

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES  
OCTOBER 23, 2017**

Meeting called to order at 9:00. Those present are Commissioner Hancock, Commissioner Martinez, Chairman Farnsworth, Probation Tammy Adkins, IT Garn Herrick, Planning & Zoning Ian Zollinger, Park & Recreation Mickey Eames, Extension Office Lorie Dye, HR/Emergency Management Rebecca Squires, Assessor Cody Taylor, Sheriff Steve Anderson, Noxious Weeds Mitch Whitmill, Public Works Dave Walrath, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Commissioner Hancock. Prayer offered by Lorie Dye.

**COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS**

• **STAFF MEETING**

[9:01:02 AM](#) Commissioner Martinez does not have anything.

[9:01:54 AM](#) Clerk Colleen reminds everyone about the ICRMP discount program. This saves the county about \$8,000. Met with the State Insurance Fund on the workman's comp. Have been running well without accidents. Asks if they have the supervisor accident forms if they do not come and get one from her. If you have near miss incidents this should also be documented. Looking at having a safety meeting for elected officials and department heads. This helps keep the premium down. Wants everyone to try to stay vigilant and not have any accidents. Sheriff Anderson asked if they have reserves on the active list how do they get off of the ICRMP list. He is missing a few being complete because they have not been working. Colleen suggests getting with Marilyn to see if she can take them off.

[9:04:30 AM](#) Assessor Cody Taylor have been doing appraisals and occupancies. Have a lot of new homes within the county.

[9:04:43 AM](#) IT Garn Herrick things are working smoothly. Did some fixes at Road & Bridge and Solid Waste. Installed a new PC at the Extension office. Doing finishing work at the lake office.

[9:06:11 AM](#) Park & Recreation Mickey Eames is bundling up the end of the season. Have happy people because they stayed open about a month later. Have had campers during the weekends and will continue this depending on the weather.

[9:06:58 AM](#) Extension Office Lorie Dye mentions they got a new computer. There is a 4-H training in Boise. Also busy in the schools. Doing a program with the homeschool youth in their office. Know that the camper trailers are allowed to start parking at the fairgrounds this weekend.

[9:07:47 AM](#) Noxious Weeds & Invasive Species Mitch Whitmill said everything is going good. Doing a lot of training and working with legislative issues. Is still busy during the fall. Can get areas sterilized that need it. Generally they do three years of treatments. Mitch told Sheriff Anderson that they sprayed the front asked what the plan was back behind the building. Sheriff Anderson said they will be digging this up for power to the shop. Chairman Farnsworth mentions they may be able to bring soil over and plant grass in this area in the future.

[9:10:33 AM](#) Public Works Dave Walrath said for Solid Waste on November 9<sup>th</sup> at noon there is a Solid Waste Association meeting at Circular Butte. Working out on 600 N out west of Roberts. Working on a new winter maintenance idea. This is beet juice. Working with this to see how to blend it and keep it mixed. Positive about using this and hopeful they can expand the use in the future. Have some guys taking flag classes today. Chairman Farnsworth asked if they are dwindling down the comp time getting ready for winter plowing. Dave said they are working on it. Chairman Farnsworth feels they will need them this winter. Discuss the beet juice process and how this stays on the roads longer. Dave plans to have around 8,000 gallons on hand.

[9:16:30 AM](#) Planning & Zoning Ian Zollinger said he has given the commissioners the numbers for October. Met with City of Rigby to go over their area of impact will have another meeting in January. Jeff and Ian have sent in their FEMA training requests. Have a public hearing scheduled on November 6. Commissioner Hancock asked if the City of Rigby has come in with their sewer. Ian said that is why they will be meeting on January 17 to discuss this. Trying to get everything together for a finalized proposal. There is a lot to talk about.

[9:18:20 AM](#) Probation Tammy Adkins looking for a part-time female tech to help with female drug testing. If anyone knows of anyone send them her way.

[9:19:04 AM](#) Sheriff Anderson said its business as usual.

[9:19:17 AM](#) HR/Emergency Management Rebecca Squires mentions that the National Weather Service is saying there is an El Nino shaping over the area and it may be similar to last winter. Closing 2016 grants and starting into the 2017 grants. On the HR side heading into winter and is a great time to have seasonal depression. Have a basic EAP that offers out some help to employees if they need anything.

[9:20:51 AM](#) Commissioner Hancock said he has been working on the water permit for the lake. Are moving forward with the new annex building. Approved award to DL Beck pending signature on the final documents.

