

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES  
AUGUST 27, 2018**

Meeting called to order at 9:10. Those present are Commissioner Hancock, Commissioner Martinez, Chairman Farnsworth, Assessor Cody Taylor, Treasurer Kristine Lund, Extension Office Lorie Dye, Sheriff Steve Anderson, Public Works Dave Walrath, Noxious Weeds & Invasive Species Mitch Whitmill, Planning & Zoning Kevin Hathaway, Prosecutor Paul Butikofer, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Commissioner Martinez. Prayer offered by Garn Herrick. Had issues recording in courtroom 4 moved back to the commissioner room.

**COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS**

• **STAFF MEETING**

[9:11:38 AM](#) Chairman Farnsworth said the budget is almost done things are looking good.

[9:13:02 AM](#) Commissioner Hancock said they have had some engineers and hydrologists in to work on the water issues in the annex building. There is about half inch of water in the basement right now. Pumping anywhere from 400 to 500 gallons per minute. Will use the trench and come closer to the building to put in some type of perforated pipe. Will put this into a cisterna and pump from there. Will also do this on the south and west side. Will be raising the floor seven inches. This will help with the pressure that is coming up. There will be four drains inside of the building. Doing quite a bit of work to make sure they can use the facility. Good they found this issue before they finished. The first floor is sheetrocked and the studs are up on the second floor. Still working on some electrical. The rest of the building is moving right along. If anyone wants a tour he can arrange this. Can start to tell where the offices will be located. Will be working on a janitorial/maintenance contract for the next year.

[9:18:41 AM](#) Prosecutor Paul Butikofer does not have anything.

[9:18:46 AM](#) Planning & Zoning Kevin Hathaway said they are working on getting Municode. Survived FEMA training. Have already benefited from this. Have finished some compliance cases.

[9:20:17 AM](#) Sheriff Steve Anderson the busy time starts now. School will be starting. Have been having fires weekly. Had twenty acres burn did lose a corner of their field. Had to shut down the Lewisville Highway due to no visibility. Will have a lot of traffic issues with school starting.

[9:21:19 AM](#) Public Works Dave Walrath will be having a Hazardous Household Waste day on September 7. These are items they want to intercept before they go to the landfill. Usually get a lot of paint, oil and old gasoline. Also see cleaning products and pesticides. There will be a day in September when the state collects pesticides. Have flyers that DEQ has made. This will be 9:00 to 4:30 at Countyline Landfill. Are working with Bonneville County to utilize the same contractor to haul off waste. On Road & Bridge side they restriped 3500 E. Met with ITD signal technician this morning they will reconfigure the intersection. This is more user friendly. Will be finishing chip sealing this week.

[9:26:39 AM](#) Emergency Manager/HR Rebecca Squires said they have the Preparedness Expo on September 15 at Rigby High School. This will be a good time. This is 10:00 to 3:30. On the HR side looks like Colleen has the green sheets. Where they have done a lot of changes with employees they need to make sure job descriptions are updated. Will work on this after the budget is approved. Will need to do updates to the salary administration policy to reflect these changes.

[9:27:56 AM](#) Noxious Weeds & Invasive Species Mitch Whitmill said it is fair season. All of the counties will have their fair booth down in Blackfoot. Doing well it will be fall season will start pre-emergent treatment. Have more organic growers in the area. This is changing a little bit.

[9:29:34 AM](#) Extension Office Lorie Dye just finished the fairs in Mud Lake and Rigby. Always fun to see how well the kids do. This program is getting larger. This is a great thing. The market sales went well. There were more kids that participated. The staff is amazing. Will have their secretary out for a while. Will be heading to the state fair next week.

[9:31:36 AM](#) IT Garn Herrick said sorry for the technical difficulties in the courtroom he will get ahold of the Supreme Court. Did get a virus on the Sheriff's network. This ran for about two hours and affected about 17,000 files. Did a complete restore on Saturday and Sunday. No work was lost. Have had a few issues from this. Will be coming to all of the departments and will be changing passwords. These will be ones he chooses because they have to be fifteen characters. Trying to follow the FBI guidelines. The virus came through on a laptop in a police car.

[9:34:09 AM](#) Treasurer Kristine Lund in between doing a lot of clean up on the delinquencies. Have had a lot of help from the Sheriff's Office last week. Helpful to have a deputy present. Easier to do this face to face. Appreciate the help.

[9:35:38 AM](#) Assessor Cody Taylor they are working on new construction. Having a lot of growing pains with so many people retiring in the office. Have some training to be appraisers will be taking course one. Had some taking courses in summer school. Have a great staff. Attended the Assessors conference which will be her last one. Mitch asked on the GIS department and the new map coming up. Cody said to stop in and work with Eric on this.

[9:38:28 AM](#) Clerk Colleen Poole had the Clerks conference was really good. Will have about ten new clerks through the state. Have a few things first. It is the time of year for the ICRMP risk management program. The deadline is October 31. This saves them about \$9,000 on the insurance premiums. Also have the green sheets probably okay to complete these may want to wait until tonight for the budget to be approved for any changes. Then get them to Rebecca she will check the step & grade. Then she will make sure they budgeted the correct amount. Will also need to do a personnel action form which they can sign unless the employee changed grade. Will need these sheets so Marilyn can get the changes entered. The budget hearing is tonight at 6:00.

[9:42:36 AM](#) Kristine wanted to mention that a year ago she had gotten permission from the commissioner to put some money on some CD's wanted to report they have received about \$5,100 off of interest that goes into the VEBA. Thanks the commissioners for approving this.

[9:43:58 AM](#) Chairman Farnsworth said the budget process has been easy with all of their hard work. Thanks Colleen for making this go smoothly.

