

**Jefferson Co. Commissioner Meeting Minutes
August 10, 2015**

Meeting called to order at 9:01. Those present are Chairman Raymond, Commissioner Hancock, Commissioner Farnsworth, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge by Chairman Raymond. Prayer by Commissioner Farnsworth.

Sheriff's Office

- **Jail Inspection**

[9:03:36 AM](#) Go over to the jail. Sheriff Steve Anderson and Sam Dye show us around. We viewed the new dispatch area. Lead us to the control room where Sgt. Eric Hanson and Lt. Nora Ortega join. Discuss the operations of the jail it is up \$50,000 this year. Sheriff Anderson mentions a new curtain that was installed to limit the view of the female inmates from the male inmates. This reduces having to have a lockdown while females are moved to other areas. Sam talks about a broken window, also has a window that needs to be tinted so inmates cannot see into the control room. Are holding 66 inmates today, 40 males and 26 females. The total capacity is 134. Had brought in 11 inmates this morning. Are currently housing inmates from other areas. Discuss costs involved for each inmate. The state pays \$45 a day per inmate which is up from last year. It is approximately \$10 a day to feed and clothe inmates plus medical. Deputy to inmate ratio is currently under but are trying to run as efficient as possible. Sam will work on getting a cost analysis for the commissioners. Offer classes for AA and parenting to inmates. Have a nurse at the jail full time and they come in two times on the weekends to check inmates and administer meds. 30% of commissary is dedicated to inmates for clothing, workout equipment, and other misc. items. Have used this to purchase a sewing machine to mend clothing. Have considered buying TV's. They use the TV's to run messages they want the inmates to hear. Sam mentions they would have control over what is watched and when. This would also help with the jail being PREA compliant. Take us back to the area they bring inmates in. Large area for the vehicle that goes directly into the jail this area can be used for a fire evacuation and the inmates are still secure. Has interview room with breathalyzer and a chair restraint if needed. Have washer and dryer for the clothing. The kitchen is run by Sherry Anderson. The meals are prepared in-house with inmates. The cost of meals is approximately \$1.90 per meal.

Probation- Tammy Adkins

- **Building Lease Options**

[10:00:43 AM](#) Tammy has had the realtors coming in with some individuals who seem very serious about buying the building they are currently leasing. Wanting a backup plan is wondering what she needs to do if anything. Chairman Raymond wants Emily to look through contract and see when the lease would end. Tammy has looked briefly. Have looked at building close to courthouse. One part was sold and not sure the owners were looking to lease.

[10:03:13 AM](#) Commissioner Hancock said they would have 60 days' notice if they break the lease. Tammy does not have the employees this time to help move so they will need some help this time. Already purchased the new phones would just have to setup building if they do have to move.

- **Step & Grade Questions**

[10:05:58 AM](#) Tammy states her question on the step & grade as well as the hybrid policy that has been discussed. Had an employee start in May wants to keep everything on budget year. Marilyn has a problem with that because that would mess with PERSI and taxes. Commissioner Hancock said she would need to know the hire dates.

[10:08:21 AM](#) **Robin Dunn is here**

[10:08:25 AM](#) Chairman Raymond states he had thought that in May they would make the change with the employee and then the anniversary date. Discuss the step & grade. No matter what they will have a period when they will go without a raise. Commissioner Hancock says than they need to go through this more. May suggest some training on the step & grade process so they understand. Feels she is getting different answers from different people. Need to confirm the step & grade process.

American Insurance – Travis Argyle

- **Insurance**

[10:15:06 AM](#) Travis was able to get the commissions. Current agent Carlos had gone on the news stating his commission was around \$15-\$18 per employee, but the correct amount is \$26 per employee. Travis says they could come in lower at \$10 per employee. Travis gives Commissioners a handout on the last three years of commission rates. Chairman Raymond states Travis is welcome to make a bid for the County. Commissioner Hancock states the cost effectiveness of the insurance, wants them to show what they can save the county. Wants to see the insurance costs and not just the commission costs. Travis asks if they are upset that they are overpaying their broker. Travis can do it for \$10 per employee which could save them \$26,000 a year. Commissioner

Hancock says they would be willing to put together a model to ask for proposals. Commissioner Farnsworth said we don't need to beat on the current broker. If Travis wants to provide a bid he is able to that.

