

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
MARCH 4, 2019**

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

CLERK – COLLEEN POOLE – NEOPOST – REED SATTERTHWAITE

• **POSTAGE MACHINE – (ACTION ITEM)**

[9:02:01 AM](#) Colleen said they had been working on the changes that Weston had wanted. Not sure Weston has seen the current one. Reed shows the changes to the language requested. Clarified in the why wait agreement that the current lease was from 2014. Chairman Hancock asked about the why wait agreement are they under this program. Colleen said this is to get the machine sooner they still pay the old rate until November. Chairman Hancock said then after five years this could kick in again. Reed said the equipment would come sooner and they would not pay the increase until November. Would continue to pay the \$196 until the end of October. The new lease will be with the new equipment they demonstrated last fall. Commissioner Clark asked once this gets to the last six months does this automatically give them a new machine. Once they get five years from now what does this do. Reed said he gets notification anywhere from nine to six months on the government leases he services. Weston had this change to identify the lease they are currently under from 2014. At the end of the five years or sooner they will have to come back in. Reed said they moved faster this time because of the interest in the change of equipment.

[9:05:49 AM](#) Weston cannot identify if this is a lease to purchase agreement or a fair market value lease. Reed checked the leases are fair market value leases unless the contracts specify it is a purchase lease. Reed said on the invoice there is nothing that stipulates this is a quarterly lease. Weston asked where this would be in the contract. Reed said it would be nice if they clarify this but if it is a lease to purchase agreement it is on the invoice. Weston said the agreement does not specify. Thinks this should be clarified in the contract. Does not have a problem with the agreement.

[9:08:31 AM](#) Commissioner Clark said if they have a lease with option to purchase they usually spell this out. Colleen thinks it is nice for them to come and just replace the machine. Reed said since this is government pricing they do not pay sales tax or installation fees. Once the new machine is hooked up they will provide postage for the old equipment to be returned.

[9:09:53 AM](#) Chairman Hancock said they have a government lease agreement with Neopost. Have discussed this thoroughly.

[9:10:10 AM](#) **Motion by Commissioner Clark to approve the lease of a postal machine through Neopost for \$325.44 per month with a sixty month lease. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – 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)**

[9:14:12 AM](#) Weston does not have anything to report. Chairman Hancock asked if there are any updates with Manwaring. Weston said here are not at this time.

[9:14:27 AM](#) Recess

PARKS & RECREATION – MICKEY EAMES - CANCELLED

• **VENDOR APPROVAL (ACTION ITEM)**

Open session 10:00

CLERK – COLLEEN POOLE

• **AG EXEMPT AND TAX EXEMPT APPLICATIONS (ACTION ITEM)**

[10:00:37 AM](#) Colleen provides an ag exemption. Chairman Hancock said this is not clear what the check is for. Thinks there needs some clarification on this. Colleen will call them for additional information. Chairman Hancock said the others are tax exemption forms. These are for entities that are usually tax exempt.

[10:02:16 AM](#) **Motion by Commissioner Young to approve exemptions for parcel #PD0221006024A for Roman Catholic Diocese of Boise, parcel #RPC00000200160 for Roman Catholic Diocese of Boise, parcel #RPD09500010010 for EICA Partnership Inc., parcel #RPD00000320991 for EICA Partnership Incorporated. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

ASSESSOR – JESSICA ROACH – MATT VIRGIL

• **RATIO STUDY COMPLIANCE DISCUSSION**

[10:05:53 AM](#) Matt said on the top it describes in the top box approved residential as primary group or vacant as a primary group. They have five groups they do studies on. Have studied four of the five compliances. Are measuring the values came in from 2018. So these were sent in June of last year. They do a final ratio study under 2018 values. Just completed these. Jessica will get the notice from the Tax Commission stating if they

will be in or out of compliance. Knows they are going to be out of compliance. So what does that mean that just means there are some adjustments that need to be made for 2019. Under the reliability heading see a ninety competence interval and an eighty percent competence interval. One they are focused on and the upper limit is at 87.71 and does not fall into the 90 to 110 range which is where the standards are. Trying to get them a heads up. Out trying to meet with new commissioners because they will be getting a notice from the State Tax Commission. Will state the 2018 were out of compliance based on standards. Jessica and her staff are already working on this have the values corrected for 2019. Wanted to meet with them and give them a heads up since getting a letter from them can sometimes be confusing. Statewide have twenty-eight categories that are out of compliance. Property prices are increasing throughout the state.