[9:22:28 AM](#) Chairman Farnsworth would like to see a hole dug immediately. Thought it was good that the contractor and architect have been looking at ways to help cut costs. Could not hold off on this due to the price because they feel that the prices will continually go up. Reminder that everyone has been talking about individuals going to training. Wants them to remember the travel and meal reimbursement policy and refresh any employees that are going to a training. An agenda needs to be brought back. If a meal is provided you have to eat that or pay for your own. Refers back to a FEMA trip part of the van that was paid for by the county was used for pleasure. The person must pay for everything and the county reimburses after if they feel it was a legitimate expense. All travel must be approved by the elected official or department head. Expenses for personal reasons will not be paid for by Jefferson County. It is fine to go early and stay late but this should not be paid for by the county. They do not have a pier diem set. Feels that they can save money by being frugal with their expenses when they eat. Mitch asked if they can still check out credit cards. Cody said yes Kristine does but she is out on surgery. Cody asked on the meals is there any guidelines for them as far as amounts. Tammy mentions that they can pull up the federal guidelines and will give the max amount for the area they are in. Northern Idaho is more expensive than Boise. She tells all her employees to go the federal policy. Chairman Farnsworth just wants to make sure they are frugal and not expect the county to pay. Just try not to be extreme and this will help save the county money.

[9:31:11 AM](#) Sheriff Anderson said that they are reimbursed for a lot of their trainings and food. They have to pay for this and the state will reimburse them. Chairman Farnsworth is saying a personal deal if they go early and rent a van this should not be paid by the county. Sheriff Anderson said they had a meeting that was reimbursed by ITD so they incur that cost for thirty days and then ITD reimburses the county. Chairman Farnsworth said that this is fine where they reimburse the county. Chairman Farnsworth mentions to make sure hotels do not put tax on the rooms. Trying to get everything as a direct bill.

[9:32:45 AM](#) Dave adds that Commissioner Hancock and himself are on an LHTAC project. Just did the scoring and civil science was the number one. There is another big project in Idaho Falls. Not sure if having all of these projects was a good thing. For us, them doing Bonneville is a positive since they are out of Twin Falls then they will have a presence in the area. Chairman Farnsworth introduces the new Jefferson Star reporter that is replacing Charlie. His name is Erik Stout.

## **IT – GARN HERRICK**

- **APPROVE HARDWARE PURCHASES**

[9:36:08 AM](#) Garn goes over some equipment that was budgeted for 2018. Will affect both the Sheriff's Office and the courthouse. Will replace the county storage. Currently at 75% to 78% full. Will exceed this within the year. Trying to extend the storage that they have. Take the existing storage to double the law enforcement side. This will transfer over there. Bottom is the network federal schedules. Commissioner Hancock asked if he checked federal. Garn said these are federal rates. Chairman Farnsworth mentions that each company gets something.

[9:39:33 AM](#) **Motion by Commissioner Hancock to approve the capital purchases for the IT department for fiscal year 2018 this will include Computer Arts, Dell and CDW for total \$42,532. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[9:40:56 AM](#) Recess until 10:00

**Open session 10:00**

## **HUMAN RESOURCES – REBECCA SQUIRES**

- **REVIEW JOB DESCRIPTION FOR PLANNING, ZONING, BUILDING ADMINISTRATOR**

[9:40:56 AM](#) Rebecca said they have their interviews today. Provides the job description. When the job is empty this is the time to change any of these duties. Commissioner Hancock felt on knowledge they should have some building knowledge. Chairman Farnsworth said that Planning & Zoning has no control over the building department. Commissioner Hancock said they are the administrator but not the inspector. Chairman Farnsworth said as the administrator they cannot designate when the building official inspects jobs. Rebecca visited with Blackfoot's Administrator on this. When it comes to weighing in on an inspection or an appeal this falls on the building official. Chairman Farnsworth said then why would the administrator need to have any knowledge. Commissioner Hancock goes over if a subdivision is being built some knowledge would be helpful. Chairman Farnsworth thinks that if they have the knowledge great but does not think it needs to be a requirement. As far as county specs this should be the guys at Road & Bridge. Does not think this would be deducted from the individual. Commissioner Hancock under skills have the ability to read and understand codes. Rebecca mentions ordinances, laws and codes. Chairman Farnsworth asked about keeping the ordinances. Commissioner Hancock said this was not in the job description. Rebecca said as she understands that Naysha wrote the ordinances. Each department has ordinances that pertains to their department. Is it housed in the department it pertains to or do they want one person in charge? Commissioner Hancock said the majority do fall under Planning & Zoning so that is why she became the keeper of the ordinances. Feels that they may make this person as the keeper. Chairman Farnsworth does not know where this would go if they do not keep this here. Rebecca asked if they would maintain the overall master for the county. Commissioner Hancock mentions managing the comprehensive plan. Need to develop the traffic plan with Road & Bridge. This has always fallen under zoning. Chairman Farnsworth said would also need to look at how long the commission board can hold the position. They do not want to keep them on there too long. Commissioner Hancock said it is hard to develop someone that can run that commission. Chairman Farnsworth said they just don't want them in too long where they do not want to vote against something. Hard to learn the rules.

