

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES  
MARCH 18, 2019**

Meeting called to order at 9:00. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Prosecutor Paul Butikofer, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Commissioner Young. Prayer offered by Rebecca Squires.

**COMMISSIONERS**

• **NEW BUILDING PROJECT – (ACTION ITEM)**

[9:02:14 AM](#) Chairman Hancock said they had a meeting last week. Everything is moving forward. Elevator was going to be delivered today or tomorrow. Rebecca said she passed a truck this morning that said Northwest Elevators. Paul asked who would give the certificate of occupancy. Chairman Hancock said Planning & Zoning issues this. The plan is they will do a walkthrough and create a punch list of items that needs to be done. Will begin with Prosecutor and Probation offices. Paul asked if once those departments are approved if they can move in. Chairman Hancock said they would be able to move in. Rebecca said Loren was anticipating the first week of April for his punch list. Chairman Hancock said they should be able to do these two areas first. Paul said he will need to disassemble the furniture he has currently to move. Got a bid for \$4,500. Got another one on Friday that was a lot less. Have Judy working on this.

[9:05:15 AM](#) **Deputy Prosecutor Weston Davis is in room**

[9:05:20 AM](#) Paul thought this was high. Chairman Hancock said they were looking at having the inmate camp move Planning & Zoning. Paul said the issue is there could be files on the inmates. The other problem they have is disassembling and reassembling furniture. Chairman Hancock said they have some talented people that would be able to do this. Knows that Lynn Wilcox from up in Rexburg uses some of these individuals and has not had any issues. Paul said they are getting additional furniture and have about four desk systems they have now that need to be moved. Commissioner Young asked who they talked to. Paul said they talked to Porter's and a local moving company. Got some names from Probation. Chairman Hancock said they may want to talk to Kevin. Paul said he talked to him on Friday. Chairman Hancock said records may be one thing they should not help move. Paul said that Road & Bridge has said they could help too. Chairman Hancock thought they could handle any sensitive items. Paul said it is just who do they trust to work on the desks and not break these. Chairman Hancock said the work camp has a supervisor that comes with them. Could help them and make sure they know how to work on these things.

[9:08:35 AM](#) Chairman Hancock said the carpet and tiles are in is looking like a new building. Paul asked if they have any opinion where he has his personal desk and chairs he has been using. Is there any issues with him continuing to use these? Chairman Hancock said he does not see any issues. Colleen just recommends to make sure they keep track of this so if he leaves they know they would have to purchase these items. Chairman Hancock said they are still working on the pumping system for down in the basement.

[9:11:46 AM](#) Paul asked who would be cleaning the new annex. Is wondering about wall mounts being put in for a TV. Chairman Hancock said they could have Bryan look at this. Chairman Hancock said will be working on the parking lot as quick as the frost is out. They have done some grading last week. Commissioner Young said can now see there is some curbing with the snow gone.

**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)**

[9:12:55 AM](#) **Motion by Commissioner Young to go into executive session 74-206 (B) - Personnel. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[9:20:24 AM](#) **Prosecutor Paul Butikofer left room**

**Open session 9:24**

[9:24:59 AM](#) **Motion by Commissioner Young to go into executive session 74-206 (F) - Legal. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[9:25:18 AM](#) **Prosecutor Paul Butikofer is in room**

**Opens session 9:45**

**PLANNING & ZONING – KEVIN HATHAWAY**

• **ROCKY MOUNTAIN UTILITY EASEMENT – (ACTION ITEM)**

[9:45:54 AM](#) **Discussion tabled.**

**COMMISSIONERS**

• **PURCHASE ORDERS – (ACTION ITEM)**

[9:46:26 AM](#) Weston said he sent this back. It used to say there were purchase orders coming from the vendors. Chairman Hancock had corrected this because a lot of times they will send an invoice or another document with other terms and conditions. These will be referred to as vendor contract. When we get their contract they will be provided with our terms and conditions and if there is a conflict between terms our terms will win. Chairman Hancock did not have any problems with this. Commissioner Clark said he read through this. Weston said they will have to update the standard operating procedures so employees know when to submit this. Commissioners need to think about the dollar amount they want to include this on. To him it makes sense on those purchases they need approval on of over \$1,000. Colleen said these are assets. Chairman Hancock said they could put this on anything over \$1,000.