**COMMISSIONERS**

- **ALCOHOLIC BEVERAGE LICENSE – (ACTION ITEM)**

[9:49:13 AM](#) Motion by Commissioner Martinez to approve alcoholic beverage license for Heise Hot Springs and Top Cat Pub. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **SPEED LIMIT/COMPRESSION BRAKES – COUNTY LINE – (ACTION ITEM)**

[9:51:17 AM](#) Chairman Farnsworth brings up the issue with compression brakes and the speed limit. Commissioner Hancock said a big issue is the speed even the citizens agreed that the speed is the issue. Going across the river into s curves this is in Bonneville County. Believes this is fifty mph. Chairman Farnsworth asked who maintains what on County Line. Commissioner Hancock thinks they maintain to the River Bridge. Chairman Farnsworth said they do west of Highway 20 and Bonneville maintains east of Highway 20. Commissioner Hancock said once they cross the bridge they are out of Jefferson County. Chairman Farnsworth asked if they could proposed a thirty-five mph speed change and have Road & Bridge clear this with Bonneville before they put up the signs. Would then be able look into the compression brakes signs. Feels they also need them on the Menan Lorenzo Highway. They are hitting these pretty hard in this area.

[9:53:36 AM](#) Commissioner Martinez wouldn't mind going to the next intersection. Have the granaries with the truck traffic and the subdivision this is all clustered out there. Feels it would make sense. Commissioner Hancock said they could go to the granaries. Kristine Lund mentions on this there might be something they do not know about. Had a relative that lived on Lewisville Highway it was requested for a sign for no J brakes. It is on County Line. Makes the resident grumpy because they did not request to have the sign put up. After this was put up they heard it all the time. Thinks there is some time of ordinance for these. Chairman Farnsworth said usually on the signs they list an ordinance number. Thinks if they lower the speed limit to thirty-five mph if it is amenable to Bonneville County. Commissioner Hancock will pass this onto Dave.

- **CERTIFICATES OF RESIDENCY – (ACTION ITEM)**

[9:57:45 AM](#) Motion by Commissioner Martinez to approve certificates of residency for College of Southern Idaho for Skylee Burgie and Dillon Summers. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[9:58:01 AM](#) Motion by Commissioner Hancock to approve certificates of residency for the College of Eastern Idaho for Tori Brown, Rhett Hansen, McKenzie Landon, Kathy Mellor and Jessica Mortimer. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **BUDGET**

[9:58:46 AM](#) Chairman Farnsworth said they will start with Prosecutor. Paul said he would like them to reconsider the salary for his office manager and civil deputy. On Weston he was approved lower would like them to reconsider this and put it up at \$65,000. Requests to take some from other lines so this does not increase the overall budget. The total of changes he is requesting is \$5,507. Could take this out of the office equipment line and would continue to use his own office equipment for the next year. Commissioner Hancock said they are asking for \$45,094 for Judy. Paul said initially he was asking \$48,500 but thinks this is in the middle and fair. Commissioner Hancock said and \$65,000 for Weston. Paul is not asking for the budget to be increased. Commissioner Hancock said they have to look at increase in benefits would need another \$1,600 or so. Paul said they could take this out of the equipment line as well. Colleen said this would take it down to around \$3,000. Paul said he can use his furniture and wants to take care of the employees. Thinks this is fair. Part of the issue with raises is in the past they were compensated differently. Colleen said they were not in the step & grade until last year.

[10:03:33 AM](#) Chairman Farnsworth said the problem with taking this out of the office equipment is they would still have to purchase furniture. They left Weston at \$62,700 will not be working with Planning & Zoning. Paul said last year he had asked for \$65,000. Had some issues last year they did not plan on. Thinks this would be fair to him since he did not take anything last year.

[10:05:01 AM](#) Assessor Cody Taylor speaks in behalf of Weston that he has been great with their office. Looks over their contracts and anything they have questions on. Will stop into all of the departments routinely to check on them. Chairman Farnsworth does not argue that Weston has done a great job. Going from \$60,000 to \$62,500 and taking away Planning & Zoning. Paul said it will take away the consultation. Goes over for Judy this would only be \$300 increase with what they have now.

[10:09:23 AM](#) Commissioner Hancock goes back that the question on Weston is what percent of time do they get. Paul knows he puts in twenty hours a week at least. Treasurer Kristine Lund said they usually do not know what things they will get hit with during the year. Have had two different situations that have taken up Weston's time. When working with Weston he always put in a lot of time and effort to make sure they are going the way they need to.

[10:12:54 AM](#) Paul said in comparing Judy to other counties up in Fremont who has been there a long time made \$49,000. Get calls in the morning for search warrants she is really good to go into the office at 2:00 in the morning. Chairman Farnsworth said they are trying to get close to other counties they will not be able to pay the same. Paul said they have had turnover at the receptionist position and Judy has provided all of the training for this position.

[10:14:36 AM](#) Commissioner Martinez believes they have already given this a lot of thought. Thinks they should stay where they are at. The discussion from last year's budget hearing had put them in the step & grade they were supposed to be in last year. Remembers the big discussion of what step & grade and to get the raise they deserved last year. Paul said they are here because they have redone the step & grade. Commissioner Martinez said as far as Weston thinks they should leave this and see what percentage that Planning & Zoning will even need them. Would be nice to have Weston here. Everyone agrees he does whatever they need but they need to understand they are trying to figure out how much of his time is spent. Chairman Farnsworth said the Planning & Zoning attorney will be doing a lot of their stuff. They cannot know how much would have to

prosecute. Commissioner Martinez asked how many times they have prosecuted for the Planning & Zoning department. Paul said they would have to ask Weston but thinks there may be one time in the last year.

