

**JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
TUESDAY, MAY 28, 2019**

Meeting called to order at 9:00. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Prosecutor Paul Butikofer, Public Defender John Stosich, Public Works Dave Walrath, Planning & Zoning Kevin Hathaway, Noxious Weeds & Invasive Species Mitch Whitmill, IT Gam Herrick, Sheriff Steve Anderson, Probation Tammy Adkins, Treasurer Kristine Lund, Assessor Jessica Roach, Extension Office Lorie Dye, Emergency Management Rebecca Squires, Clerk Colleen Poole; Audrey Moon is clerk of the board. Pledge of Allegiance led by Dave Walrath. Prayer offered by Lorie Dye.

COMMISSIONERS – ELECTED OFFICIALS – DEPARTMENT HEADS

• **STAFF MEETING**

- [9:01:56 AM](#) Chairman Hancock asked Erik to introduce our new reporter. Erik introduces Nina who will be replacing him because he is moving to work for Planning & Zoning.
- [9:03:00 AM](#) Commissioner Young said that he is not against talking about it so they all know he did get back surgery in Germany. It is working pretty well. Thinks it is helping.
- [9:03:34 AM](#) Planning & Zoning Kevin Hathaway said they are still busy have done even more permits. Will finish with the area of impact agreement with the City of Rigby hopefully today. Then will work with other cities in the county. Also have a ratification on a plat amendment. Have Erik starting on Friday. Will be glad to have him on board.
- [9:05:16 AM](#) Public Works Dave Walrath said the rain is wrecking their plans. Had to replace a culvert last week. Still has not been paved due to the weather. Will hopefully get into the BST program next week until July. On Solid Waste not much going on just business as usual. Working with a backup compactor until CAT 4 gets the engine replaced.
- [9:06:45 AM](#) Prosecutor Paul Butikofer has a jury trial the next three days. Mike is on military duty so he will be gone for four weeks. So if they have any issues he will work with them. Departments will not have too much problem since most of that is civil.
- [9:07:31 AM](#) Public Defender John Stosich said he is glad they are one on one while Mike is gone. Have had some help getting ready for the jury trial. Appreciates Planning & Zoning and Colleen's help.
- [9:08:16 AM](#) Emergency Management/HR Rebecca Squires said on Emergency Management the river is not flooding. Will see an increase coming out of Palisades. The forecast is looking really good, but this can all change quickly. The next three days will be in a training in Boise. Post-earthquake assessment of buildings. On HR side working on the updated personnel policy will be sending this out. If something does not work or needs to be reworded let her know. Hopefully will get this out the first of the next week. Have updates to standard operating procedures five, six and ten if they want to be involved in this discussion later today.
- [9:10:13 AM](#) Extension Office Lorie Dye does not have anything specific. Really happy with where they are the building is beautiful.
- [9:10:31 AM](#) IT Gam Herrick most of the small issues have been worked out in transitioning. The meeting room should be ready by next Monday. Will have the hard of hearing devices in courtroom three set up today for the trial. People have been good at letting them know if things are not working. It is amazing on everything people need after they move. Docuwear demo is on Thursday. This would be consolidating paper copies. This would streamline all of their forms.
- [9:13:48 AM](#) Noxious Weeds & Invasive Species Mitch Whitmill said they are trying to get things done but the weather is not cooperating. Taking care of the right-of-way. Doing some growth regulator on the grass. Have license training June 6 through June 13 and will have minimal staff.
- [9:15:23 AM](#) Treasurer Kristine Lund said last Monday they had a tax deed hearing. Had two properties with delayed recordings and those have been redeemed. Had three mobile homes up for sale through Sheriff sales but these mobile homes were redeemed. Tried to get them taken care of before that point. June is coming up really quickly and is when the second half of taxes are due.
- [9:16:46 AM](#) Sheriff Steve Anderson said it is the long weekend starts today. No water rescues. There was one that Bonneville County got to first up in the Heise area. In the high water they do not see local plates at the boat dock. The homicide trial starts next Monday so it will be busy. It is a busy time of the year.
- [9:17:25 AM](#) Assessor Jessica Roach said they are sending out assessment notices on Friday. Will take over the Clerk's office with the postage machine. May have to wait for a while. Getting geared up for June not sure what it will bring.
- [9:18:12 AM](#) Clerk Colleen Poole wanted to remind them on the mail prescriptions. If they have questions get with Marilyn it is cheaper to use this program but there are certain prescriptions that they cannot get. May want to take advantage of it. Those of them that have gone over to the new building, will want to do some training on submitting the claims. Will need to get scanners and Audrey can do that training. This will be for whoever does their claims. Lorie asked if they need specific scanners. Garn said they do. Colleen said those that have moved into the new annex need to have the county tags on any new equipment. Copy machines, desks and chairs. Get an update to Marilyn. Rebecca said policy says anything over \$100.
- [9:20:40 AM](#) Commissioner Clark is always learning more on what is going on in the county. Had trainings on the Board of Equalizations on what they will need to do as notices go out. This has been a learning process. Thanks everyone for their help.
- [9:21:21 AM](#) Probation Tammy Adkins has been moving in. Really enjoying the building. Had a new part-time person hired and she has been showing up so they are back fully staffed.
- [9:21:46 AM](#) Chairman Hancock appreciates everyone's help. Knows the building is not complete yet. Did speak with D.L Beck this morning. Thinks they are ninety-nine percent complete in the building. Talked to Bingham's people and within two more days will have the pumps put in for the water. Are making progress. The back parking lot will be waiting for this to dry. Dave said they had a soft spot before the rain. Chairman Hancock knows it has been wet. Knows it has made things difficult in this weather. Difficult to patch when things are full of water.