[9:49:17 AM](#) Mitch said they have talked about this before that \$1,000 is nothing they usually go way over that on all of their purchases. Do they need to come to them on all of these things? Does not have any issue with this unless it causes redundancy. Thought the claims process was for them to review what is spent.

[9:50:07 AM](#) Chairman Hancock said they could have a limit on what they want to have terms and conditions. Will be by classes if they are repairs or maintenance. If they take a piece of equipment to Western States to be repaired they will be charged their standard labor rates and parts. This is designed specifically for a large purchase of chemicals. Then the vendor realizes the county's terms and conditions. Whole point is not to restrict them but protect them as a county. For example if they had used this out at the lake they would not have had some of the issues they have had. Mickey asked like what at the lake. Chairman Hancock said if they had something in place with Arbor Tech they would have agreed to their terms and conditions.

[9:51:52 AM](#) Mitch said this is for contractual type of expenses. They bid out three suppliers for their chemicals. Would he need to put this out? Chairman Hancock said it would be wise this is to protect them especially where these can be hazardous materials. Will do this with a lot of customers.

[9:52:46 AM](#) Rebecca said as she is drafting a policy in her head the current purchasing is any capital asset over \$1,000 needs approval. From this sounds like they are looking at service contracts with large purchase of materials. Possibly maintenance. Chairman Hancock said probably not on the maintenance. It is not that they need approval they are just attaching these terms and conditions on their proposals. These will be part of the order. Weston said the jurisdiction has to be Idaho. Has to have appropriated funds. Lets them know their terms. If they have different provisions needs to know who will control. One thing Mitch pointed out they should re-look at what he wrote for hazardous materials. May need to carve out some exceptions because they may have something this is hazardous material. Chairman Hancock read through this and did think of the chemicals that they buy.

[9:55:14 AM](#) Mitch said he buys \$75,000 to \$100,000 in chemicals in a season. Commissioner Clark said he read through this and it looks fine as far as the hazardous material.

[9:56:52 AM](#) Chairman Hancock said they will not control this only want them to include the standard terms and conditions when they make these orders. Have never had these before. This is a new thing to look out for the best interest of the county. This is why he initiated this. Not trying to control the purchases but wants to protect the county. Mitch thought they were looking to track purchase orders they do have a system in the office and currently issue purchase order numbers. This is to access receipts later.

[9:57:54 AM](#) Rebecca said once the terms and conditions are figured out they will look at policy and then have the departments look at this and make sure it will work for all of them. Weston said they are right they need this in policy before they start putting these terms and conditions out.

[9:58:43 AM](#) Colleen asked with the claim do they need to provide the purchase order or will they just need a number on the claims. Chairman Hancock said they would keep this in their department and add a purchase order number. Will still need to discuss this right now they are just looking at the standard terms and conditions. Will decide this as they change their practices. Colleen said if they put a number on the claims they would have to go back to the department to reference this. Chairman Hancock said these are just the standard terms and conditions. Mitch said they can provide these to their vendors. Chairman Hancock said this is the starting point with the governing terms and conditions. Commissioner Young said every time he deals with the federal government he has to sign terms and conditions.

[10:00:46 AM](#) Chairman Hancock thinks they have a good basis will now need to start looking at the standard operating procedures. Rebeca will need to start working on this and he can work with her. Rebecca asked if they want a work meeting or just envision this out. Chairman Hancock asked her to go through this first as a starting point.

## **ELECTIONS – SHONNA ALLRED**

- **ABSTRACT – SCHOOL DISTRICT #252 LEVY ELECTION – (ACTION ITEM)**

[10:01:46 AM](#) Shonna is here for a signature on the Ririe joint levy election. This is joint with Bonneville County. Have three put together. Chairman Hancock said this has to be approved by motion first. These are results from March 12, 2019 levy election shows the total amount of registered voters and the amount that voted. Shonna said the second paper shows all of the totals. Chairman Hancock said only fourteen percent voted on this. Shonna said for some reason they do not have a good turnout. Commissioner Young said this will cost the taxpayers money. Shonna said it costs to run the election as well. Chairman Hancock asked if there were any issues. Shonna said there was not but they did have a low turnout. Chairman Hancock said this is only fourteen percent. Shonna said that Bonneville County only had sixty-two people vote.