[10:18:07 AM](#) Commissioner Hancock personally thinks if what he is saying is accurate does not have a problem going to \$65,000.

Commissioner Martinez thinks that Garn is also an asset. Chairman Farnsworth said everyone does a great job but they start jacking these wages up and then they are not sustainable. His concern is keeping this sustainable for the future. They cannot look at the other counties they are just trying to get closer.

[10:19:39 AM](#) Commissioner Martinez said next budget season this all could change. Paul asked on Judy. Chairman Farnsworth asked if she is a legal secretary or a paralegal. Paul said a paralegal is more of a degree but no one in the office has been to paralegal school. Does have years of experience. Commissioner Hancock said what they have now is less than two percent. Chairman Farnsworth said this is a grade six step ten. Commissioner Hancock said they are trying to do this across the county. Chairman Farnsworth said a compromise would be \$43,368 which is a grade six step ten. Chairman Farnsworth goes back to Weston. Commissioner Hancock is in favor of giving him something. On grade eleven step four this would be \$65,146. Colleen said they have Weston at a grade eleven step four. Colleen said she would take the difference out of the equipment line. Paul thanks them for listening. Would like to propose to put his salary back down at what it was and trade his percentage to Judy. Wants to give this to Judy to get her up around \$45,000. Chairman Farnsworth said this would move her to a step thirteen. Commissioner Hancock said salary wise would be a little less. Paul said he wants to take care of her. Chairman Farnsworth said they have to be able to cover all of this next year. This falls down to efficiency. Cannot have a waste of time and money. Will need to be able to sustain the wages. The department heads will need to make sure everything is running smoothly. Make this grade six step fourteen at \$45,094.

[10:32:38 AM](#) Chairman Farnsworth said he had turned in some numbers to Colleen on Road & Bridge trying to get them all the same pay raise. Trying to split this so everyone gets something.

[10:33:08 AM](#) **Prosecutor Paul Butikofer left room**

[10:33:13 AM](#) Commissioner Hancock said he had sat down with Dave would like to leave some of these the same did make changes to four of these. Goes over some changes have 0006 drop this to a grade six step nine. Also talked about 0008 raise this to \$36,650 grade five step five. Change 0015 raise this \$43,958 grade six step eleven. The last one was 0016 lower this to \$42,806 grade six step nine. Rest of these he wanted to leave the same. Could take any difference and put into the right-of-way maintenance. Chairman Farnsworth asked on 0001. Commissioner Hancock said this is \$44,948 grade seven step six. Go over grades and steps. Chairman Farnsworth asked on 0006 how they came up with a grade six step nine. Commissioner Hancock said this is based off of what he has these individuals doing. Felt this is more than he was giving others. Part of his latitude is he can place them where they belong based on experience. Chairman Farnsworth asked what 0006 does. Commissioner Hancock said they run the paver and all of the other equipment they have. Commissioner Hancock said went over these with Dave twice. Did call Colleen on Friday when he had some resolution. Looking at skill level on every one of them.

[10:37:41 AM](#) Commissioner Martinez said they have been shorthanded for a long time. Not getting seasonal help. Commissioner Hancock said he did get one person this year. Commissioner Martinez thinks he is overworking his employees instead of getting additional employees. Commissioner Hancock said he requested they look at four seasonal. Commissioner Martinez thinks they need another full-time. Commissioner Hancock said he is leaving that up to them. There is a line for a new hire which is 0003. Look at this position is \$16.58 for a new hire. Chairman Farnsworth thinks the purpose is to bring these up to be competitive feels they are going through and raising only certain people not the whole department. Commissioner Hancock said they have brought up the whole department. If looking at 2018 and the new amount a lot of these are getting an increase. Dave told him that Bonneville was hiring at about the same as this new chart. Chairman Farnsworth asked what 0006 is at. Commissioner Hancock said \$42,806 grade six step nine. Have 008 with an increase grade five step five \$36,650. Also had 0011 had turned in a change but did not see this. On 0011 have this at \$38,834 grade five step nine. Chairman Farnsworth said this is a new hire. Have this at a grade five step four along with 0008 which is also a new hire.

[10:42:45 AM](#) Chairman Farnsworth said if they post a new position at \$14.40 an hour and then hire at \$18 an hour once they are hired then more would have applied. Thinks that grade five step four. Commissioner Hancock thinks they could go with a grade five step five at least at \$36,650. Chairman Farnsworth wants to go with what he has. Colleen makes copies for all of them. Chairman Farnsworth thinks the point was to raise everyone and treat them all equally. Asked how much was moved into roadside maintenance. Colleen said she rounded this up to \$27,000. Commissioner Hancock said on this one is a \$5,000 raise. Chairman Farnsworth said grade six step fourteen for a seventeen year veteran. Commissioner Hancock said he does not run all of the equipment.

[10:46:12 AM](#) Chairman Farnsworth said 0014 is grade seven step eleven. Commissioner Hancock said this is a supervisor. Have 0018 who has been there for eighteen years and this would put this above him. Thinks they are trying to reach parity so this one should not be higher.

[10:49:58 AM](#) Commissioner Hancock said Dave is here can let him come up and discuss his budget. Goes over he had gone over the changes they had discussed. Let Dave see what Chairman Farnsworth is proposing. Dave asked what the reason is for the changes. Commissioner Hancock said these are based off of Chairman Farnsworth. Dave wants to know what this is based off of. See they are cutting Wendall's wage. Chairman Farnsworth said this would be a grade five step four. Have 0008 that is a one year veteran at a grade five step four. Have 0003 that is a one year veteran at a grade five step four. Dave would not call Wendall a rehire. Chairman Farnsworth said this is a rehire. Dave said he retired last fall from Road & Bridge he was a mechanic. Chairman Farnsworth said for Solid Waste. Retired from Solid Waste and rehired by Road & Bridge is an experienced truck driver. This was listed at \$14.40 starting. Dave said they have hired higher than step one. It is in the policy they have that flexibility. Chairman Farnsworth asked about the ones that are making less than that and have been there longer. Dave said the others are getting an increase based off this proposal and Wendall is not by the way. Will stay at the same wage. Stands by everything he put in this. Including the changes he and Commissioner Hancock came up with. Commissioners review.