[10:21:33 AM](#) Chairman Raymond states they will be looking at the bottom line not just commission. States that Fremont County is going up. Travis says this boils down to the claims and coverage. Travis leaves a letter with the Commissioners.

Josh Ticken

- Tax Dispute

[10:23:07 AM](#) Josh is here has been visiting with the other homeowners depending on what the county would require. A 60 foot circle would be feasible. Robin said cul-de-sacs are usually 90 feet. Naysha explains what Josh needs. May be at another stand still. Commissioners were waiting for the specs on the road and have that road be dedicated to the county. If Josh could provide this information than the county might provide building permits. 60 feet pavement and 15 feet gravel. Naysha asks if Josh had spoken with Dave Walrath to verify other specs. Right now the current right-a-way would need an easement. Have agreed to the pavement. Chairman Raymond asks if Josh would get with Dave and possibly have him come look at this. Would need some RPO on the parcel's in question. Will get all information together before he gets on another meeting agenda.

Joyce Briggs/Garn Herrick

- Barracuda Email Storage

[10:29:07 AM](#) Joyce and Garn are here. Needs to discuss the current email storage is full. This is the current backup solution for all documents, pictures, taxes etc. Are at 68% full today are adding 100 GB a day. Are only retaining for 3 days can retrieve back only a month. On July 22 moved from 3 months to 1 month. Needing to get another unit of Barracuda storage space. Is in the budget for this year. Has an emergency line of \$26,000 the cost is \$13,473. Joyce states this falls in the category since this is a unseen event. This would put the county at 5 times more space. They have had the current storage for 4 years but have had that much growth in that time. So this is good until it fills up again time frame just depends on how long they want to keep data. Chairman Raymond states they are just going to need more storage. When appraisers take pictures, audio minutes, recordings, are all in the cloud to be kept. Expanding this would provide us with 5 times as much storage. Set it to keep for 2 years than as this fills they will lower the time frame they are kept. Robin asks if the cloud can be cleaned once it's stored. Chairman Raymond says the process would be difficult. Discuss they are going to be having a lot more to store. Courts will have to scan documents and the micro fiche film machine needs to be scanned.

[10:39:32 AM](#) Joyce explains this was not planned. Garn explains they use Barracuda currently this will be moved by them. Barracuda will move the current documents and ensure nothing will get lost. Discuss price. Will run into problems without having the storage space.

[10:42:04 AM](#) Motion by Commissioner Farnsworth to accept quote from Computer Arts for \$13,247.73 for bigger backup storage. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- Century Link/Phone Contract

[10:43:30 AM](#) Joyce, Colleen, and Mike Miller are here. The Century Link contract has expired, and the rates have gone up. Century Link wants a contract with 5 years. Mike Miller is here. Currently with everything going digital PRI is a digital circuit that comes in. Gives more options can have lines be told to hold and go to different locations. Mike feels this would give more options to the county. Commissioner Hancock states that is the way to go. Commissioner Hancock wants to speak with 4 providers and get proposals.

[10:48:05 AM](#) Brad Nielson is a broker who can contact other companies. Wants to give Mike, and Joyce authority to research this. Chairman Raymond wants to involve Emily as well.

[10:49:52 AM](#) Motion by Commissioner Hancock to give authority to Mike Miller, Joyce Briggs, Colleen Poole, and Emily Kramer to research information on the phone lines for the county. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.

[10:50:49 AM](#) Recess

[10:55:00 AM](#) Robin Dunn left the room

Open Session at 11:01

Social Services – Edidt Ramirez

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

[11:02:03 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.

Open session at 11:08

[11:08:15 AM](#) Motion by Commissioner Farnsworth to deny case #2016-1 for lack of cooperation, and to deny case #2015-52 for lack of cooperation. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[11:08:47 AM](#) Recess until 1:00

Open session at 1:00

Planning & Zoning – Naysya Foster

- Sign Resolution #2015-29 Transportation Committee

[1:00:17 PM](#) Naysya is here with the Resolution that was brought up at the last meeting. Just needs a signature.

- Sign Building Permit Contract with City of Ririe

[1:02:13 PM](#) Naysya has a contract to do building permits with the City of Ririe. Would give the county the right to do inspections and issue building permits.

[1:03:09 PM](#) Motion by Commissioner Hancock to accept contract with Planning & Zoning and City of Ririe for inspections and building permits. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[1:04:00 PM](#) Naysya clarifies that no money exchanges hands. The citizens in Ririe will come to the county to get permits and set-up inspections.