[9:23:51 AM](#) Sheriff Anderson said when the deputies do security checks during the middle of the night who do they want them to call if there is an issue? Commissioner Clark asked what doors were open. Sheriff Anderson is not sure he was not here. But will tell his deputies to call Bryan and if he does not answer will call a commissioner. Kevin said they kind of have a wind tunnel. Tammy said she talked to Blair on the doors as well.

[9:24:01 AM](#) **Prosecutor Paul Butikofer left room**

UPPER VALLEY BOARD OF GUARDIANS – SHAWN JOHANSSON

• INTRODUCTION

[9:29:17 AM](#) Shawn Johannsson is representing the Upper Valley Board of Guardians. Asked if they know what the Board of Guardians is. Almost all counties have started and asked what they do. This is state mandated by statute that every county have a board of guardians to take care of the disabled and indigent population. This is a volunteer board and was formed back in the 80's. Covers five counties because individual counties had a harder time handling guardianships. This board has not been as active. Was recently elected as the chair. Wants them to know they are available. Met with the Prosecutors last week. They were not sure how to use us. Can go meet with Probation soon as well. Within this population that needs guardians most of the time this is parents or relative this is a rare time when there is not a guardian. Among the five counties. Would like to streamline the legal process for guardianships with the Upper Valley Board of Guardians.

• STRUCTURE BOARDS LEGAL PROCESS – (ACTION ITEM)

[9:31:59 AM](#) Shawn is looking for Jefferson County to have a contribution of \$200 a month along with the other five counties. This would be to have a partnership with the attorney. Historically the Prosecutors have taken on this role. Reason asking for this is because Bonneville County just changed to this model. With rotation of prosecutors and knowledge base. Want to centralize the legal needs of the five counties. Have spoken with Paul Ziel who has agreed to this. Colleen asked if this is done through the court process. Shawn said it is the removal of some level of legal rights and reassigning them to a guardian. Chairman Hancock asked how this has been funded in the past is it with the state. Shawn said this is an unfunded mandate from the state that counties have to look for solutions on. Every county contributes differently. Prior to the legal processes he is suggesting currently they are contributing \$200 a year. Trying to meet the needs of the board and \$200 a year is not enough. Chairman Hancock asked how the people on the board are selected. Shawn said primarily they are assigned. Board is empowered to review each case and can accept or decline these based off of the situation. Counties will have these cases come through. Will have a prosecutor or probation pushing for these.