[10:56:15 AM](#) Dave said as he stated in the last budget hearing. All of these numbers are based off of his judgment with the employees' value to the organization and their experience levels. Commissioner Hancock said this would be an increase on 0015 for \$1,100 talked about doing grade six step twelve for \$44,533. This would be the same level as 0018.

[10:58:33 AM](#) Commissioner Hancock thinks that this is giving the latitude to the department heads to make these decisions. Chairman Farnsworth said they are all getting a big increase thought the reason for this was to make this fair across the board. Dave said they were at a grade eight before are now at a grade six with the changes on the chart. This is for the ones that run more than one piece of equipment. Commissioner Hancock said they are all getting a healthy raise and bringing them in-line with other counties.

[11:02:18 AM](#) Chairman Farnsworth said will go with the one change on 0015 for a minus of \$1,144 and would like to go where they are at with his numbers. Then it is up to the others. Commissioner Hancock will go along with the one change he has made and would like to go with the changes that Dave has including the four changes. Regardless this is a reduction to the overall budget in salaries. Colleen said all of the benefit numbers have to be changed. Commissioner Martinez thinks that Chairman Farnsworth has fair numbers. Feels like they should be looking at getting some qualified employees so they are not overworking the ones they have. Chairman Farnsworth said 0013 came up \$6,100. This has been discussed and they know the reason on this. There was another one that was similar and there was a reason on that one as well. On 0015 will be a minus of \$1,144. Can add that into right-of-way maintenance. Dave asked on 0017 why this is getting an increase. He was already getting a raise with his numbers. Chairman Farnsworth now he is getting a \$4,000 because everyone else got that. Dave said that is not true. Looks like 0006 is now getting \$2,500 raise. Go back over the numbers. Chairman Farnsworth said take the \$1,144 and add it to this. This is a \$3,000 raise. Dave mentions 0016 as well. Chairman Farnsworth said 0006 will be a grade six step seven for \$41,662. Dave asked about 0016. Commissioner Hancock said this would be the same grade six step seven. Chairman Farnsworth asked if they see anything else that needs changed.

[11:11:05 AM](#) Dave did not think anything on here needed changed but whatever. Thinks he knows what his guys are worth. Colleen asked to verify changes. Chairman Farnsworth will mark with an asterisk the changes for Colleen.

[11:11:48 AM](#) Chairman Farnsworth asked if there is anything else they need to look at. Thinks they are good will have the Clerk go and run the numbers. Colleen asked on the asterisk. Commissioner Hancock said changes on 0006, 0015 and 0016. Dave asked on 0011? Commissioner Hancock said where the others are comparable at grade five step five. Chairman Farnsworth asked if this is the empty spot. Dave said this is Wendall. Commissioner Hancock said the ones that are one year are grade five step five. Dave is not sure he will stick around for this type of wage cut. Chairman Farnsworth asked what is on the sheet it is a grade five step four. Asked to change 0011 to grade five step five for \$36,650. Colleen verifies changes. Commissioner Hancock said 0008 is grade five step five for \$36,650. Then 0015 for grade six step twelve \$44,533. Then 0016 is grade six step seven \$41,622. Chairman Farnsworth asked Colleen to run these and see where they are at.

#### **LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC) – LAILA KRAL**

##### **• ROAD & BRIDGE EMPLOYEE AWARD**

[11:17:05 AM](#) Laila Kral with LHTAC is responsible for managing the T2 program. They provide technical assistance through a number of ways. Can give them a call with any questions. Would find the answers or the resources. Is here today for the training program with the T2 centers. The training is now around ten months a year. Will be training all year long before too long with the requests from local agencies. Have three category safety, professional development and maintenance and construction. Have two recognition levels. Have the road scholar for approximately eighty hours of instruction within four years. They all feel it is important the employees are recognized in front of those that make the decisions on training budgets. Have Ben Hulet who has reached his road scholar with this gets a certificate, hat and leatherman. That is the first step. Second recognition they have the road master this is eighty hours more. This is 160 hours of in class instruction these are more technical classes that have more math and calculation. These have exams with an eighty percent to pass. Want them to bring something back. Ben has also completed his road master and will get a certificate and a Carhartt jacket for his accomplishment.

[11:21:29 AM](#) Laila said there are some leadership programs available. The supervisors are trying to find these leaders within the agency. This program helps identify leaders. Have been developing this for about a year. Commissioner Hancock appreciates these trainings. Commissioner Martinez said these classes are taught very well. If they are applied they are a good resource. Laila said they hope they are able to turn around and apply these to their daily tasks.

#### **SHERIFF OFFICE – CAPTAIN LYNN PARKER – MELISSA FARMER**

##### **• PURCHASE COPY MACHINE – (ACTION ITEM)**

[11:25:28 AM](#) Melissa said they are here to request a new copy machine. Have three bids and they would prefer to get the same one the Clerks got. Captain Parker said this is upgraded from what they have. Looking at \$8,300. Commissioner Hancock asked what they will do with the old copier. Melissa is not sure if this is a leased machine. The lady that she needs to speak with has not returned her calls. Commissioner Martinez said they just went through this with the Clerks Office. Chairman Farnsworth said the Toshiba is the lowest bid.