[10:03:54 AM](#) **Prosecutor Paul Butikofer left room**

[10:04:06 AM](#) **Motion by Commissioner Clark to approve election results from March 12, 2019 for school district #252 levy election. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye.**

**Motion passed.**

[10:05:40 AM](#) Shonna said it looks like they will have an election for the City of Menan in May.

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

- **FLOATING WATER PARK VENDOR APPROVAL – (ACTION ITEM)**

[10:06:28 AM](#) Mickey has gotten ahold of the vendor and sent her some additional information. Says special requirements to address their concerns. They will have an employee on night watch until the park is closed. Signs will be posted stating closure. Security cameras will be posted to discourage and document any issues. Will have insurance coverage and Jefferson County will not be liable. Chairman Hancock said they close at 10:00.

[10:07:14 AM](#) **Prosecutor Paul Butikofer is in room**

[10:07:17 AM](#) Chairman Hancock said they brought these issues up because they have a big floating area and they need to know who will monitor this because anyone can jump in and use this in the middle of the night. Weston asked if she would read the information again. Mickey said they will have an employee on night watch. Signs will be posted on their equipment stating the closure. Security cameras will be posted to discourage and document any issues. Will have insurance coverage and Jefferson County will not be liable.

[10:08:17 AM](#) Weston asked if this was sent to her because they may want to add this into the contract. Paul asked when the park opens. Mickey said May 1 and camping starts May 15. Also addressed the issue they had with the fireworks and the vendor decided they would take this down the day before. Mickey said in the contract it states the hours are 10:00 to 7:00. Will be weather permitting. Already has to clear the water at 10:00 because it is a liability to have people in the water after dark.

[10:11:55 AM](#) Weston asks that she emails this all to him to add into the contract as an indemnification provision.

[10:12:11 AM](#) Chairman Hancock thinks they should table this until that is all done. Weston wants to make sure everything is merged together. So they are signing off on these items.

## **CENTRAL FIRE – CARL ANDERSON**

- **IMPACT FEES – (ACTION ITEM)**

[10:13:29 AM](#) Central Fire District Chief Carl Anderson. Had sent Colleen a letter requesting disbursement of impact fees for \$70,878.49. Was asked to come in and explain the expenditures that he discussed in a letter. **(Exhibit A)** Chairman Hancock said they need a list of equipment that was purchased because they had an impact. Impact fees are specific to certain criteria. Need to have an impact to the fire district so if he wants to give them a list of items. Carl said they were going to build station five but instead rebuilt station four in Menan for \$1.4 million. Chairman Hancock said his understanding looking at the capital plan that replacing items does not work they have to have an addition. Not sure how this would work on a building that they rebuilt. Rebecca said it would stand to reason on the statute the old facility was x amount of square feet and smaller where the new facility is x amount of feet larger to accommodate the growth. Would take the additional square footage because that was due to the growth. Carl said the old station could hold three trucks and the new one can hold five trucks.

[10:16:28 AM](#) Carl said they also added a tender/tanker truck out in Ririe. That was not a replacement truck and cost \$300,000. Had gone out for bid and accepted a bid for a new brush truck for \$169,323. Chairman Hancock said they can see they have expended these funds with their expansions. Is there anything from legal about any of these impact fees? These are fees the county collected and set aside for the fire districts. Weston said this is set aside. Chairman Hancock said it is in the capital plan. They are requesting \$70,878.49 which was what was in the fund when they made the request. Colleen said there is some left from what has come in recently. Chairman Hancock said they have explained what their additions have been due to impacts. Personally does not see any issues. Weston asked who owns the water truck. Chairman Hancock said the fire district. They have a set amount of impact fees that goes to the fire districts. Commissioner Young asked why they would come to the commissioners and not the fire district.