[10:08:52 AM](#) Weston said they have legislation in front of them on failing to comply and what those requirements are. Have a 90 to 110 percent range. Is this identified in IDAPA or any written rules? Matt said this is in written rules. Thinks he is alluding to is ag and they do not have a range for ag. There is nothing pertaining to agriculture land. It is a non-compliant category. This is just the five primary categories. Those are vacant residential, improved residential, vacant commercial, improved commercial and manufactured homes. Just wanted to come and visit so when they do get this letter they have some background

[10:11:06 AM](#) Chairman Hancock asked what basis do they use to determine they are out of compliance. Matt said they run the assessments versus sales prices. Chairman Hancock said that may not be a true reflection. Is there a correction factor. Dumping all the sales into a category when they have so many other issues they take into account when the appraisers go out they do not just look at sale price. Look at the areas. What type of corrections are they doing in the statistical analysis? Matt only included the main sheet. Chairman Hancock said there is nothing on this. Jessica said they break this down with Matt. Matt said around 2006 or 2007 they switched from a secondary category where they just look at lot sales. Around this time they switched to the primary category. Reason they did this is to look at the individual sale prices. Take a look at the individual assessment. Look at last quarter of 2017 and the first three quarters of 2018. Everything is growing at ten percent a year and others are at five percent growth. Jessica said the range is 90 to 110. Chairman Hancock said they give them ten percent each direction. They are not really that far off.

[10:14:50 AM](#) Jessica said Jefferson County's market has increased twelve percent from last year. Matt thinks this is because the market is moving and Idaho is growing quickly. Jessica and the staff their formula is one of the best in the state and assess at a fair level. The adjustments that Jessica has implemented will bring them into compliance. Chairman Hancock thought State Code is they are reappraised every five years. Jessica said they physically check these every five years but they are subject to a change depending on the market. Matt said these are assessed at fair market value. Jessica wanted to give them a heads up. They are already ahead and know what to expect. Chairman Hancock it will be hard for homeowners to see another ten percent increase. People forget that bonds go based on whatever the values are. Schools are the big winners because they get the same percentage. Jessica said they still have to do their job. Chairman Hancock said they will defend them.

[10:17:27 AM](#) Matt said they have been discussing this and knew what the results would be. Have been tactfully making changes. Chairman Hancock knows they are in a dynamic system will either go up or down. Jessica said even if they reduce values it does not mean taxes would go down. Matt said they will be doing the Board of Equalization training again and would like to provide one here it would be sometime in early or mid-May.

PUBLIC WORKS – DAVE WALRATH

- **UPDATE/COMP TIME LIMIT – (ACTION ITEM)**

[10:20:31 AM](#) Dave said they are right on the cap limit. Wondering if they can increase this to 120. Provides a copy of where they are at. Have some at 100 hours. Does not expect a bunch more to be earned but wants to make sure they are below the threshold.