[11:28:09 AM](#) **Motion by Commissioner Hancock to approve purchase of a copier for Sheriff's Office from Allied Business Systems for a Toshiba E4505AC for \$8,282.34. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

#### **PUBLIC WORKS – DAVE WALRATH**

##### **• UPDATE**

[11:29:31 AM](#) Dave had gotten a call from Stonegate asking if they could put in portable speed bumps in the subdivision that they purchased. Thought they would run this by them. Chairman Farnsworth said they took a beating for the speed bumps at the lake. Dave said they picked up the

zipper from the state last week. Provides a copy of the rental agreement. Smoothed out the railroad crossing by Ball Brothers. The zipper worked really well. Could use this on some other railroads. Commissioner Hancock asked what they pay for the zipper. Dave said this is free.

[11:34:19 AM](#) Dave mentioned they will be adjusting the signal on 3800 E with the lane configuration they have now. Commissioner Martinez asked if this was stripped. Dave said they scrapped off the turn arrows. The only issue is the camera does not line up with the cars so they will adjust this when they will move the light.

[11:37:25 AM](#) Dave said they had discussed having the crew do some work at the courthouse. Is there any update on a schedule? Commissioner Hancock said as quickly as they can. Will be getting the pumping system in within the next two weeks. Thinks by the end of September. Dave said they have quite a few working harvest during this time. Commissioner Hancock said they would not need a huge crew to work on this. Dave said they have the Hazardous Household Waste day on September 7. The major items are paint and oil. Commissioner Hancock said a lot of businesses use the old oil. Ask if they burn what they bring in. Dave said that is risky because they do not know what is in it. Also will be at the conference on September 10 and September 11. The main topic will be the new methane turbine.

[11:44:49 AM](#) Dave asked if they had any complaints on 3200. Have had complaints that they do not like the chips. Chairman Farnsworth said they had some complaints on the town side of Labelle. Dave said this will get better. Chairman Farnsworth said he heard a comment they skipped a spot on 3200. Dave said they did a BST on 325 N and turned the corner and were out of oil. Put the clean chips on the stuff that was overlaid last year. There was no real reason other than they looked at the 325 N section and it was in tough shape thought doing the hot seal would save this. The rest of 3200 is not in as bad of shape. It does not get the heavy truck traffic from the feedlot. Chairman Farnsworth said that 800 is nice now has drove this. Dave said 500 is nice as well. The crew did these when he was over in Wyoming a week ago. For whatever reason the dispatcher at Idaho Asphalt sent the wrong oil. They sent an oil they would usually use on fresh pavement with clean chips. Told them he would not pay the extra money since this was their fault.

[11:48:00 AM](#) Dave said they lost an engine in D3 which is Leroy's truck. Commissioner Martinez asked the cause. Commissioner Hancock said this has 400,000 miles on it. Dave said this is one they want to repair. Looked like a cracked head. The oil samples did not show any problem. Chairman Farnsworth asked if they want a motor in this. Dave said that he asked Kerry about Fleet Pride quote this is for aftermarket parts and a two year warranty. CAT and Peterbilt quotes are with CAT parts and a four year warranty. Commissioner Hancock said there is a \$1,500 cost for the warranty on the Peterbilt quote. Dave said the CAT warranty is built into the price. Chairman Farnsworth said he will need to get this on a future agenda.

[11:51:19 AM](#) Dave said earlier it had come up on why they are not getting Bobtails. There are a couple over at Grover's right now. Commissioners think they should take a look at these. Dave said there are three one has sold. They are pretty nice. Thinks these are \$35,000 apiece will look into it.

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

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

[11:54:17 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 12:05

- **APPROVAL OR DENIAL OF INDIGENCY APPLICATION – (ACTION ITEM)**

[12:05:21 PM](#) Motion by Commissioner Hancock to deny case #2018-25 due to lack of cooperation. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

#### **INSURANCE – CARLOS APONTE – WILL RESCHEDULE**

- **REPORTS/RENEWAL – (ACTION ITEM)**

[12:06:37 PM](#) Recess

Open session 1:02

#### **NBW ARCHITECT – SCOTT NIELSON**

- **ANNEX BUILDING PROJECT – (ACTION ITEM)**

[1:02:36 PM](#) Scott said they are moving forward. Ryan got them the design for the pipes last Thursday. Have already ordered the cisterna components. Combined a number of items onto change order number eight. Seemed prudent to run power over to the shop. This price started over \$20,000 have looked to see how they could take some of this out. The price they came back with now is \$6,421.07 have proposed to dig the trench, run the conduit and then backfill the trench. This does not include any wiring or breakers. Need a go ahead or not on this item. Commissioner Hancock said they have talked about this a lot. Cannot seem to get any better pricing because they have tried. Thinks it may still be somewhat high. His opinion is they should move forward. Scott said they could go through all of the changes on this change order.