[10:10:52 AM](#) Commissioner Hancock asked this individual needs to be able to help staff responsibilities. Chairman Farnsworth goes over in the skills this needs to be moved to duties. Rebecca said that she could move this to skills and add master plan, comprehensive plan. Commissioner Hancock said that they need to be able to help their staff with permits and various reports. Putting together a plan to for the appeal process. Not sure who takes care of the process with an appeal. Rebecca said in the IBC there is a provision if anyone disputes an inspector there should be a committee that hears this. Commissioner Hancock asked who puts this together. Rebecca believes this is done by the commission with the building official's recommendation. Chairman Farnsworth asked if they send the two to FEMA and they choose someone else then they would have another individual that would need to be sent.

[10:17:07 AM](#) Paul brings up the minimum qualifications. Rebecca said no one they have has meet this. Do they want to change the amount of time or do they want to delete this. Rebecca asked if they want to lower this to four years with one year of planning. Rebecca said they can go with the experience or the education. Rebecca asked if they had any questions. Would recommend that they ask them all the same questions. Paul asked that they are the records custodian. Chairman Farnsworth said the records should still be kept in the Clerk's office because the Clerk is the custodian of the records.

## **PARK & RECREATION – MICKEY EAMES**

- **RESERVATION SYSTEM**

[10:24:12 AM](#) Mickey has talked with an individual about a different reservation system. This is a flat fee of \$139 a month. This is flat for all sites. Cost of \$1,674. Have a sixty day trial where they can try this for free. Paid out \$4,430 to do their reservations this last year. They take an amount of the reservation so when they are busy they pay out a lot. Believes they spent around \$4,000 to \$6,000 to get this system. This other one

that Thomas had found and they followed up with her. This is a simple system. They do reservations for motels. Looked through the system it is a lot easier. Chairman Farnsworth mentioned the system they have was supposed to handle anything. Mickey mentions that this crashed on the opening day. Would have direct deposit which would be much easier for the Treasurer's office. When they reconcile it is a process to get the correct total. This new system dumps itself and we only receive what they charge so we don't have to worry about their fees. Commissioner Hancock asked about the fees. Mickey said the credit card is separate. Commissioner Hancock asked if this will do entrance fees and annual passes. Mickey said there is and they do not require a contract. Her thought process is they are tied into this other group until May 1 but would like to play with this other system and possibly use them instead. Commissioner Martinez asked if she has checked references. Mickey said that she has not but she can.

- **RE-BID RV CEMENT SITES**

[10:32:24 AM](#) Mickey has the bids for the cement sites. Have not opened these. Commissioner Hancock said that they need the best and final bid. Mickey feels that Thompson Paving has been working hard on this. Commissioner Martinez asked if they want to open these where they never denied the first bid. Chairman Farnsworth said they had opened up a bid did they ever deny this. Mickey said they never did. Commissioner Hancock said they never accepted the bid they went back out with clarifications for a best and final. Had discussed this with Weston. Resent this to DL Beck, KB and Thompson. Had clarifications on square foot cost for heating and per blanket. Also went and said the county would furnish the gravel at the lake in a pile for the contractors to use. With those changes they asked for a best and final pricing which is in line with the state and federal acquisition codes. Now they have a best and final price. Chairman Farnsworth does not like this. To him it seems they went out and got additional bids. Does not understand why these individuals did not bid the first time. Commissioner Hancock said that KB did not know they were told they would be contacted this year when it was time to bid. Chairman Farnsworth asked if someone dropped the ball on this. Commissioner Hancock said that they did not know about this until after he contacted them. Thompson has provided a no bid. KB has two bids one without site prep is \$110,196 and the bid with site prep is \$174,747. Mickey mentions they had talked about waiting until the spring to do this to save on the heating. Knows that Mr. Thompson had come down to around \$169,000. Had looked at the prep work and taken four sites off. Mickey is not sure that Mr. Thompson is willing to do this now.

[10:39:37 AM](#) Chairman Farnsworth feels like they are trying to look at both offers. Now they have gone out and rebid. Commissioner Hancock said that KB would have bid if they knew. Mickey mentions she had put this in the paper and the website. Chairman Farnsworth does not like this because it feels like they shopped the bid when they could have tried to get the original bid down. Commissioner Hancock said that no one knew the prices of the bid. The problem was they have KB who was told that they would get a request for proposal. Knows that the government does this all the time and send out the proposals. Mickey said in the code they did not have to put this in the paper they could go to three contractors to bid this. Have been stressed over this. Commissioner Hancock said they re-sent this back out with the changes and gave everyone another opportunity. Mickey is not sure what KB did last year. Commissioner Hancock mentions that he has spoken with Weston on this. Mickey said they had one bid and only ended up getting one bid in the end. Feels that Mr. Thompson was burnt on all of the changes.