[10:20:57 AM](#) **Deputy Prosecutor Weston Davis left room**

[10:21:21 AM](#) Chairman Hancock spoke with Jerry over on the Bonneville side they were having to pull the milk trucks through. Dave said it was bad Thursday and Friday. Chairman Hancock said our side was in good shape. Dave is pleased with how the road held up. Remember 2400 E last year from 150 to Countyline how this all washed out. Is in fine shape. Chairman Hancock did drive this. Dave said the extra culvert on 2600 was able to carry all of the water. Chairman Hancock said there are two spots coming from Cannon Dairy that might need an additional culvert. Dave said it may have been on the hydraulic report. Chairman Hancock knows Jerry was afraid this was going to wash out. Dave said there was a spot close to the dairy that they are repairing now. Everything they did on 100 N between 2100 and 1800 has all held up really well. Also 600 N to where it turns to pavement. There is really no washouts. Have come out of this pretty unscathed. Knows they have some rain coming. Chairman Hancock knew the other commissioners were out on Thursday. Dave said the cold is helping slow this down by freezing the ground. Thinks they will be okay. Chairman Hancock said that they take four tanker loads of milk out a day. Dave does not think it will warm up enough to soften up enough today. Chairman Hancock asked if they tried Friday to go through Bonneville County. Had to put it in 4-wheel drive to get through it. Dave said Thursday there was water on the racetrack.

[10:24:27 AM](#) **Prosecutor Paul Butikofer is in room**

[10:24:30 AM](#) Dave said he had checked the parking lot at the interchange but it was okay. There was water flowing though there and the Simplot facility. Chairman Hancock did not see any problems. Dave said there are still big banks of snow. Rebecca said two years ago it came in two waves. Had some in the end of February but do not have as much snow this year. Chairman Hancock said they have already lost a lot of their snow. Glad they are out fixing this. Dave said it will be in good shape by this afternoon. The cinder mix holds up really well. Drove from landfill to Jackrabbit last Thursday. Drove 2600 was a little slimy but today there was dust on his pickup. Went from saturated muck to dust in a matter of days. Chairman Hancock said before they blade the road will need to let the frost come out. Dave said 200 N from 2400 to 2300 was in rough shape. Chairman Hancock said he has seen a lot of pot holes. Dave said they have a crew out fixing these today. Commissioner Clark said it has been a hard winter. Dave said they are everywhere. Probably will get a load of DP-1 oil for the durapatcher machine. This will come from Nampa. They do have storage capacity available. Chairman Hancock said they may look directly out of Billings. Because they have to haul it. If they talk to Idaho Asphalt they should bring some directly. Dave knows that ITD was looking for DP-1 oil as well. They had two loads over in Nampa. Could have the durapatcher

out today if they had the oil. Chairman Hancock said to check Billings. Commissioner Clark asked the difference on DP-1. Dave said DP-1 has a little bit of diesel in it and has a better temperature range. Can fill the holes with temperatures they have now. The CRS-2 is the normal oil the lowest they can go is forty degrees. Chairman Hancock hopes in the next couple weeks they should see higher temperatures. Dave said they have some cold mix but might need more with as many holes. Has been a tough year. Chairman Hancock said only way to save these is putting a BST down. Paul mentioned 400 is bad. Dave said they did interviews last Thursday for Solid Waste to expand Countyline landfill to three days. Have made a decision will hire a local guy from out in Montevideo. The first day of the expanded schedule will be March 21. Have interviews Wednesday for Dennis Gilson's open position. Have seven or eight applying.

[10:32:43 AM](#) Chairman Hancock mentions that a Bonneville County Road & Bridge employee made comments about it was better to work for Jefferson County because Jefferson offers perks such as boot allowance and coats for their employees. Dave said the change to the step & grade has definitely helped. On a personal note his schedule will be at an Idaho Solid Waste conference in Boise next week. Then there is another conference in April from 15 to 19 will be in a conference in Wichita. Board meeting is on Sunday so has to fly on Saturday and it ends on Thursday.

[10:34:19 AM](#) Chairman Hancock said they could increase the comp to 120 hours from 100 hours. Dave does not anticipate being out as much. Chairman Hancock said there is only one that exceeds the 100 hours. Dave said they have a few more hours added from last week. Just wanted them to be aware they were pushing the cap. Worst case scenario happened. Commissioner Clark thought they had offered 120. Dave said they did. Did not think they would need that much. Chairman Hancock knows this is so up and down. Should be moving into a warmer stretch.