[1:06:23 PM](#) Scott said they have ceiling cabling. This is raceway for the IT department. During design the electrical design met with Twisted Technology. Subsequently after the bid there was a meeting with Twisted Technology where they went over this in more detail and needed more conduit added. Around a month ago came back with a price of \$17,000. Asked to separate this out. Found out the conduit price was making this high. Once they separated this they have \$7,052.15 for the additional raceway requested by Twisted Technology. Not sure they have much choice on this. What they are finding is that the subs are busy and have more work than they can do. If they are going to make a change they will make a profit on this. This is for large conduits to go from the basement to the second floor. Already installed these on the main level. Based on where they are at probably need to approve this one. Commissioner Hancock said he has to agree. Could not get as many cables into the conduit as they

initially thought. Scott said based off of what Garn said this has to be a locked secure room. The main amount will be for electrical. The next item is additional card readers and cameras that were discussed previously with Probation and the Sheriff. The amount is \$5,187.22. Knows this added access points in Probation. Chairman Farnsworth thinks they had some access for the Prosecutors office. Scott said if they choose not to do this these would just not be installed. Commissioner Hancock said they had been adamant on these. Scott said the electrical engineer asked for dimmer switches in offices for multi-media opportunities. It was felt they do not need these with twenty-six offices would be a credit of \$526. Ask if they see any need for dimmers. Commissioners do not think they do. Scott said the final change is the subwater mitigation up to August 11 for labor, pumping and fuel. Total cost is \$27,249.31. Have provided a very adequate price breakdown sheet. Provides this for the commissioners to review. Feels this is a reasonable cost but not a bargain. Total for this is \$45,609.75 for change order number eight.

[1:15:38 PM](#) Scott has change order number seven this is the automatic door operators that were going to be added. The pricing came in and they felt it was not needed. By the time it had been declined the electrician had already roughed in the conduit so this is \$453.70.

[1:16:27 PM](#) Chairman Farnsworth said he received a comment on putting one of these on these doors. Scott said they have a rough idea on the costs. Commissioner Hancock said this is pretty pricey. Chairman Farnsworth had not even thought of this but if this becomes the primary access they may need to in the future.

[1:17:52 PM](#) **Motion by Commissioner Hancock to approve change order number seven for \$453.70 to be issued by NBW Architect to the contractor D.L. Beck. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[1:18:22 PM](#) **Motion by Commissioner Hancock to approve change order number eight that includes numerous changes for a total of \$45,609.75 to be issued by NBW Architect to the contractor D.L. Beck. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.**

[1:20:02 PM](#) Scott had mentioned moving the piping closer to the building. Would rather use the L shape for the trench they already have. Trying to be careful here.

## **EMERGENCY MANAGEMENT – REBECCA SQUIRES**

### **• SEPTEMBER TRAVEL – (ACTION ITEM)**

[1:20:41 PM](#) Rebecca said this fall they are offering the basic academy up in Pocatello. Normally this is taught in Emmitsburg, Maryland. This is an excellent opportunity to get the training at a reduced cost. This is 152 hours of trainings. This starts in September down in ISU. These classes are 8:00 to 5:00. There are two weeks in September, October, November and December. This is free training. Only cost will be for travel and her time. Today is here asking for approval. Goal is to have the Preparedness Fair put together before this starts. Would appreciate using the county vehicle if it is available. Is wondering if they would allow her parking this at the weed shop since that would be a closer route to the Interstate from her home. Chairman Farnsworth would rather she just take the vehicle home if it is available. Chairman Farnsworth said this will be in September through December for four weeks of training. Rebecca said it is she has also attached her transcript for what training she has had.

### **• PREPAREDNESS EXPO**

[1:26:57 PM](#) Rebecca said this is on September 15. They have escape rooms they are contracting with a company in Rexburg will do an emergency escape room this year so that will be exciting. Jefferson County is sponsoring this year. This will be really fun if they have the opportunity to attend.

## **NOXIOUS WEEDS & INVASIVE SPECIES – MITCH WHITMILL**

### **• UPDATE**

[1:29:47 PM](#) Mitch said currently up to date for outside of county spraying for other agencies are at \$52,000 and will probably do another \$25,000 this season. Had been asked to spray the courthouse lawn. Usually do a spray in the spring and fall. Need to decide if this is something they want them to do. They do the lake already. Chairman Farnsworth and Commissioner Hancock both said yes. When they discuss with the maintenance to schedule this let him know. Commissioner Hancock asked if they could fertilize because they were charged \$1,100 for that. Mitch said they can do a late fall fertilizer. Have the capabilities to do this to help keep the costs down.

[1:33:42 PM](#) Have been doing the spraying around the lake. The algae bloom is out of the realm of the weed control. Have been doing this did submit a bill to Mickey so they know the costs of maintaining this. Want them to know the costs can get high. Commissioner Hancock said this was \$1,950. Mitch said that Mickey was quick to pay the invoice. Knows there budget is a different deal. Commissioner Hancock said they try to make this self-sufficient. Should bill them and have them pay for their services.

[1:36:59 PM](#) Mitch said they have a containment facility that does not meet DEQ or Idaho Department of Ag requirements for safe containment of herbicides. Always had in the plans to build a fire and flood containment facility. They take a lot of the pesticides from the clean-up days. Then they dispose this when the state comes through. Have to keep this for a while depending when they the state comes. They have the proper training to maintain this. Need to know the cost of the building structure. Could they get an architect to draw this up? This would be 800 square feet.

[1:39:28 PM](#) Commissioner Martinez asked if the house on the corner is for sale. Mitch has not heard anything on this. The cost they are asking for is high since it has no value to them. Commissioner Martinez asked how big they need. Mitch said 800 square feet. Would have both ends accessible with drive through fireproof doors. Commissioner Martinez said this would be separate. Mitch said this would be separated from the building. Wondering on suggestions so they could put together some numbers.

[1:42:39 PM](#) Commissioner Hancock said a draftsman would be cheaper. Chairman Farnsworth said they would need the requirements. Rebecca said they are working on the mitigation plan. Would want to plan a secure chemical inventory once this plan is approved they can build

projects against this plan. Then in a year from now they would be able to apply for funds. The window is short when they can apply so if they have the grant application put together they would be ahead of the game.