[10:44:51 AM](#) Chairman Farnsworth has issues that they put this out for bid and they received only one bid. Thinks there are things that could be negotiated on the bid they received to save money. Feels that the bidder had reduced his price. It may be legal but not sure it is ethical. Commissioner Hancock asked what is not ethical on the approach. No one ever knew anyone's price. Low bid is \$110,196 excluding site work. Paul said they can table this and discuss this further with Weston once he is here. Dave mentions they have a public works tab on the website. They are not electronic bids but you upload the bid docs and this contacts local contracts for what the project is. Still want to advertise in the paper but it is a good system. Chairman Farnsworth said they will table this to speak with legal. Wants to make sure they are legal and ethical before they accept.

## **BRYCE SWAGER**

- **ROADS IN MUD LAKE**

[10:50:21 AM](#) Bryce Swager 1512 N 1054 E in Terreton. Knows that they are tired of hearing about this but the roads in Mud Lake need more attention. Knows they are being graded because he sees them being graded. Has not spoken with anyone that thinks the roads are maintained the way they need to be. Cannot cover a washboard and pothole and fix the problem. They roll everything from the borrow pit into the middle of the road. Have sent Mr. Martinez pictures of roads that had been graded that day. Can go onto ITD website and it has a set schedule on what roads will be done and when. Can the county put out a schedule for their roads? ITD has this for all state highways in the state. Not sure what the policy is are the graders to cut down into the road. Chairman Farnsworth asked for a list of roads. Bryce goes over they have 1025 N, 1900 E, 1700 E, 1200 N. Bryce said that 1025 N has pavement then hits dirt. Knows that Kay Baird has had one mile of paving in forty-five years. Not sure if there is a training for these operators. These roads need to be checked. Knows there are several new operators in the area. Thinks guys that have been running graders for years should still be checked. Not sure if the supervisors are not checking their work. If he only did three quarters of his job he would be fired. Heard through the grapevine they would get more gravel on these roads. There have been cinders brought for soft spots. Cinders are great but they tear the crap out of everything.

[10:57:39 AM](#) Brock Burtenshaw 1806 E 1200 N in Terreton Idaho. They come out and put cinders on the road and they end up with big ones. Once these do breakdown they have a great road. But it is hurting their vehicles. Commissioner Martinez mentions that they have rollers that should break these down. Bryce said that most of these roads need gravel on them. They have sand and it looks pretty but gets rough. Knows the Montevue pit is at the end of gravel. Dave said they have 4,000 ton in CL93 in Clark County. Bryce said that they have some on the Salmon Highway this is a statewide pit. They buy gravel for Mud Lake Water users. Chairman Farnsworth said they may schedule another road trip to look at these roads. Mrs. Baird mentions another road that has only been graded twice this year.

[11:01:09 AM](#) Chairman Farnsworth said they can come and take a look at this road. Can visit with Road & Bridge to get some schedules available. Would like to get some more gravel and dust oil on these roads.

[11:01:50 AM](#) Bryce mentions the graders coming out after the rain they are wasting their efforts. Big rock is what holds the road together. Can they run a water truck over before they grade. Dave said if they hit this with mag right after a rain storm. Chairman Farnsworth would like to get these

roads on a schedule. It is tough to maintain these. Bryce mentions asphalt on 1700 between 1200 that road they came out to patch potholes they leap frogged. This road is terrible. Cannot drive down this road. This would be 1700 N between 1200 E and 1100 E. Also talked with others on 1000 E there is a hole right after an intersection. This is a highly traveled road. The overlay was great but the issues were not taken care of before so there are already potholes.

[11:06:34 AM](#) Alan Black 846 E 2200 N in Montevue. When they grade his road they go down and back the first time they are going slow and doing a decent job. When they are going back through they are going too fast. If they could slow down they would get this done. Can see the blade hoping with how fast they are moving. Need to slow down and finish the job.

[11:07:42 AM](#) Bryce said the biggest concern is from what they see the drivers are not digging down to get these washboards out. The last meeting that was in Mud Lake this is the biggest issue. Feels they stopped grading after they complained.

[11:08:38 AM](#) Kay Baird 2060 N 2500 E is along this with Wilcox trucks where they have twenty trucks a day going past. Would like to see more paving done. Had one mile in forty-five years. Last person that listened was Glen Scott. Feels that some operators are digging down to far on the edges. This dirt does not stay there. Bryce mentions they are digging the borrow pits down.

[11:10:08 AM](#) Commissioner Martinez does want to mag chloride. This helps compact the road when this is done right. Would love to have more asphalt out there. Did three miles this year and three miles in Hamer last year. Can mag chloride now. Chairman Farnsworth said they had been spending millions on equipment now they own everything so they can take these issues and will go out and assess these roads. Brock mentions that the farmers will be helpful filling water trucks. Bryce said they know they have truck and equipment traffic. Chairman Farnsworth said that they are listening to their concerns. Commissioner Hancock said they had established a committee. Have Jim Rigby, Gary Skidmore, Ken Hall and Kirk Jacobs. Commissioner Martinez said that this is not there job and this committee has not been active. Has never heard of any of these names. Chairman Farnsworth said they will take these concerns and will get a schedule out.