[10:36:35 AM](#) **Motion by Commissioner Clark to raise the comp time at Road & Bridge to 120 to be used by May 1. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:39:10 AM](#) Dave said he will put together a schedule for overlays. Chairman Hancock said the cost would be nice too so they can get an idea budget wise. Dave is putting specs together for a hot mix bid. Was informed that ITD was doing a statewide bid. Have different vendors bid different areas. Kerry is out replacing a hydraulic hose on the dozer. Chairman Hancock asked on the truck where they took of the emissions is it running better. Dave said it is running a lot better. Chairman Hancock said they can tell the difference. Dave said it is night and day. Chairman Hancock asked if they have another one. Dave said they do the shop that did it is really busy but should be able to do it in the next few weeks. Chairman Hancock asked on the dump truck if they have talked to Kenworth. Dave said they still have the slot in June. Have not heard back from Williamsen-Godwin. Was having to do some kind of separation.

COMMISSIONERS

• NEW BUILDING PROJECT – (ACTION ITEM)

[10:41:03 AM](#) Chairman Hancock said the heat is on it was just eighty degrees up on the second floor when they went up there. Are laying carpet upstairs. Does not have anything on the main floor. Have moved everyone that they will be moving in by the first of April. Thinks they can start moving furniture after the 15th of March. Will not be officially until the last week of March. Commissioner Young said Loren said the elevator will be here next week. Chairman Hancock said it takes about a week to install this they will bring up a crew to install this. Paul said he has a lot of heavy furniture. Chairman Hancock does not know of anything else. Colleen has a change order. Chairman Hancock said this has already been approved. This has already been signed for the range.

[10:43:40 AM](#) Rebecca said as far as signs two things she sent the latest in an email to them last week. Chairman Hancock said he saw this and they went and walked this. Rebecca went back again if it was circled it needs a sign if it has a check mark it is good. There is a spot with a question and they need to make a determination which is the office next to the commissioners' suite on the second floor. Currently they do not have a sign ordered for this. Unless this is where they want to put Emergency Management. Something definitive needs to be determined so decisions can be made. Chairman Hancock said they looked at this earlier. Rebecca would prefer this room because there would be ample room for all of her equipment. This may be self-serving but having an office to deal with HR issues. Chairman Hancock thinks they still could afford the same privacy up in the big office in commissioners' area. Where she would be their ninety percent of the time and they would only be there ten percent of the time. Commissioner Young asked what the office was for. Rebecca said this was initially for the courts.

[10:46:01 AM](#) Rebecca said if she moves it would leave her office empty could suggest this would be good spot for Park & Recreation. Chairman Hancock said they also are looking at conference rooms for attorneys. Colleen said possibly moving the Public Defender. Paul asked what is the other competition for the office. Rebecca said originally this was going to be court space. But there was concern about the distance. Colleen is not sure it would be used at the moment. Hates to give this up because of some possible changes. Rebecca said the offices downstairs are all occupied. Chairman Hancock said there is an extra office in the Prosecutor suite. Paul said he does have some space but he would be against moving anyone other than someone that works for his office in there. Have a lot of confidentiality and meet with victims. Even if Rebecca was put in there he prefers the office she has requested in case they have any HR issues they are not sitting right there. Does not want his victims marching past a lot of people because they are already fragile as it is. Would be against putting anyone else in his office that is not deputized. Would not even want attorney for Planning & Zoning in there unless he was deputized. Chairman Hancock said that may happen in the future.