[10:19:38 AM](#) Rebecca said the county collects this fee on behalf of the fire districts. Have Roberts and Central. States that the county would disperse these funds quarterly. This exchange may not have been necessary had the MOU been followed. Does not have a signed copy of this just what was in the capital improvement plan. Weston said if this is because of the anticipated agreement and they are releasing their funds to them. Would like to find this MOU. Does not see any problems with this. Could conditionally approve this. Rebecca has a copy that was included in the plan but it is not signed. Chairman Hancock said they would need to look for the MOU. Could conditionally release this pending on finding the MOU or having a new one signed. Weston would rather find the original. Chairman Hancock said these funds are based off the capital improvement plan. This is another government entity. Weston said the county collects this fee. Chairman Hancock said this is covered in the capital improvement plan. Weston said it sounds like this is an administrative fee that they are not monitoring. Chairman Hancock said it does state how these can be used. Carl said in 2009 they went over items they were planning to use these for. Weston said that is fine as long as they are complying with the capital improvement plan.

[10:24:00 AM](#) Chairman Hancock said all they are doing is releasing the funds. May look at conditionally releasing this after finding the MOU or signing a new one.

[10:24:51 AM](#) **Motion by Commissioner Young to release funds for Central Fire District for \$70,878.49 on the conditional basis they find the MOU that goes with this. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

## **HUMAN RESOURCES – REBECCA SQUIRES**

- **SALARY ADMINISTRATION POLICY AMENDMENT – (ACTION ITEM)**

[10:26:26 AM](#) Rebecca goes over they discussed these changes last week. Had two changes. Sent this to department heads and received item of feedback fixing a typo. Other was under Fair Labor Standards Act (FLSA) exempt, non-exempt it said something about opinion letters from the Attorney General. Massaged this paragraph asked Chairman Hancock to read this. Chairman Hancock reads. Shall also consider the prevailing practice per each job among each survey group as applicable as well as any opinions from legal counsel including the Idaho Attorney General. Rebecca said this is the only other change from last week. Chairman Hancock said they did quite a bit of work on this.

[10:27:46 AM](#) **Motion by Commissioner Clark to adopt the salary administration policy amended as of March 18, 2019. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:28:23 AM](#) Rebecca said she will take this and scan it and get the department heads a new copy. Chairman Hancock thinks this was a good accomplishment to clean this up and make it better. Rebecca said it was a warm up for the personnel policy they will be reviewing next week.

**PUBLIC WORKS – DAVE WALRATH**

- **UPDATE**

[10:29:49 AM](#) Dave did hire a new employee for Solid Waste. Countyline expanded schedule will begin on Thursday. Will be opened Thursday, Friday and Saturday. Also hired at Road & Bridge for an open position. They will begin on April 1. Crews are out patching today on Countyline. Commissioner Clark asked if the roads are worse this year. Dave thinks it was because of the weather it would freeze and warm up. Was in Boise last week at a conference and it was colder there last week than he thought it would be.

- **4000 E WATER LINE PROJECT**

[10:33:05 AM](#) Dave said they are doing a water line project. Will be putting sixteen inch water lines from state Highway 48 down to 200. Met with D.L. Beck and the City of Rigby and discussed how they would proceed. Mitch Bradley had thought the gas line was on west side but is on east side. So he would prefer they go down the west side. They want to start this week. Shows a copy of the plans that they provided last week. Has a few concerns. Contacted him last week and asked if they could put the water line in the southbound lane. Chairman Hancock said they have plenty of easement. Dave does not want them to do this. Then they also asked if they could close the road. The traffic on this road is heavy during and after school. Had a bad wreck in the area last week. There is a state project to do some work right on Highway 48 on 4000 and 4100 to put turn lanes which will help these intersections dramatically. On the plans they show a work zone of 300 feet at a time closing a lane down with flaggers on either end. Showing there will not be any flagger from 9:30 to 2:30 which is five hours. Thinks this means they want to close the road. Called Blair on how this was bid. It was bid as a lump sum and did not have a separate payout for traffic control. See that they are trying to save money on flagging. Not sure they want to close the road for five hours a day for seven weeks.