[11:16:40 AM](#) Dave said a lot of these roads need surfacing they have to do a mile at a time. Brock understands but thinks that it's about time. Dave said that the three miles of overlay were from Western who helped the cost for the hot mix. Chairman Farnsworth said they will get a plan together and let them know.

## **TETON REGIONAL LAND TRUST – TAMARA SPERBER**

### **• DISCUSS WORK IN COUNTY**

[11:21:59 AM](#) Tamara is the conservation with the Teton Land Trust. **(Exhibit A)** Our mission is to conserve working farms and ranches, critical fish and wildlife habitat, and scenic open spaces in Eastern Idaho for the benefit of present and future generations. Established in 1990 first accredit land trust in Idaho. Have eighteen board members with two that are Jefferson County residents. Have three advisory committees one in Swan Valley/IF, Teton Valley and Jackson. Have ten full-time staff. Community based organization that facilitates permanent land protection through voluntary conservative options. Technical resource for landowners looking to conserve or restore their land. Partner in conserving and maintain family lands. Responsible for upholding the conservation agreement in perpetuity. They do not advocate or get into politics they only work with willing land owners. Partner with other state areas. Work in the Upper Snake River watershed including the South Fork, Henry's Fork, Main Snake, Teton Valley, High Divide, Sands Desert and Fall River. Focus a lot along the South Fork and the Henry's Fork as well as Teton Valley and Fall River. Have helped protect 33,800 acres since 1990. Feels they strive to protect the way of life here. Love the area with the ag land and wildlife habitats. Strive to protect productive family farms and ranches. Critical habitat on working lands. Outstanding wildlife populations. Exceptional rivers and wetlands. World class fisheries with scenic open space with recreational access. They do this through conservation easements, fee acquisitions, community conservation projects, habitat restoring/enhancement and landscape-scale planning.

[11:30:09 AM](#) Tamara goes over what constitutes a conservation easement. This is a voluntary legal agreement unique and tailored to a particular property. The easement does not confer any right of public access. The landowners continue to own the land and can manage, live on, sell, or leave it to heirs. But agreed upon restrictions remain with the land forever. The easement does not confer any right of public access on the property and leaves ownership and control in the lands of the landowner. Landowners use conservative easements so that their land is protected in perpetuity. Can control unwanted development and other uses in incompatible with their vision of the land. Receive funds from selling a conservation easement on their land and can also receive a tax benefit for donating a conservation easement. Chairman Farnsworth asked if they have an older couple that have prime hunting ground could they put this into this. Tamara said they do not have anything that restricts hunting. Have had this requested but this is up to the landowner it is not in the conservation. This would shut off subdivisions. Tamara said the main thing is how much they can grow. They can still farm and ranch but restrictions are set on the residential development. To qualify for the tax benefits the conservation easement must satisfy at least one "Conservation Purpose" as defined by the IRS code 170(h)(4)(A). These include projects that preserve or protect land for outdoor recreation by, or the education of, the general public. Relatively natural habitat of fish, wildlife and plants. Open space including farm and forest land. Also historically important areas or a certified historic structure.

[11:33:50 AM](#) The value of a conservation easement. There are different transactions types. Donation, bargain sale and full purchase. The value of the conservation easement is typically the difference between the fair market value of the property before and after the grant of the easement. As a non-profit they cannot pay more than an appraised value. Federal Income tax advantages landowners that donate a conservation easement may be eligible for a federal income tax deduction. Up to 50% of their AGI over sixteen years. Or up to 100% of their AGI for farmers and ranchers. Donating can also be used to offset estate taxes.

[11:35:25 AM](#) Common questions about conservation easements. If a landowner places a conservation easement on their land will it remain private property? Yes. Do conservation easements require public access? No. Can a landowner sell their property if under easement? Yes. How long does a conservation easement last? Forever. Once a conservation easement is in place, can it be broken? No. Does the landowner give up ownership of the land? No. Can the landowner still work their land? Yes. Does the Land Trust dictate how easement donors will manage their property? No. What rights are typically restricted through easement? Development. Are there costs associated with conserving land with a

conservation easement? Yes. Can the landowner lease their land for hunting, farming, or ranching even if those activities bring in substantial income? Yes but subject to terms of the easement.

[11:37:03 AM](#) Main Snake River is mainly the work in Jefferson County with the river corridors and the cottonwood forest. Have done six projects since 2003 on over 1,610 acres. Funded by the Land and Water Conservation Funds. Also involved with the Federal Land Transaction Facilitation Act. Have two pending projects in Jefferson County on around 440 acres. This is about \$1 million dollars. Partner with BLM and Ducks Unlimited. Has a map that shows projects. Partnership with BLM. Try to protect areas. Over 2,400 acres under conservation easements since 2003. Over \$5.1 million invested in this area since 2003.