[10:51:57 AM](#) Chairman Hancock goes back to signage. Rebecca knows that this goes back to where the person in her position where this person sits and what they will be doing. Chairman Hancock knows she is concerned about perception. Paul said with her being around the corner would have more separation for confidentiality. Commissioner Young asked if this office will house all of the stuff. Chairman Hancock said that the commissioner area is large. Could give her a key to his office for anytime she needed to use it. There are three offices there. Rebecca said one of the biggest concern is where they are putting all of her stuff. Chairman Hancock said there is another storage area out front. Rebecca anticipates the storage area will be used for Extension Office. Chairman Hancock said the room where they store the tables and chairs. Think about a church gym the storage is much smaller and there will not be nearly the amount of tables and chairs. Plus there is another storage room two doors down.

[10:53:52 AM](#) Rebecca said then they have a large skinny one by the Prosecutor office then they have a large one adjacent to conference room. Chairman Hancock goes over the drawing have the commissioner room there is storage right across the way. Anything that goes in here

should fit these rooms are separate. Rebecca has not looked for the EOC cabinet. Chairman Hancock goes over the layout. Paul said then she would be occupying two different areas. Rebecca said then she would have to go back and forth. Chairman Hancock thinks the office she wants would be fine if that is where all of her things would fit. Commissioner Young thinks this is the best fit for her now. Chairman Hancock said if they need to make adjustments down the road they can. Rebecca said also needs to order furniture. Chairman Hancock thinks she could load up her office and take it with her. Paul said they need area for attorneys to meet. Rebecca knows the Public Defender had expressed in their discussions that they like where they are at. Colleen thought he had said he did not. Paul goes to grab John to hear his opinion.

[10:58:04 AM](#) Colleen said they are taking money from PILT. Do they want to continue taking from PILT and go into red until they get the PILT payment which will be in June. Do they want to transfer from the general? Chairman Hancock said they planned to use PILT. Colleen said that would be her suggestion to run this into the red and if they get close they could transfer after June. Chairman Hancock said this is around \$500,000. While they are talking about funding he received a note from Jonathan Fisher who is the assistant project manager for D.L Beck have \$168,000 is what they are talking about. Will question this because this is a lot of money for subwater mitigation, to remove air ducts and redo these. Commissioner Young thinks they may need to go through each of these change orders to make sure they are not double dipping. Chairman Hancock said that is his thought too. For example this is part of the new building but on supervision he is there already. Commissioner Young thinks this is double dipping. Chairman Hancock thinks they may need to make some adjustments. Had labor hours of 1,368 which is one they have gone through before when they were billed all day when they left for another job. Have more to pump the concrete than the actual concrete cost. Will need to print this and really go down through the prices.

[11:03:56 AM](#) **Prosecutor Paul Butikofer left room**

[11:04:00 AM](#) Colleen said in PILT they have \$127,000. But would be her suggestion to continue using this. Chairman Hancock said that for Rebecca they did not answer the question on ordering signs. Rebecca said Scott Nielsen was taking this to Sign Pros and come back with a bid.

[11:06:49 AM](#) **Prosecutor Paul Butikofer is in room**

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

[11:07:44 AM](#) **Motion by Commissioner Young to approve commissioner meeting minutes from January 28, 2019 with noted change. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **PURCHASE ORDERS – (ACTION ITEM)**

[11:08:57 AM](#) Chairman Hancock said that Weston was not ready for this. Will add this to the next agenda.