[10:37:24 AM](#) **Prosecutor Paul Butikofer left room**

[10:37:30 AM](#) **Deputy Prosecutor Weston Davis left room**

[10:37:32 AM](#) Chairman Hancock said he has thought about this and if they were going to want to close the road. This is a busy road but they can divert around. If they are open at least until 9:30 and by 2:30. Dave said on their paving projects they keep the roads open they have flaggers or on Archer Highway they used a pilot car. Transportation system is important to the county. When they did the culverts they had to close while they put a trench in the road but only did a mile at a time. Chairman Hancock said they will do a 300 foot section. Dave said the last bullet point says a possible detour. Does not think this is their responsibility to save them on flagging costs. That is why the more bid items they have in a bid schedule the better. Lumping everything into one creates problems. Chairman Hancock thinks his opinion is they can leave this to his discretion. Dave said he has been adamant on keeping roads open. It can be done just need additional manpower. Chairman Hancock said this will be seven weeks. Dave said the start date is today March 18 and end date is May 11. Have to go under the canal and connect.

[10:41:17 AM](#) Dave said they will be adding a hydrant for the yard which would help them out. Currently fill up at the fairgrounds. This way they can fill up before they go. Will have to trench across the road for that but would be a big benefit to the county. Chairman Hancock said this will be at our costs. Dave said it will but no better time to do this. Will abandon the water line they currently have that serves the shop and hookup to the new line. Chairman Hancock asked the others if they are fine with Dave handling this. Commissioner Clark thinks that Dave can handle this. Dave thinks this is important and is how he handles their own road work.

[10:42:35 AM](#) Dave will get the expanded dates of the landfill added on the website. Will be having a grader down for a while getting a lot of work done on it. Will be going over and getting the roller.

[10:43:26 AM](#) Commissioner Clark said a lady called him from out in Montevue asked if 2700 is this where they did some work last year. Not sure if they have any other plans for this. Dave said they will be chipping this. This was the bigger stuff. Commissioner Clark that is what he had thought. Said it is a mess once this is wet. Had said she spoke to someone and there were no plans for this road. Chairman Hancock said usually on the BST they do a chip seal the next year. Dave said it will depend on the road. It does help protect the roads. Chairman Hancock still wants the list of roads they are planning on doing work on. Dave wants to do all the chipping and BST first. It is really important for chip seals to get as may hot days before it starts to freeze again. Commissioner Clark said next time he is out on the west side they could go for a drive.

[10:47:56 AM](#) Dave said he has an employee that is interested in the old pickup they had put in the auction. All of the bidders defaulted. This is a 1991. The minimum bid price was \$100. Wondering if he could sell this to his employee for that. Commissioner Young thinks they could scrap the metal and get \$200. Dave asked if he finds out the scrap metal price for this if they could take that amount. Chairman Hancock said he would have to do this by resolution.

**COMMISSIONERS**

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

[10:49:52 AM](#) Motion by Commissioner Clark to approve certificate of residency for College of Eastern Idaho for Marly Bazil. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

**ASSESSOR – JESSICA ROACH**

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

[10:51:20 AM](#) Motion by Commissioner Young to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 11:00

- **DONATION OF PTO – (ACTION ITEM)**

[11:00:53 AM](#) Chairman Hancock goes over they were discussing employees that wished to donate PTO for someone that has some medical issues. (Exhibit B)

[11:01:08 AM](#) Motion by Commissioner Young to approve donation of PTO to employee fund line 01-16-402-00 of 134 hours. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

#### **SOCIAL SERVICES – AMY JOHNSON**

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

[11:03:05 AM](#) Motion by Commissioner Young to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

Open session 11:09

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

#### **CLERK – COLLEEN POOLE**

- AG EXEMPTIONS AND TAX EXEMPTIONS – (ACTION ITEM)

[11:10:22 AM](#) Colleen has one ag exemption. This is the one they asked for additional information on a few weeks ago. Chairman Hancock said it looks like it now has the correct information.