[9:35:08 AM](#) **Prosecutor Paul Butikofer is in room**

[9:35:11 AM](#) Shawn said Mike in the prosecutor's office had talked to him about about a gentleman that keeps coming through and a guardianship might be beneficial. Fremont County did not know they existed and they came up with a number of cases they would have liked help with. The idea is if they have a guardianship in place for preventive measures so they have less loss of housing and decrease costs in other areas.

[9:36:02 AM](#) Commissioner Young asked the five counties. Chairman Hancock said it is same as 5C with Teton, Clark, Jefferson, Madison and Fremont. Shawn said there is a recent Supreme Court ruling where they have a guardianship person on each district. Starting to oversee the needs for guardianships from a Supreme Court side. May add a couple more counties that do not have functional boards. Commissioner Young asked if these guardianships are for all age brackets where they are supervised. Shawn said they could be all ages be disabled or have a disability. Careful about going through guardianship because it takes away their rights and they can no longer sign paperwork. Chairman Hancock asked who he was selected by. Shawn said the Board of Guardians voted for him. Chairman Hancock asked who the board is. Shawn said this is someone from each county. Work through the county for volunteers for three year terms. This is all volunteer and they have five people on the board. Jefferson County it is Andy Crossman who runs Journeys. Chairman Hancock asked where he represents. Shawn said he lives in Bonneville but is currently representing Teton and Fremont until they find a better volunteer. Chairman Hancock said this is volunteer. Asked if Paul knows about this.

[9:39:26 AM](#) Chairman Hancock asked if this is state mandated. Shawn said this is in statute. Paul said he came in late but knows that they talked briefly and Shawn spoke with Mike. Shawn said each county pays \$200 a year. This is what has brought him here today is to better fund the process. Paul said all the counties pay in and what does this go toward. Shawn said the \$200 a year has been used for travel. Or for instances where someone needs a coat. Real simple things. Legal side the counties have allowed their prosecutor to take on this role. Prosecutors have been willing but do not end up doing this because there is no pressures to get this done. Both Jefferson and Fremont are willing just been too busy. Paul said if they are not willing or too busy to prioritize that is there an attorney that is paid. Shawn was suggesting if Jefferson County would fund along with the other counties \$200 a month to partner with a third-party attorney to standardize this. Bonneville County has already gone that route. Would keep the \$200 a year and then ask for \$200 a month. Did visit with Paul Ziel. There would be months where the money disappears but then they might not have anything for a few months.

[9:43:14 AM](#) Paul asked if they had spoken with any other counties on this. Shawn said Fremont is willing. Will meet with Madison at 11:00. Spoke with Clark and Teton by email and phone. Clark would like to meet with them. Fremont was surprised on the low cost of \$200 a month. They were interested but wanted to wait until he spoke to some of the other counties until they agreed. Commissioner Young asked when they would want this to start. Shawn was getting himself in before fiscal years. Hoping for the best.

[9:44:23 AM](#) Chairman Hancock said the budgets are set as of October 1. If they do not have this in the budget it is hard to come up with funding. The budget process is starting now. May not have funding until October. Colleen said they could take this from somewhere else. Will need to add this if they want a line specific would just need to add this into the budget. Shawn said Fremont shared the same thought process. If they have to wait to October they would just be blessed this is coming.