[11:40:14 AM](#) Done a lot of projects on the South Fork as well. The first easement was completed in 1997. Over 25,000 acres protected by the Snake River Conservation Partnership. Exceptional cottonwood corridor and world class fishery.

[11:41:31 AM](#) Required to monitor each property once a year with monitoring on 144 easements with around 27,000 acres per year. Have land management of three properties. They have long-term ownership of 170 acres. Also have two properties that are short-term ownership which includes 352 acres. Habitat restoration and enhancements in the wetland, riparian and upland. As well as assisting landowners with grant funding.

[11:42:21 AM](#) Economic impact of what we do in Jefferson County. Funding \$2.6 million with \$1 million pending.

[11:42:53 AM](#) Tamara goes over Jefferson County Comprehensive Plan. Want to preserve prime agriculture land. Preserve prime agricultural land, wildfire, clean water and air, and native vegetation for use by future generations. Conserve wildlife habitat and water resources. Enhance and preserve river corridors. Limit development in hazardous areas such as floodplains. Protect streams, water channels, aquifer recharge areas and floodplains from substantial alteration of their natural functions.

[11:43:40 AM](#) Tamara appreciates the opportunity to present this to the county asks if there are any questions. Chairman Farnsworth said that his only concern was on hunting how they can landlock individuals out of land. Commissioner Hancock asked with the land trust does it affect the value of the land. Tamara understands they are assessed with the use of the land. Tamara does not know if they look if this is under a conservation easement. Would take less tax over the years. Typically they do easements that may not be appropriate for dense residential developments. Tamara goes over a study in Bonneville every \$1 of revenue they received \$0.23 for ag land and \$1.08 for residential. The property does remain on the tax rolls but could be potential difference.

#### **SOCIAL SERVICES – JACKIE MAUPIN**

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

[11:51:00 AM](#) Motion by Commissioner Martinez to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

Open session 11:55

[11:55:29 AM](#) Motion by Commissioner Hancock to deny case #2017-35 based on lack of cooperation. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[11:56:29 AM](#) Recess for lunch

Open session 1:00

#### **COMMISSIONERS**

- **MAINTENANCE BIDS**

[1:01:54 PM](#) Rebecca said she needs to report that she got ahead of herself. She opened these bids. As soon as she realized her error she consulted Weston. Admits that she had made a mistake and made the necessary steps to rectify this. Weston said that they do not have to redo the process.

[1:03:22 PM](#) Chairman Farnsworth has Bryan Briggs and High Mountain Carpet Cleaners. Opens bids. Bryan Briggs has dropped his bid to \$108,800 from his previous \$120,000 bid. Rebecca adds that on the other bid she added references that had come in. Chairman Farnsworth adds up the other bid is \$110,000. Rebecca said in the RFP there were certain requirements that were mandatory. This packet is from the RFP to go over how the evaluation process should take place. Commissioner Hancock said Bryan Briggs Construction is \$108,800. High Mountain Carpet Cleaning is at \$110,000. Commissioners review bid documentation. Commissioner Hancock said on the financial they were supposed to state that they pay their employees and supplies. Chairman Farnsworth asked if they wanted some time to review before making a decision. Will table this until November 6, 2017.

- **EXECUTIVE SESSION 74-206 (A) – INTERVIEWS – PLANNING & ZONING ADMINISTRATOR**

[1:17:31 PM](#) Rebecca hands out a schedule and job description. Have interview questions along with evaluation forms. Emailed electronic copies of the applications.

[1:18:54 PM](#) Motion by Commissioner Hancock to go into executive session 74-206 (A) – Interviews for Planning & Zoning Administrator. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

Open session 3:58

[3:58:14 PM](#) Motion by Commissioner Martinez to extend employment offer to Kevin Hathaway for Planning & Zoning at a grade eleven step two. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[4:01:10 PM](#) Commissioner Hancock adds having a probation timeframe of ninety days. Weston asked where this is not in the policy what would this entail. Weston believes they should have a memorandum stating what their requirements are. Rebecca mentions could schedule him at

the next commissioner meeting to present this or should this be upfront before he accepts the offer. Weston encourages them to clarify this letter to go out so it is signed by at least one commissioner. Wants this probationary period set. Chairman Farnsworth mentions that they want to make sure things are getting done. Colleen believes this should be part of the offer. Paul said they could do the offer with the guidelines and if he accepts could put this in his file.