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

INSURANCE – CARLOS APONTE

- **INSURANCE REPORTS**

[11:09:53 AM](#) Carlos said they are running at thirty-nine percent. Loss ratio was about \$37,000 in claims for medical and prescription for the month of January. Was a good start. Had previous years with conditions that carried over. Always have a runout. But this helps for the runout from last year. Next are the graphs still look really great. Flat on medical and have a trend increase on the prescriptions. Do not have anyone in the large claim report for January. Last one is Teladoc wanted to walk through this and let them know based off of last year. It gives a brief overview of savings year to date. Is available on the app 24/7. Still looks at the cost of where the individual would have had to go so this does vary depending on the instance. At the top shows a savings of \$3,102 or \$517 saving per episode per visit per date. Then it outlines this on a percentage. This is skewed because not all employees are on here but it is fifty-three percent. Average response time is sixty-two minutes. Does not show any data on service year to date. As they break this down shows visits, memberships and the medical history completed. The first time using this they have to answer a bunch of questions on medications and prior health history. Have ninety-five eligible lives and only have had forty-seven employees register. Did some advertising on this because it was lower. Encourage to continue advertising this as much as they can. It is frustrating to answer all of these when trying to get in front of a doctor so would recommend they register prior to needing to use this. It is going up so have nearly half of the employees. Have flyers that they have given to payroll and encourage to discuss this in management meetings.

[11:15:43 AM](#) Colleen mentioned the mail order prescriptions in the last staff meeting. Carlos said good they will see how that goes and if they see any increase. Chairman Hancock said they have wellness testing this week maybe they should have some flyers available. Has had a positive experiences with Teladoc. Paul asked if this can be done on the website or if they need the app. Chairman Hancock said that they can just call. Carlos said they can. The State of Idaho passed a law a few years ago that the doctor needed to see them on the screen. Personally just used this and was expecting to use the app but got called back on the phone. There are four states where the legislators have said have to use the app. Had instances that have just called and it worked. Not sure if it is after a few times or who they get on the phone. Paul asked if they can register online. Carlos said they can or even on the phone. It is similar to the questions you get once you go into the doctor. Periodically bring this report in and talk about this.

[11:19:30 AM](#) Carlos said he mentioned this before but left it for the new commission. Thinks it is time to have an actuary come in. The plan is self-funded and every three to four years they had an actuary review the plan to make sure the funding is correct and the VEBA is running the way it should. Have a gentlemen that he works with for other public entities. Will have a proposal and will come in and do an actual study. Chairman Hancock said they make recommendations off of this study to make sure they are funded accurately. Carlos said legislation is looking at a bill concerning counties that are self-funded currently that they have to have these types of studies done yearly. Not sure if this will be passed or not. Had made it at one time hard to be self-funded. Hopefully the cities and school districts will be able to go self-funded with this change. Chairman Hancock asked cost wise. Carlos said they range from \$2,500 to \$4,000. A lot of this is based off of the complexity of the plan. Will bring in a proposal once he receives it.

EMERGENCY MANAGEMENT – REBECCA SQUIRES

- **TRAVEL AUTHORIZATION – (ACTION ITEM)**

[11:28:38 AM](#) Rebecca said a lot of the stuff that happens with Emergency Management is governed by the National Incident Management System (NIMS). So they adopted a NIMS plan and pledged to be compliant. Part of this compliance is training. Different agencies like law enforcement, EMS, amateur radio can go to different trainings by FEMA. Is minimal costs they can cover with the grant money. In the past have paid in the past for volunteers to go to training. Reason she is bringing this up there are two classes held over weekends in March for Incident Command 300 and 400. These are the core classes. Her husband Orren is interested in attending. Orren is an amateur radio volunteer. When there has been a disaster he takes care of the family first then comes and helps with what she needs here. Has been a good volunteer and would like to have these course. Since there is a relationship there wanted to bring this to the board. Would be paying for lodging for one night in March and one night in April. Chairman Hancock asked where this is at. Rebecca said this is a weekend class down in Soda Springs. Have funds in the 2018 State Homeland Security there is money for training and exercises. Would pay for this and be reimbursed. Chairman Hancock personally does not have any problem. Commissioner Young does not either. Chairman Hancock said Soda Springs is not going to be that expensive.

HUMAN RESOURCES – REBECCA SQUIRES

- **PERSONNEL ACTION FORMS (ACTION ITEM)**

[11:33:21 AM](#) Rebecca said there are some moving and shaking with employees and some additional positions being added. Have a transfer from departments. Chairman Hancock said when they have these forms they should use the employee number. Rebecca said this is a transfer between departments. Chairman Hancock said will have a transfer from Clerk's Office to the Sheriff's Office.