## **COMMISSIONERS**

- **ALCOHOLIC BEVERAGE LICENSE – (ACTION ITEM)**

[1:48:17 PM](#) Motion by Commissioner Martinez to approve alcoholic beverage license for Bob's Kwik Service. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **APPROVE NEW STEP & GRADE CHART – (ACTION ITEM)**

[1:49:42 PM](#) Colleen provides the chart for all three hourly rates. Have seventy, eighty and eighty-four step & grade chart. **(Exhibit A)** Had approved the format now need to have this approved for the chart to be the base from here on out. Commissioner Hancock asked how often they take a step. Colleen said they changed this to yearly. Rebecca said they took the beginning and end number and divided this so they get an increase each year. Colleen said if they change grades then they usually move back in steps. Chairman Farnsworth said if they do not then it would not be sustainable.

[1:52:36 PM](#) Commissioner Martinez asked if there are any instructions on this. Chairman Farnsworth does not feel they should start someone too high on the chart. They may be proficient but it is still their first year. Rebecca said to answer Commissioner Martinez there is a salary policy. Will be bringing this in for revision. If they want to change the latitude on hiring they can consider these changes while reviewing this policy. Chairman Farnsworth said this chart is supposed to avoid the battles on how much money they should get. Commissioner Hancock said an interesting thing is Fremont County has a step & grade and still gives a COLA. Colleen thinks next year should be a lot easier. Would only be able to jump wages up if they ask for a grade change. This was a big project with a lot of input.

[1:56:08 PM](#) Motion by Commissioner Hancock to approve Jefferson County pay scale step & grade chart for seventy, eighty and eighty-four hours effective October 1, 2018. Commissioner Martinez does not think there has been any public input in this. Have the Republican Central Committee deciding how the county should be paying wages. Have not seen any of them at these meetings. Never have give any input on any of the wages. **Second by Chairman Farnsworth.** Chairman Farnsworth does not care what the concerned citizens or Republican Central Committee thinks they have gone through this and justified the money. Just like when they did the raise last year they should have been here. Commissioner Hancock said this is done internally to bring their employee base up and help retain their trained employees. **Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – nay, Chairman Farnsworth – aye. Motion passed.**

- **REQUEST FOR PROPOSAL – JANITORIAL/MAINTENANCE – (ACTION ITEM)**

[2:01:14 PM](#) Chairman Farnsworth asked if this is for each building individually or all three. Commissioner Hancock said they will give the option of that. Chairman Farnsworth asked how it works if they give the option. Commissioner Hancock said the annex will be tied into the courthouse. The scope of work has been broken out to do the janitorial for the jail and minor maintenance in the jail. The other is the janitorial for this building and the annex that will come on once they can clean this. Then the satellite offices will no longer be required. Have Extension Office, Probation and Prosecuting Attorney. Have the maintenance scope to do maintenance work. Thinks it can be broke out. Provide a separate scope for the maintenance. Do have the option in the pricing that they would give one, two and three year pricing. Have asked for monthly rates. Then have adjusted rates when they have the annex open. Rebecca said on page twelve shows the cost breakdown. **(Exhibit B)** Could renegotiate the annex because it will be an unknown amount. Will give an opportunity to combine them all so they may get a better rate. Still require a financial statement but not to the degree they had before.

[2:06:13 PM](#) Rebecca said under organization not sure if they wanted background checks. Commissioner Hancock thinks this should be for everyone that will be in the entire courthouse. Commissioner Martinez said that has been his biggest issue is the safety that has been neglected in the past. Chairman Farnsworth said they have a master key to everything here. Rebecca said on scopes of work needs to re-number these. Also on the additions on scope of work. The hallway rugs have a company that cleans these. The rugs at the counters are the county's. Weed control is not included in this may need to add caring and pruning of shrubs. Ask if they want this individual to attend the monthly staff meeting. Chairman Farnsworth said that would be good. Commissioner Hancock said they would need to arrange to have the elevators maintained.

[2:17:15 PM](#) Discuss times for the conference. Will do a walk through on September 10, 2018 at 1:00. Will open and award bids on September 21, 2018 at 1:00. Rebecca asked about publishing. Will have her publish in the Post Register and The Star.

[2:20:15 PM](#) Recess

Open session 2:42

- **APPROVE CLAIMS – (ACTION ITEM)**

[2:42:41 PM](#) Motion by Commissioner Martinez to approve claims from 8/14/2018 to 8/24/2018 for \$735,204.51. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

- **APPROVE COMMISSIONER MEETING MINUTES – (ACTION ITEM)**

[2:43:18 PM](#) Motion by Commissioner Hancock to approve commissioner meeting minutes from August 6, 2018 with noted changes. Second by Commissioner Martinez. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[2:45:48 PM](#) Recess until 3:00

Open session 3:00

[3:00:01 PM](#) Prosecutor Paul Butikofer is in the room

**COMMISSIONERS**

- **EXECUTIVE SESSION 74-206 (B) – PERSONNEL**

[3:01:01 PM](#) Motion by Commissioner Martinez to go into executive session 74-206 (B) - Personnel. Second by Commissioner Hancock. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – aye, Chairman Farnsworth – aye. Motion passed.

[3:09:16 PM](#) Deputy Prosecutor Weston Davis is in the room

- **PERSONNEL ACTION – (ACTION ITEM) – NO ACTION TAKEN**

Open session 4:18

**DEPUTY PROSECUTOR – WESTON DAVIS – NOT NEEDED**

- **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)**

[4:18:13 PM](#) Motion by Commissioner Hancock to adjourn at 4:18. Second by Commissioner Martinez. All in favor – aye. Motion passed.

Open session 6:00

[6:00:42 PM](#) Prosecutor Paul Butikofer is in the room

**COMMISSIONERS – CLERK - COLLEEN POOLE**

- **2018-2019 BUDGET HEARING**

[6:00:42 PM](#) Rebecca mentions that they have a sign-up sheet for anyone that wishes to speak.