Public Works – Dave Walrath

- Sale of POSI Shell Machine

[1:05:55 PM](#) Butte County has expressed an interest in buying the POSI shell machine for \$40,000 in two installments of \$20,000. Dave's idea is to proceed like this is a lease agreement. Sale of this would be Solid Waste money that would be put toward the remodel of their building. Chairman Raymond discusses pay schedule.

[1:10:03 PM](#) Motion by Commissioner Hancock to authorize the sale of the POSI shell machine to Butte County for a total of \$40,000. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- On call Vehicles

[1:11:08 PM](#) Dave has put together a schedule for on call vehicles. Dave would like to have the individuals on call be able to take their vehicles home. Commissioner Farnsworth believes this would make sense so they are prepared when they receive a call and can report immediately. Will have four on call employees with one on call per week. Also recommends during the winter months letting the employee who checks the roads also take a vehicle home for use as well.

[1:13:54 PM](#) Motion by Commissioner Farnsworth to approve the on call employees to use the county vehicles while on call to transport. Second by Commissioner Hancock. Chairman Raymond notes IRS Publication Exhibit #30. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

- Revised MOU with Tire Recyclers

[1:15:14 PM](#) Have revised this MOU will be charging Tire Recyclers \$23.50 a ton. Tire Recyclers is agreeable to this. Dave says the only change is now Tire Recyclers will be paying a lesser fee. Chairman Raymond says they are taking the bulk of tires from the landfill.

[1:18:17 PM](#) Motion by Commissioner Hancock to accept the amended MOU between Jefferson Co. and Tire Recyclers. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

Emergency Management – Emily Kramer

- Grant Match Letter

[1:21:11 PM](#) Emily is here for the grant match letter that had come back with a 25% match. This is third try for this grant. Now they want a 25% match. This is a joint application the University of Idaho is who writes the grant.

[1:26:13 PM](#) Motion by Commissioner Hancock to give approval for all hazard mitigation grant. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.

[1:27:25 PM](#) Recess
[1:58:00 PM](#) Robin Dunn is here
 Open Session at 2:01

Commissioners – Scott Herrick

- **Building Tour for Janitorial/Maintenance**

[2:01:59 PM](#) Have two interested parties. Emily hands out the RFP information

[2:02:49 PM](#) Bryan Briggs is a building contractor. Dina Angell is here for the cleaning contract. Chairman Raymond asks if there are any questions. Wants them to see everything that is needed to make a proposal. Commissioner Hancock states this is maintenance, janitorial, and outside maintenance. Has to be more than a janitor. Maintenance cannot be subbed out. Discuss buildings includes courthouse, probation, 4-H building, and Rigby lake. Tour of the buildings.

Scott takes us on a tour of the courthouse and explains what has to be done in each area. Are shown the generators and boilers which have to be maintained. Kitchen area in the jail has a lot of repairs have to be able to cook meals each day. Ensure the fire extinguishers are checked each year. Repairs the washer and dryer in the jail. Discuss how he cleans explains there are zones. Cleans the sheriff's office every 12 hours also cleans this on the weekend.

Rigby Lake has 50 campsites that have water and power. These have to be cleaned daily as well as dumping the 70+ trash cans. Has around 3 acres that needs to be mowed there is a lawnmower but it is not commercial grade. Takes 6-8 hours to clean up the lake area and clean the restrooms.

Extension office small building by old courthouse needs to be cleaned.

Probation office has to be cleaned depends on their working schedule would just have to be in contact with them. The janitorial and lawn can be subbed out but want maintenance to be a set individual.

[3:46:34 PM](#) Chairman Raymond states proposal must be received by August 21 at 9:00. Are opening these bids that morning. Stamp confidential or proprietary on any information they do not want released to the public. Bids are open to public.

[3:54:07 PM](#) Recess

Open session at 3:58

Budget

[4:00:08 PM](#) Colleen discusses the budget. Has the form she will publish in paper to review. Colleen did get Louise's input. Has to have this published by Friday August 14 to give two weeks before public hearing. Is looking at \$17,188,233 which is high so there will be some room. Chairman Raymond's concern is not able to balance the budget without the PILT money. Had discussed trying to budget without it. Colleen states that the actual budget is about the same as last year minus the extra pay period. Another concern for Chairman Raymond is they have not discussed a full-time prosecutor and somewhere to put the prosecutor and probation. Chairman Raymond doesn't know if the insurance is going to be passed onto the employee, and has not done anything with COLA.