[9:45:44 AM](#) Rebecca said they had asked on Idaho statutes this is very well developed. Goes over the county may appoint a board of guardians. Chairman Hancock thinks they will go ahead and do a little more research. Rebecca said this was a fast search on an iPhone. Commissioner Young asked if there is anything showing if this works with the future costs. Shawn said they had two different cases one in Bonneville County had a gal adopted from Russia and had mental health issues. County paid for a lot of the costs for emergency room visits. Was racking up \$100,000 in emergency room visits. Bought three cars that she could not sign for. Finally got assigned to the board and got her into a

stable placement where staff could manage her. Second is a gentleman up in Fremont County and they would not take him into the legal system because of competency issues. Chairman Hancock asked if this is court ordered. Shawn said they would go through a process if they need a guardian.

[9:49:24 AM](#) Chairman Hancock asked how they find out about the Board of Guardians. Shawn said they have applications and can create awareness. A lot of times Judges will assign them as a guardian. Commissioner Young thinks they could have the Sheriff and the Board of Commissioners get involved. Paul asked on the counties. Shawn said this is five counties. Chairman Hancock said it is the same as 5C which is what they call Upper Valley. Shawn said there is some prevention. Does not know the interworkings with Jefferson County. Knows the impact on police. Mentioned they would look at this what would he do with a follow up? Chairman Hancock said they should know within two weeks. Rebecca said if they could get a written request in. Colleen adds working with Indigent and the Courts would see an advantage of this. Paul said that Shawn had spoken to Mike. They had turned in their proposed budgets and he is asking to hire an entry level attorney and take Planning & Zoning in house. There would be an additional amount. Talked about if he had this additional resource could have Jefferson County do all the legal work for the Board of Guardians. Shawn likes the idea he wants to solve the issues they have. For them they just want a solution in place. Would need to take this back to his board. Had approached Paul Ziel's office. Either way if it solves their problem. Colleen asked they wanted to get a letter with an amount still just in case.

PROSECUTOR – PAUL BUTIKOFER

- **PERSONAL PRINTER PURCHASE – (ACTION ITEM)**

[9:56:00 AM](#) Paul said he has a printer, copier and scanner. Had Judy check out what a new one costs was \$850. Used were \$200 to \$400. Spoke with Garn on this and he thought \$200 was a decent price.

[9:57:09 AM](#) **Motion by Commissioner Young to purchase a personal printer from Paul Butikofer for \$200. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

COMMISSIONERS

- **STANDARD OPERATING PROCEDURES – (ACTION ITEM)**

[9:57:57 AM](#) Chairman Hancock said they will go into this for a minute. Rebecca said this is a continuous discussion from last week. Commissioners review. Rebecca said they discussed changes to five, six and ten. Have incorporated those changes. Have a template for a PO and number range for each department. This is arbitrary they can change any of the numbers they want. Chairman Hancock said on acquisition of assets thought they wanted vendor terms and conditions sent to the prosecuting attorney not all bid requests. Rebecca said this was up under the purchasing process. Do they want bidding requests send to the Prosecutors office? Chairman Hancock said no. Rebecca said this section becomes moot and could be taken out and say all purchases would be doing in accordance with Idaho law. Chairman Hancock that is what they need to follow. Rebecca said when the county is most stringent does not have to look at state and federal requirements especially if using federal money. Chairman Hancock thinks they need to reword the bottom. Rebecca said this is vendor terms and conditions. Commissioner Young asked on emergency purchases can be issued should it state by whom. Rebecca said prior to a declaration of an emergency there may be purchases that need to be made. Few years ago they had batteries on the uninterrupted power failed and an emergency purchase was made and needed to be ratified after the fact. Does not know if they want to be more specific or not. Commissioner Young is not sure they would want an employee making this decision. Chairman Hancock said they could add in emergency purchases need to be authorized by a departments head or elected officials.

[10:05:37 AM](#) Rebecca asked any changes on number ten. Added in purchase order numbers and the pace of meeting schedules. Colleen does not think so. Chairman Hancock thinks they will table this and come back to this.