[6:04:22 PM](#) Colleen said they just found an error in Emergency Management on page sixteen the travel and training was \$6,000 and somehow it is down to \$13. Do they want to take this difference out of the general somewhere or do they want her to go and re-work the numbers. Have a budget of \$23,395,716. Commissioner Hancock thinks they can take this out of the general account. Colleen said this starts on page twenty-four. Chairman Farnsworth asked the easiest for her. Colleen said if they took this out of something. Could take this from miscellaneous or contingency. A lot in this fund are set. Commissioner Hancock thinks miscellaneous expenses that is what he suggests. Colleen is not sure if they want to go over this budget by budget or how they want to handle it.

[6:08:26 PM](#) Chairman Farnsworth said he was going to go down through each budget and give the bottom line total of each. Clerk \$280,122. Assessor \$279,452. Treasurer \$123,586. Commissioners \$168,500. Coroner \$20,776. Prosecuting Attorney \$410,102. Public Defender \$169,325. Building and Grounds \$264,000. Emergency Management \$148,111. Extension Office \$98,117. Data Processing \$563,261. Elections \$134,374. GIS Mapping \$118,215. General Fund \$1,543,963. Planning & Zoning \$485,334. Veteran Service Fund \$1,700. Total for all departments under the general is \$4,808,938. Road & Bridge \$3,616,032. Airport \$7,000. District Magistrate Court \$998,145. Probation \$693,309. Fair \$103,685. Sheriff's Office \$2,964,858. Jail \$2,303,599. Capital Crimes Defense Fund \$11,487. Health District \$133,330. Special Road & Bridge \$815,000. Consolidated Election \$367,616. Indigent \$427,481. Junior College Tuition \$150,000. Park & Recreation \$634,471. Revaluation \$300,259. Solid Waste \$1,175,845. TORT \$172,708. Veteran's Memorial Maintenance \$3,300. Noxious Weeds & Invasive Species \$475,218. Waterways \$71,392. Sheriff Emergency Communications \$458,753. Debt Service Fund \$475,000. PILT or Payment in Lieu of Taxes \$1,200,000. Sheriff's Highway Safety Grant \$28,290. Capital Improvement Fund \$1,000,000. Bottom line total is of the budget is \$23,395,716.

[6:23:00 PM](#) Chairman Farnsworth asked if there is anyone signed up to speak. There is no one signed up to speak.

[6:23:20 PM](#) Rebecca Squires commends the board for taking a serious look at the changes for payroll that were requested. The employees will appreciate their efforts. Chairman Farnsworth said after going through all of the numbers they have feels these are sustainable. Will take all of the employees and department heads to continue to watch the bottom line to keep this sustainable. Appreciate all of the employees, department heads and elected officials. As a county they are growing and getting to a good place.

[6:25:07 PM](#) Colleen has the L-2 worksheet that takes into account that they can levy \$7,018,072. Take each fund they levy for and plug them into the State Tax Commission and this gives them what each fund can levy. The long sheet has everything included. The anticipated levy amount should match what is on the L-2 work sheet. Have zero to cut back so they are balanced at the budget amount. Are not over any levy limits or in any funds. Chairman Farnsworth said the levy rate went down.

[6:27:34 PM](#) Commissioner Hancock said this went down because assessed values went up. They need to realize the county is able to lower their levy but the school district and their bonds do not change. When the value goes up they still pay the same levy rate but the county can reduce these as they need to. Colleen said this is still taking the maximum levy. Commissioner Hancock said that total revenue from taxes \$7,000,000 the rest comes from other sources. Road & Bridge is funded by fuel taxes. The Sheriff generates quite a bit of money through the jail system. There are ways they receive other income.

[6:28:56 PM](#) Chairman Farnsworth said they have a proposed budget that is balanced they have zero to cut back in the levy. They need to move to the resolution.

- **RESOLUTION #2018-26**

[6:29:21 PM](#) Colleen provides the resolution. Chairman Farnsworth reads resolution. "Resolution adopting the ensuing budget for fiscal year 2019. Whereas, Idaho Code Section 31-1605 requires a public hearing upon budget appropriations; and Whereas, the Board of County Commissioners met in the Commissioners' room at the Jefferson County courthouse on Monday, August 27, 2018, pursuant to designated published time; and Whereas, the Board has unanimously passed a motion approving the fiscal year 2019 budget; and Therefore Be it Resolved, pursuant to *Commissioner Meeting Minutes*

*August 27, 2018*

said hearing, the Jefferson County Board of County Commissioners has determined and fixed the amount of the fiscal year 2019 budget in the amount of \$23,395,716 which is not greater than the amount of the published tentative budget nor does it include an amount to be raised from property greater than the amount advertised.”

[6:30:42 PM](#) **Motion by Commissioner Hancock to approve the 2018-2019 budget for \$23,395,716.** Commissioner Martinez said he will not second because of wages that he does not agree with. **Second by Chairman Farnsworth. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – nay, Chairman Farnsworth – aye. Motion passed.**

[6:31:47 PM](#) **Motion by Commissioner Hancock to approve resolution #2018-26 to adopt fiscal year 2018-2019 budget. Second by Chairman Farnsworth. Roll call taken. Commissioner Hancock – aye, Commissioner Martinez – nay, Chairman Farnsworth – aye. Motion passed.**

[6:33:27 PM](#) **Motion by Commissioner Hancock to adjourn at 6:33. Second by Commissioner Martinez. All in favor – aye. Motion passed.**

\_\_\_\_\_  
*Chairman of the Board*

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

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

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

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

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