[11:36:14 AM](#) **Motion by Commissioner Clark to approve an employee transfer from the Clerk's Office to Sheriff's Office and will approve the action. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:37:50 AM](#) Rebecca said the next three these are creation of positions in these departments. These were funded with the budget process. One was from the Public Works to expand the Countyline landfill which Dave spoke about earlier today.

[11:39:05 AM](#) **Motion by Commissioner Clark to approve creating a new position for Solid Waste. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:40:17 AM](#) Rebecca said the next two come from the Assessor's Office. Have a part-time position that has been budgeted but has remained vacant for a few years. Will be looking at the opportunity to fill this position. Will be a part-time appraiser.

[11:41:33 AM](#) **Motion by Commissioner Young to approve the part-time appraiser position in the Assessor's Office. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:42:12 AM](#) Rebecca said the last one is a full-time motor vehicle clerk being added in the Assessor's Office.

[11:42:40 AM](#) **Motion by Commissioner Clark to approve a full-time position of a motor vehicle clerk for the Assessor's Office. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:43:22 AM](#) Rebecca said something that needs to be on the radar is handling of temporary and seasonal employees. Out at the lake they lack a policy on how they pay temporary or seasonal folks. This is personnel action form is to hire a maintenance person for \$10 an hour. Which they do not have a policy on so it is hard for her to approve. This is not in the step & grade and the rate is below any rates in the step & grade. Do the commissioners want to develop a policy or do they need to bring them into the step & grade. Chairman Hancock said step & grade was designed for more of the permanent full-time positions. Think the only policy would be if they put something in place would be to set a minimum which would be minimum wage. Maximum would depend on the functions of the job. This is where they need to beef this up. For example could hire a seasonal assessor that does commercial may pay \$30 an hour. Typically these are employees even if they are part-time. Use someone on Road & Bridge and all they want is a flagger may only want to pay \$7.35 an hour. Could be a kid that just graduated from High School. Or hiring someone at the lake look at someone that has experience with lawn care or sprinkler systems. Think they need to develop a policy would need to know the descriptions of the individual. Would like to give Rebecca a task to develop a policy to move forward. Currently they do not but has given instruction to Dave that he needs to have summer help. Do not have to offer benefits.

SOCIAL SERVICES – JACKIE MAUPIN

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

[11:47:51 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 12:16

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

[12:16:59 PM](#) **Motion by Commissioner Young to suspend case #2019-11 and case #2019-12. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

PLANNING & ZONING – KEVIN HATHAWAY – JENNY KERR

- **IDAHO DEPARTMENT OF CORRECTIONS INMATE LABOR AGREEMENT – (ACTION ITEM)**

[12:18:24 PM](#) Kevin said he has an agreement that needs signed. Have always had a contract with the work camp. Told that they needed an updated agreement. Chairman Hancock said this was to use ten people. Kevin said this is up to ten people. Have talked with them and let them know they are trying to prepare to move. The idea is the faster they get this over there the better. They are trying to minimize the time they are shut down. Chairman Hancock has seen this before just thought ten would be too many. Kevin has staff all bringing in handcarts so they can move files. Should be pretty efficient. Will only get billed for the time it takes. They could help move Probation as well. These are options that are available to provide help. This is a good thing to help get them moved over faster. There is a human resource agreement as well as a work agreement that needs signed. Wanted to get this done as soon as possible. Asked on a date they think would be good to tell them. Chairman Hancock thinks March 25 would give them all plenty of time to make sure everything is done.

[12:25:59 PM](#) **Motion by Commissioner Clark to approve an agreement with Idaho Department of Corrections St. Anthony Work Camp a Human Resource agreement and a Work and Financial Plan. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[12:29:47 PM](#) **Motion by Commissioner Young to adjourn at 12:31. Second by Commissioner Clark. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date