#### **DEPUTY PROSECUTOR – WESTON DAVIS**

- **PUBLIC DEFENSE – JOINT POWERS AGREEMENT WITH CLARK COUNTY**

[4:19:57 PM](#) Colleen said this is the MOU that Weston drew up for the joint powers with Clark County. If they want to approve this or they can send this out to Clark County first. Commissioner Hancock said they should send this to Clark County first to review. Weston said he has spoken with John Stosich and he has approved this. Colleen said they need to get this signed and in place. Chairman Farnsworth thinks they can go ahead and sign this and then send it to Clark County.

[4:21:56 PM](#) **Motion by Commissioner Hancock to approve the public defense joint powers agreement between Jefferson County and Clark County. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

#### **COMMISSIONERS**

- **NEW BUILDING UPDATE**

[4:05:33 PM](#) Craig from NBW Architect is here. Have the contracts that were corrected. Weston asked that Scott had sent the bond documents back. Craig is unsure of this. Go over the contracts. Weston goes over an email from Scott Nielson on the bonds. Craig believes that the bonds were at the office. Weston has an email that was forwarded from Scott this was a completed application. Weston just wanted to make sure that the bond document has the name changed. Commissioner Hancock said these were already approved subject to getting all of the documentation. Craig mentions they have the original and can get them that. Weston said the next step is to have issue the notice to proceed.

[4:13:13 PM](#) Commissioner Hancock mentions the water line. Commissioner Martinez had the city look at this. Were unable to locate this. Craig said they may be able to get another locator agency out here. Knows where the old one is at if they wanted to dig backwards they could find where the next one is. Could get close there are two hydrants on the east side of the building. Craig needs the contracts and will have a pre-construction meeting. Notice to proceed they can issue on or before a given date. It is difficult to find the water lines need to find someone good on a backhoe.

[4:15:57 PM](#) **Motion by Commissioner Hancock that upon receipt of an acceptable contract they will proceed with a notice to proceed within one day. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[4:17:39 PM](#) Weston asked that Craig email this to him. Can bring the original in and once Weston has reviewed he will notify Chairman Farnsworth that it is ready to sign.

- **PURCHASE JUDGE STEPHENS' FURNITURE**

[4:22:28 PM](#) Colleen was approached by Judge Stephens who is retiring in February and wants to sell his furniture. Had this made at approximately \$6,000. Is willing to sell this for \$2,590 for a desk, credenza, computer desk, chair and side chairs. This is solid cherry with the glass tops. Weston said he was made aware of a change in the law. Used furniture does not need to go through a bidding process. If they have a used grader they don't have to go to bid. So if they find themselves in this circumstance the bidding requirements no longer apply to used equipment. Colleen said they could leave this for the new judge. Could purchase this out of district court and if they do not need this they could sell it. Chairman Farnsworth mentions since this was not budgeted they could use contingency.

[4:27:19 PM](#) **Motion by Commissioner Martinez to purchase the office furniture from Judge Stephen's for \$2,590 to come out of the contingency line. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **SIGN CERTIFICATES OF RESIDENCY**

[4:30:35 PM](#) **Motion by Commissioner Martinez to approve certificates of residency from the College of Southern Idaho for Jace Johnson, Madalyn Johnson, Sydnee Johnson, Christina Maras, Celeste Rodriguez, Teagan Teeter, Bridon Tucker and Matlyn Wood. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[4:31:04 PM](#) **Motion by Commissioner Hancock to approve certificates of residency from the College of Western Idaho for Tyler Holman, Sydnee Johnson, Adeline Lee, William McElprang, Timothy Roos, Joshua Stevens, Teagan Teeter and Simon Yanez. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

- **RESOLUTION #2018-1 – DESTRUCTION OF PROPERTY**

[4:32:16 PM](#) Colleen has two TVs with VCR that they no longer need in the courtroom.

[4:33:19 PM](#) Chairman Farnsworth reads resolution #2018-1. "At a meeting of the Board of Jefferson County Commissioners, State of Idaho, on the 23<sup>rd</sup> day of October, 2017, the following was adopted to wit. Whereas, the below listed property owned by Jefferson County is no longer in working condition; Be it therefore resolved that the Board of Jefferson County Commissioners hereby authorizes the destruction of the below listed property in accordance with County policy. Panasonic television with VCR from courtroom county tag #06297 and Panasonic television with VCR from courtroom county tag #03214. Approved and adopted this 23<sup>rd</sup> of October, 2017." **Motion by Chairman Farnsworth to approve resolution**

#2018-1 for destruction of property. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[4:38:19 PM](#) Commissioner Hancock amends motion stating if they find a 501(c) (3) to pick these up they can have them. Second by Chairman Farnsworth. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **BUDGET REQUEST – SHOP WITH A COP**

[4:38:57 PM](#) Colleen said this has been taken out of Indigent before. They are requesting \$1,500.