[11:11:14 AM](#) Motion by Commissioner Young to approve ag exemption for parcel #RP07N37E024000. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

[11:12:06 AM](#) Recess

Open session 12:00

#### **SHERIFF'S OFFICE – DEPUTY ALLEN FULLMER**

- RECREATIONAL BOAT SAFETY GRANT (RBS) – (ACTION ITEM)

[12:00:37 PM](#) Deputy Fullmer said this is the yearly agreement with the Idaho Department of Parks & Recreation for the Recreational Boating Safety grant. Do this every year. It does require a fifty percent match. This year they have allocated the grant amount as \$5,990. Have ample funds in the waterways fund to match fifty percent of this. This is to help with boating safety, patrolling on the boat, purchasing equipment and they provide safety classes for the public. Chairman Hancock asked if this is the same one as last year. Deputy Fullmer said this is exactly the same they only change the budget year and amount. Wait until they fund the state. They have a formula for each county that participates. Chairman Hancock said they have signed this for a number of years.

[12:02:35 PM](#) Motion by Commissioner Young to approve the agreement from the Idaho Department of Parks & Recreation and Jefferson County. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

#### **CHERYL HIVELY**

- TRAINING PAYMENT DISCUSSION

[12:03:57 PM](#) Cheryl Hively lives at 3513 E 430 N in Lewisville. Is here but had previously sent them an email on concerns that had come to her about a FEMA training that was going to involve Mrs. Squires' husband. Did some research but did not have a current copy of the travel policy. Did speak to a previous commissioner but may not have asked the right questions. The concerns this person had was about the past FEMA trip in 2014. Then the appearances of the husband of the Emergency Manger going on this trip. Looking at if this is misuse of county funds. Really thought this was a valid concern this person had that is why she emailed them. Came in last week to do a records request. At that time she went into Rebecca's office to give her this request. Once they got past the awkwardness they had a wonderful conversation. Specifically asked why her husband. Was told all about her husband and thinks that he is fantastic and is a wonderful asset. Explained about a roster of people that she has to call on. Majority of these people are handheld radio operators. Not sure who brought it up but she personally has a passion for emergency preparedness but has a lot of other projects and was not interested in classes at that time.

[12:07:33 PM](#) Rethought about this and maybe some online classes would be beneficial. Thinks that Rebecca is the best person to have in this position. She has a passion and the knowledge for this. Knows what grants cover what items as well as how to administer these. Is very impressed with her and the list that she has of people that want to be involved. One suggestion is an update to the county policy for travel on those that are not county employees. Missed this at first and had to email Rebecca to find this. Reading through can see how this would work. Thinks maybe those departments that use grants such as Rebecca maybe this should be spelled out differently due to reimbursements. In discussions all her husband wanted was the hotel. Paid for that did not ask but assumed this was charged to her county card. Then forms are submitted and the state reimburses the county. Chairman Hancock said that is right. Cheryl said if they read through that it is confusing thinks this could be spelled out.

[12:09:29 PM](#) Chairman Hancock said they are relooking at a lot of the policy and procedures. Trying to fix any ambiguities. There are things they find such as they redid the salary administration policy to redefine temporary and seasonal employees. Are redoing the county personnel policy. Have new direction from ICRMP on things they want to be in the policy. Have standardized their terms and conditions throughout the county. Have never had these. Are working on these things but it takes time.

[12:11:05 PM](#) Commissioner Young thinks if they have ideas she can always email them. Chairman Hancock asked Rebecca to note this once they look at the travel policy. Wants her to know this is not the highest priority but will make a note on this.

[12:11:33 PM](#) Cheryl thinks it is important they look at this. Chairman Hancock said they can clarify things because they are not perfect. Really big on clarifying things. Need things to be spelled out so that everyone knows the intent. Cheryl is not sure how many people within the county know what Rebecca does. There are a lot of training opportunities available. Are the new commissioners up to speed with what she does? Commissioner Young knows it entails a lot. Commissioner Clark said that he had worked with Rebecca on the flood control. Chairman Hancock said he was out there as well with them. Cheryl said a lot of other people do not know. Even she could take online classes that could benefit her family. Did not run this past her but would love to see her do a presentation and invite the public. Chairman Hancock said she has done a few of these for some groups and places. Knows she has been out to Mud Lake or Hamer and Rigby. Each year they put the Emergency Preparedness Fair and offer classes. So there has been a few things that have happened.