EMERGENCY MANAGEMENT – REBECCA SQUIRES

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

[10:06:19 AM](#) Rebecca said she does not need this to be an action. Just a reminder since they have already approved this travel. Chairman Hancock said they approved this last month.

PLANNING & ZONING – KEVIN HATHAWAY – JENNY KERR

- **PUBLIC HEARING - AREA OF IMPACT AGREEMENT – CITY OF RIGBY – RESOLUTION #2019-24 – (ACTION ITEM)**

[10:08:11 AM](#) Chairman Hancock said they will reopen the public hearing regarding the Jefferson County and City of Rigby area of impact agreement. Will continue with discussion and a decision. Did close the public portion of this. First issue was regarding definition of what they called high density in the area of impact and will defer to Kevin Hathaway with Planning & Zoning. Kevin said he gave a copy of the amended document with the changes. On page nine under exhibit C it notes that it is defined in this agreement. Defined as more than one single family home per acre of land where city water or sewer is not available. This is more clear and consistent. The difference will be if they have infrastructure available. Under 6.2 the other question was if services were not available. Chairman Hancock said this was the second question how are they going to address this. What constitutes non-availability? Kevin said they spoke about this. One of the criteria is the county will consider when they city services will become available. Trying to look at all criteria on availability would be on a case-by-case basis until this takes shape. Is subjective but gives latitude on all things they anticipate and do not anticipate in the future. This is a process they will have a better view of this within a year.

[10:12:54 AM](#) Chairman Hancock said the concern is availability if they pay for this they can go three miles. If he has a twenty house subdivision within three miles which is in the area of impact they have to spend \$2 million to bring this out for the twenty homes. No one is going to want to spend that kind of money. Kevin said they know and understand that. Chairman Hancock said it says it is still available but would have to pay. Kevin said they can bring an appeal to the county who will mediate this with the city that this has to be available and has to be reasonable.

Chairman Hancock said they could add reasonable. Do not want a big lawsuit down the road. That would be an issue he would see. Kevin said that is why this would remain with the county. Chairman Hancock knows there has been a lot of work done on this. Planning & Zoning board, City of Rigby and Planning & Zoning office. Knows they are trying to make a working document. Recommendation from Prosecutor to wait until all three of them were present.

[10:15:24 AM](#) Colleen brings to their attention five letters of concern that were just handed to her. Chairman Hancock said they will look at these.

[10:20:26 AM](#) Chairman Hancock said they will go back into open discussion. Many of these are comments they had in their previous meeting. Will not open up any public testimony. For the public's benefit what the letters regarded was the area and the map and the size of the area of impact. There has been a lot of concern on this. There has been a lot of discussion as they deliberate. Realize that some of the concerns is if this would affect their farming. Pointed out last meeting this does not affect the right to farm. Under state law a city cannot annex a piece of land over five acres that wants to remain ag. This was just passed this last year. These were concerns from the people. Worrying about annexation and performing agricultural pursuits. Back on the agreement section not the map are there any other changes. Commissioner Clark thinks the agreement is good with the changes and adding in reasonable. Commissioner Young asked if the size of the impact is changed would this alter high or low density. Chairman Hancock said this was brought up that they can change the map and do not have to re-publish. Asked Kevin to go over why they think the map should be this size.

[10:24:11 AM](#) Kevin said they asked the city to develop a map that they felt they could have the three components. Have geographic, trade area and most active portion would be how soon it is reasonable for infrastructure to be extended. Based on that this is the map they came up with. Up in the northeast corner of 450 E by the golf course. The gray shaded line that is where the current area of impact is. Second is the top two parcels north of 400 N and west of 3900 E. One of these parcels touches city limits and the parcel next to this includes all the criteria. The only time they change anything on farming would be if they decide to change. Wants to preserve and protect individual property and water rights. Can continue with what they want to do. Bottom two parcels south of 100 N and west of 3900 N. Best argument is to keep these. They are revamping the subdivision ordinance. In the past they have been in the fringe of the area of impact. Then they have time to amend the subdivision ordinance to be meaningful and have a better subdivision ordinance. Could then consider if these areas should stay in or not. Feels it would be a better idea to leave these in.