[4:39:57 PM](#) Motion by Commissioner Martinez to accept the budget request for the Shop with a Cop program for \$1,500 out of Indigent fund. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **BUDGET REQUEST – EASTERN IDAHO PARTNERSHIP**

[4:40:27 PM](#) Colleen said she spoke with the Prosecutor and they have this budgeted. This is \$2,200. This was already approved and signed. Colleen did not know at the time of the agenda.

- **APPROVE COMMISSIONER MEETING MINUTES**

[4:44:05 PM](#) Motion by Commissioner Martinez to approve the meeting minutes from Tuesday, October 10, 2017 with noted change. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **APPROVE CLAIMS**

[4:44:35 PM](#) Commissioner Hancock asked on the ambulance should have come out of last year. Colleen mentions the bill had just come in this was taken from contingency. Colleen said they have 5C coming out on these claims. Commissioners review claims. Chairman Farnsworth brings up conflict public defender thought this was going to be taken care of. It is \$617 it is lower. Colleen said they will still have some of this from previous cases. Commissioner Martinez will ask Paul on his claim.

[5:05:35 PM](#) Motion by Commissioner Hancock to approve claims from 10/01/2017 to 10/20/2017 for \$466,636.69. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

#### **DEPUTY PROSECUTOR – WESTON DAVIS**

- **LEGAL COUNSEL: EXECUTIVE SESSION IC 74-206 FOR PERSONNEL, HIRING CONSIDERATION, EMPLOYEE EVALUATION AND COMPLAINTS (1)(A) & (B), PENDING LITIGATION (1)(F), OR DELIBERATIONS ON LABOR NEGOTIATIONS OR PURCHASE OF PROPERTY (1)(C) – (AS NEEDED)**

[5:08:35 PM](#) Motion by Commissioner Martinez to go into executive session 74-206 (A) & (B) – Personnel. Second by Commissioner Hancock. Roll call taken. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

#### **Open session 6:12**

[6:12:05 PM](#) Chairman Farnsworth goes over the bids at the lake. Had received a bid that was high. Now have a bid from KB who had been waiting to bid. Wants to make sure they are legal and ethical. Don't want to be shopping this bid. KB had missed the original bid date. Feels maybe they should throw out the bids and start over with some changes. Do not want to be unethical over parking pads at the lake. What has happened on this bid wants to know if they are legal and ethical.

[6:14:15 PM](#) Weston said his recollection was Thompson Paving was wondering if they needed their bond redone.

[6:15:05 PM](#) Commissioner Hancock understands Chairman Farnsworth's concerns. They had Thompson come in and give a bid. Went out to see if they could get a better price. Went back to DL Beck, KB and another bid. Asked for a best and final bid. Weston said this already went out and now Thompson did not rebid. Commissioner Hancock said they only received one back from KB. Had an idea of what Thompson bid the first time. Weston does not think that they should look at any previous bids. Feels they did not rebid this so they only received the one bid from KB. Commissioner Hancock said he does not want anyone to feel they were shopping the bid. They were trying to get competition so they can say they have a good price.

[6:16:55 PM](#) Chairman Farnsworth said they could put this on the computer next time on the Public Works tab. Then this would notify individuals of this job. Weston said they only have to solicit this to three contractors they did not have to publish this. Chairman Farnsworth thinks next time they need to send out the request one time and open the bids and either receive or reject these. If they do this on the computer it doesn't look like they are calling buddies to come and do work. Commissioner Hancock said when he called KB they had talked with Rebecca last year who was supposed to notify them. Chairman Farnsworth said with her no longer managing Park & Recreation this was not known. Weston does not think anything will damage relationships since they have the right to reject bids. Commissioner Hancock thinks they can do their own prep work. Feel they want more than this should be.

[6:22:05 PM](#) Chairman Farnsworth said that Thompson paving has withdrawn their bid for concrete at Jefferson County Lake. Looks like they have one bid. Do they want to accept this or throw it out and start over? Do not think they will find this any cheaper. This was legal and ethical. Commissioner Hancock is ready to proceed but thinks they should do their own site prep. Chairman Farnsworth said this would be a savings of \$64,000. Commissioner Martinez said they have guys that can work on this.

[6:24:12 PM](#) Motion by Commissioner Hancock to accept the bid from KB Concrete for the concrete parking pads and picnic tables not to exceed the amount of \$110,196. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[6:27:02 PM](#) Commissioner Martinez mentions this may be a dead issue but it still bothers him that Rebecca had opened up the maintenance bids. Feels that she should have known better. Chairman Farnsworth was going to come in and visit with her tomorrow he has a few other issues. Will bring this up and make sure this never happens again. Weston said they spent time on this on Friday she had called him immediately. Looked up federal regulations and took steps above and beyond to rectify this situation.

[6:28:14 PM](#) **Motion by Commissioner Hancock to adjourn at 6:28. Second by Chairman Farnsworth. All in favor – aye. Motion passed.**

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*Chairman of the Board*

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*Date*

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*Clerk of the Board*

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*Date*

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

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