[12:14:36 PM](#) Rebecca said the public can be involved with the Local Emergency Planning Committee (LEPC). Could do a better job at advertising these. Next one will be April 9 at 10:00. These are open to the public involves government and businesses. Anyone is allowed to participate. Chairman Hancock said there are things out there and now she will be aware. Cheryl said she will but hopes others will be aware of this. Chairman Hancock said they are working on the Civil Defense ordinance that was adopted back in 1975. Things have changed since 1975.

[12:16:22 PM](#) Cheryl appreciates their time and Rebecca's time. Has been able to assure this person that things are good. Need to make sure they get more involved. Chairman Hancock said do not hesitate to get ahold of them. On this they have approved this so they can pay this. Colleen asked if he goes again in April will it need to be brought back in.

[12:17:38 PM](#) Rebecca said the reason for the change was because of the weather. Colleen said they approved two nights so if he goes back in April she will need to bring this back in.

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

### **• PURCHASE TRUCK – (ACTION ITEM)**

[12:18:32 PM](#) Mitch wants to discuss the purchase of a truck. Time to replace a roadside truck. Did sell the Ford 350 in auction. Have been looking for what to replace this with. Have been looking at prices on a 450 so they are looking at a Ford because Dodge is currently a ways out and Chevy does not have this size. Requested quotes from several agencies. Did go to the state bid from Goode Motors in Burley. Chairman Hancock said the price is \$44,322.19. What is the \$51,656.19? Mitch said that is without the rebate the other is the correct price with the discounts. Did get a quote from Lithium Motors and Smith Ford. Those prices even with the rebates are higher. Chairman Hancock said they are \$48,250 and \$47,862. Mitch said this was the exact same spec that he gave all three. Chairman Hancock said that Goode Motors is the lowest. Do they have the money? Mitch said they do. They did not have enough for the larger truck because they had to replace their trailer. Had one scheduled to move out next year so they moved the rotation around and will look at replacing the next truck with the bigger category next budget. This truck is a 450 they need something over 350 to handle what they need. They are longer have to have the twelve foot beds on these. Have a heavier front end to handle the snowplows. Will not have a plow put on this yet. The other truck is gone. They got \$5,900 off of the auction. They build the spray systems onto the trucks themselves. Will be a support truck with a tank will not have a full spray tank this year. Told them they will be out about sixty to ninety days on this truck.

[12:25:32 PM](#) **Motion by Commissioner Young to purchase a pickup for the Weed Department for \$44,322.19 from Goode Motor under the state contract. Second by Commissioner Clark. Chairman Hancock notes they had other local pricing and the state bid was considerably less. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

### **• PROPOSED INCREASE FOR FEES & PRODUCT – (ACTION ITEM)**

[12:26:39 PM](#) Mitch goes over he sent this information to them on a proposal for an increase of fees. Do need to advertise this for a public hearing. These are the percentages which vary. These are contract labor prices they use for their rates while doing contract labor work. Chairman Hancock asked if they have a boat. Mitch said they do but it is not river ready. Use this to treat the banks and the lake. The Sheriff's Office has taken them out in their boat whenever they have needed.

[12:30:22 PM](#) Mitch provides the LHTAC Administration book they put this out and it has a great breakdown on how to build overhead expenses and this is how he is coming up with these numbers. Works really well. The green tabs show the formulas for all the overhead costs. Have had discussions with BLM and Department of Transportation on the increases. Chairman Hancock said they will need to do a resolution and get this put in the paper for two weeks.

[12:32:24 PM](#) Mitch asked on the process has a template from Colleen. Chairman Hancock said they will just let them know there is an increase. Need to list each item that will be increasing. Mitch said if he gets this turned in by Friday could tentatively set this for April 15, 2019 at 9:00.

[12:35:09 PM](#) Chairman Hancock asked about staff for the season. Mitch thinks they will be getting most of their staff back from last year. Thinks it will be a late spring this year. As far as flooding the river has yet to see anything.

[12:37:04 PM](#) **Motion by Commissioner Clark to adjourn at 12:37. Second by Commissioner Young. 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*

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*County Clerk*

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*Date*