[10:27:39 AM](#) Mitch Bradley with City of Rigby said they have water to 4100 down to 200 and almost to 450 N. Have sewer and water out to 3700 at the elementary schools. When they looked at this map that is what they based everything off of if they can reach these areas. They feel they can reach these areas. Chairman Hancock asked if the sewer line out to the schools is it adequate out to 3700. Mitch said this is a private line it has been talked about taking over. Cannot be hooked into at the current time. Chairman Hancock said is that true going to the high school. Mitch said they have services extend off of 3800 to Boulder. Chairman Hancock knows some of these subdivisions wanted to hook on and were told they could not. Is it or will it be available? According to state code need to look at areas that can and could possibly be annexed into the city. Thinks this is around a ten year timeframe. Discussed this before they will change the subdivision requirements. Thinks they are being overaggressive in the area. This can be changed as they need to change it. Does not think they will see subdivisions popping up that fast. Speaking because he has a lot of land in the area of impact now which he still farms and has for thirty years. Has not seen a lot of development going past this existing area of impact. To the east side the closest service is three miles away. Can adjust the map if they want to.

[10:32:37 AM](#) Commissioner Young said he would see the convenience. Looking at this thinks some of these areas he does not see development happening in twenty years. Thinks they can enhance development closer. Would be better to develop closer to town so the services can be reached more easily. It is nice to have a square. Not sure if they need 400 N to 500 N. Kevin said a reason to keep this in was the high water table. If development took place right now they could subdivide and do one acre lots. Commissioner Young said they need to look at the subdivisions so that does not happen. Kevin said they will look at this but have no protection right now. They have had an aggressive growth cycle. Not sure if it will be an issue before they amend the subdivision ordinance. Chairman Hancock said they are seeing plats and subdivisions that were platted over ten years ago.

[10:35:55 AM](#) Commissioner Young knows they have problems with more septic tanks. Would still rather have this developed closer where they have sewer and water available. Chairman Hancock said they can incorporate density requirements, community water systems, easements for sewer systems to hook on easily and placement of these systems so if this does become available with future development. As long as a lot of this property from 400 to 500 stays in the same families it will not be developed. Thinks the families will keep this as ag area. See a lot of splattering of subdivisions. Need to make sure the ordinances they put in place are more organized development to protect their water sources. Have got to make sure they have organization and thought process for the future.

[10:38:17 AM](#) Kevin said will include in the subdivision ordinance and mirror the area of impact agreement will not make this as stringent. Worry about if this will be done in time. Chairman Hancock is not trying to infringe on personal rights. Knows a lot of the homeowners in that area are in this room right now. Need to make sure what they do is right. Commissioner Young said this is something they can come back to this in a year. Chairman Hancock said maybe drawing a line down 3800 from 100 and connect to the red line. Commissioner Clark knows the concerns they have here today on the farm ground and water table. Do feel they are taking a bigger area than they need. It gives them a little more security. The city will not take over or annex them into the city. Creates a few more rules if someone does come in to subdivide. If someone just decides to subdivide now they would not have to meet these requirements. This would be the same ordinance they have now but in the past. Look in the county and the development that has gone on they need a bigger area to have more control and say of what goes on. Chairman Hancock said they need to look at this in two sections would need to adopt the agreement and map separately.

[10:42:34 AM](#) Commissioner Clark said he is not for all of this area but questioned on getting services out it could be awhile. Is there anything that will be detrimental by taking some of the area out? Commissioner Young said this is a level three. Kevin said only already developed land any new development would have higher restrictions. Concern would they have other issues like they have had in the past? If they update the

subdivision ordinance they could take these out if they need to be. If they continue to do what they have done no one will tell them they can't do that anymore. If they keep this in pending the subdivision change then it would be easy to extract this area. Commissioner Clark does not want to see any negative impact. Discuss area.

