like.

- **Sign BOE Letter**

[3:27:56 PM](#) The acreage had changed but not the value just needs a signature.

- **Budget**

[3:28:35 PM](#) Colleen has budget dates. Have to adopt budget by September 8. Publish by August 20. Would need to publish August 12 and August 19. Will be meeting on August 3. Would like to have it finished. Robin Dunn says they publish

high and then lower before they adopt. Meet on the August 3 and again on August 4. Public hearing on August 24 at 9:00 instead of staff meeting. Adopt on August 31.

- **Maintenance Contract**

[3:37:02 PM](#) Had discussed employee vs. contract services for maintenance and janitorial. Scott wants to let them know his last day will be the September 30. He does not wish to continue in either direction. Discuss options on the maintenance. Commissioners want Emily to send out a RFP (Request for Proposal).

[3:40:11 PM](#) **Robin Dunn left the room.**

[3:51:32 PM](#) **Motion by Commissioner Hancock to have Emily send out a request for proposal for a Maintenance Company or individual. Second by Commissioner Farnsworth. All in favor –aye. Motion passed.**

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

[3:56:58 PM](#) **Motion by Commissioner Farnsworth to go into Executive Session 74-206 (B)- Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

**Open session at 4:34**

[4:34:29 PM](#) Discussed Personnel issues. No decisions made. No actions taken.

**Attorney – Robin Dunn**

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

[4:35:20 PM](#) **Motion by Commissioner Hancock to go into executive session 74-206(F) Legal. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye. Commissioner Hancock – aye. Chairman Raymond – aye. Motion passed.**

**Open session at 4:38**

[4:38:04 PM](#) Update on status of legal issues. No decisions made. No actions taken.

[4:38:27 PM](#) **Motion by Commissioner Hancock to adjourn at 4:38. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

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*Chairman of the Board*

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*Clerk of the Board*

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*County Clerk*