[4:09:24 PM](#) Talk about the levy rates and how if they lower one another needs to be raised. Health Insurance is still at 5%. Want to drop this to 3%.

[4:17:41 PM](#) Discuss salaries and if the step & grade or COLA could be funded. Colleen mentions the step & grade increase should be entered. Emily brings up the PILT money and the amount not being correct. Emily believes the PILT cash carryover number is off.

[4:20:41 PM](#) **Robin Dunn left the room**

[4:21:21 PM](#) Marla comes in to discuss the PILT payments when they were received. Marla goes through the transfers that have gone out this year. The only transfers they remember are from the previous year. Will need to check this to see if a resolution was done. Need to verify the carryover amount.

[4:30:00 PM](#) Commissioner Hancock asks why they are looking at setting back the salaries? Can go back and not give the step & grade and do a COLA across the board. Need to see what the cost of this would be.

4:33:00 PM Cody mentions that not everyone gets a raise with step & grade so doing a COLA for some and not others. Commissioner Hancock said they could work on both of these to see what the costs would be.

[4:35:31 PM](#) **Motion by Commissioner Hancock to approve the public hearing amount of \$17,188,233.00. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

[4:36:41 PM](#) Discuss time frames to meet again to discuss the budget. Colleen needs to look at the levy amounts with Emily. Set meeting for Thursday August 13 at 1:00 to meet again for the budget.

[4:41:20 PM](#) Marla comes in about transfers into the justice fund.

Commissioners

- **Geo Smith Mapping Contact**

[4:42:51 PM](#) This has not changed much. Colleen had given this to Robin not sure if he has reviewed.

[4:44:21 PM](#) **Motion by Commissioner Hancock to accept contract with Geo Smith mapping services. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond –aye. Motion passed.**

- **Financial Reimbursement**

[4:44:41 PM](#) Colleen informs that the justice fund was receiving \$77,803.66 from revenue sharing. Had discussed with the Sheriff about repaying the \$75,000 that was taken from contingency earlier in the year. Sheriff Anderson is just unsure if they will have enough to start the first quarter.

[4:45:31 PM](#) **Robin Dunn is here.**

[4:45:59 PM](#) Chairman Raymond doesn't want to take this from this budget to just learn that down the road there is no money again. Commissioner Hancock states maybe let it run this year and see what money is left after the next budget. Sheriff Anderson says he just has it and wanted to see what the commissioners wanted. Sheriff Anderson suggests they could add onto the building on the sheriff's side for an office for probation.

- **Certificates of Residency**

[4:52:01 PM](#) **Motion by Commissioner Farnsworth to approve residency from the College of Southern Idaho Carlos Aleman Vargas, and Kinsley Sorensen. Approve from the College of Western Idaho Lisa McConnell. Approve from the North Idaho College for Tanner Waters. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

- **Approve Claims**

[4:53:24 PM](#) **Motion by Commissioner Hancock to accept the claims from 7/25/2015 to 8/7/2015 for \$442,382.38. Second by Commissioner Farnsworth. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond –aye. Motion passed.**

- **Approve Commissioner Meeting Minutes**

[4:54:21 PM](#) Discuss changes in the minutes.

[4:57:15 PM](#) **Motion by Commissioner Farnsworth to approve July 27, 2015 Commissioner Meeting Minutes with changes. Second by Commissioner Hancock. All in favor –aye. Motion passed.**

[4:58:06 PM](#) Colleen asks if the PILT is an expense. If this is it would go over the publish amount not high enough. Discuss PILT.

Attorney – Robin Dunn

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

[5:15:16 PM](#) **Motion by Commissioner Farnsworth to go into Executive Session 74-206 (F) Legal. Second by Commissioner Hancock. Roll call taken. Commissioner Farnsworth – aye, Commissioner Hancock – aye, Chairman Raymond – aye. Motion passed.**

Open session at 5:30

[5:31:00 PM](#) Discussed legal cases. No action taken.

[5:31:03 PM](#) **Motion by Commissioner Hancock to adjourn at 5:31. Second by Commissioner Farnsworth. All in favor – aye. Motion passed.**

Chairman of the Board

Clerk of the Board

County Clerk