[10:45:22 AM](#) Chairman Hancock is looking at going down 3800 to 100 and down 500 that would be put in that section that does touch sewer and water. Would be wise to leave that section out. Go to 500 to 100 and east on 4100 down to 200 and back east a mile and back going north along 4200 to 400 E and get back on the proposed line. Would be taking out the western and south fringe. Go over the map with Kevin. Anything south of 100 would not be included. This is what they have discussed as commissioners. Will look at doing two motions. Have closed the public hearing portion. Is there anything further from anyone?

[10:47:30 AM](#) **Motion by Commissioner Clark to accept Jefferson County and City of Rigby agreement. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:48:08 AM](#) **Motion by Commissioner Young to accept the area of impact map will exclude everything west of 3800 and exclude everything south of 100 N. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[10:50:40 AM](#) Mitch will present these to the city council on June 6. Will come back in with what he finds out the following Monday, June 10.

SOCIAL SERVICES – AMY JOHNSON

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

[10:53:01 AM](#) **Motion by Commissioner Clark to go into executive session 31-874 & 74-206 (D) – Records exempt from disclosure. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

Open session 10:05

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

[11:06:19 AM](#) **Motion by Commissioner Clark to accept \$75,000 on case #2011-36 as final settlement. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

COMMISSIONERS

- **STANDARD OPERATING PROCEDURES – (ACTION ITEM)**

[11:09:15 AM](#) Chairman Hancock said we will go back over these more carefully. Colleen goes over a change on the pre-paid claims. Then the last sentence on direct billing. Rebecca said direct billing is authorized for lodging and other travel expense and may be initiated through the Clerk's office. Colleen said they may be set up. Rebecca said then they can check with the hotel or the Clerk's office. Chairman Hancock asked on the claims that are paid before they don't approve these. Colleen said they are included in the report they review. Chairman Hancock said they are paid already. Would they need to change this so it is more accurate? Clerk is responsible for paying these after they are approved. Some are paid prior to that. It says after they are approved they are paid. Rebecca thinks they can take this out. By statute the Clerk pays the bills. Chairman Hancock was worried about that statement. Rebecca said the way she reads the policy is that travel should be preauthorized. Does not know if other department heads get their travel approved. Commissioner Clark said if they approve the travel they approve the bill. Rebecca said they know expenses will be attached. Commissioner Young does not think they approve for the Sheriff. Chairman Hancock said he is an elected official. Colleen thinks that Rebecca presents this because she reports to them. Chairman Hancock said they may look at the travel policy in the future. The budget does not authorize specific travel. This will be something they will need to discuss.

[11:16:22 AM](#) Rebecca asked for any other changes or suggestions. These are minor could bring them back in. Chairman Hancock said on the purchase order form could make a statement this is a template only and can be modified. Rebecca can include this as a general comment. Could also let them know in training that this is a template. Need the number and authorization. What may need modified. Chairman Hancock said down the road may use a different format for services so they could have another attachment for a service contract to make sure certain elements are provided. Colleen asked on the number range would she keep track of only her office. Rebecca said that the Docuwear would be beneficial would be able to create automatically and not have to assign a range. This would be an advantage. Chairman Hancock said they may need a template for service contract. Rebecca asked if they want to change SOP six or should they keep the changes proposed. Commissioner Young said this would be a service contract. Rebecca said to comply with SOP six would like to have a template for service contract.

[11:21:44 AM](#) Rebecca asked if they want to see the changes in print. Rebecca will go back over the changes. SOP five will include a sentence on vendor's terms and conditions shall be sent to the prosecutor or designee to review. That line will move up above purchase and leases. Will replace the section and have purchases be approved by Idaho code and bid requirements. Emergency provisions would be allowed by department head or elected official. Take the UPS batteries Mike makes expenditures is not a department head or elected official. Chairman Hancock said he had called him to get authorization on this. Colleen said he could have called the Sheriff too. Rebecca said on six did not change a lot only will add any vendor terms and conditions will be sent to the prosecuting attorney. Chairman Hancock said they need a template. Rebecca said that does not need to be specified.

[11:23:56 AM](#) Rebecca said on SOP ten departments receive their bills directly. Strike the next sentence. Will move immediate bills sentence up. Bottom sentence direct billing for lodging and travel expense and may be initiated through the Clerk's office. PO form for SOP five will add comment that the purchase order can be changed as needed. Have the numbering range did not have any idea. One thing that isn't referenced can be part of this PO is the weed department will make several single purchase up to \$10,000. Can they keep purchasing under this PO. Chairman Hancock said they can have this open for the same product for the same amount up to a dollar amount. Thinks clarifying this should be put in. Would

have a ceiling amount and continue if the PO specifies unit price and product. Will bring the changes back. Chairman Hancock said they will table this again and have her bring it back in.

[11:27:14 AM](#) Recess

Open session 11:30

PLANNING & ZONING – KEVIN HATHAWAY – JENNY KERR

- **WOODLAND LAKE ESTATES – (ACTION ITEM)**

[11:31:17 AM](#) Kevin said they have a plat amendment. Heard by the Planning & Zoning Commission and have recommended approval. Are adding another access that had been planned for initially. Dave has provided his input. This is on Highway 48 so it is an ITD road. Jenny said dotted lines was what was there and the other is what is proposed. Makes it more compliant with their standards. Cody with Thompson Engineering said they are taking out the loop driveway and will access off of 304. Kevin said the Planning & Zoning Commission recommended approval.

[11:34:42 AM](#) **Motion by Commissioner Clark to approve Woodland Lake Estates Division #1 second amendment plat. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

- **UPDATE**

[11:35:54 AM](#) Kevin has the resolution from the area of impact agreement. Is dated May 13 that is when the original public hearing was held. Thinks that is correct. May want to change the other date approved to the 28. Chairman Hancock said he could draft a new date. Kevin said the only change is the date. Chairman Hancock said this is approving what they have done. Has one other comment they may want to make a note the public hearing was held on May 13, 2019. Could add this was accepted as modified. They did have two changes. Could approve this then they would just need to sign it.

[11:38:47 AM](#) **Motion by Commissioner Young reads resolution #2019-24 “Be it resolved by the Jefferson County Board of County Commissioners as follows: Whereas, public notice was published for two weeks as required on April 24, 2019 and May 1, 2019; Whereas, the Jefferson County Board of Commissioners held a public hearing on this matter on May 13, 2019 and conclude that the Jefferson County – City of Rigby area of impact was acceptable, as modified and approved on May 28, 2019. Wherefore, be it resolved by the Board of County Commissioners of Jefferson County that they adopt Jefferson County ordinance #2019-4 which consist of the Jefferson County – City of Rigby Impact Area Agreement.” Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[11:40:24 AM](#) Kevin said now that the area of impact agreement has been approved they can move forward with meeting with the other cities. Will meet with Ririe in a work meeting. Have the normal meeting on June 6 with one hearing then will move into a work meeting. Working on the comprehensive plan. New employee starts on Friday. Is an Environmental Science major with a minor in planning. Have an appeal hearing on June 3. Chairman Hancock wants to make sure they have the information available as soon as possible. Kevin said they have some trainings they will be attending.

[11:45:33 AM](#) Chairman Hancock asked on the comp plan. Kevin said they are all reviewing what they broke up individually. Do not want to wait until they amend the subdivision ordinance.

[11:48:54 AM](#) Recess

[11:48:54 AM](#) **Deputy Prosecutor Weston Davis is in room**

[11:57:54 AM](#) **Prosecutor Paul Butikofer is in room**

Open session 12:04

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)**

[12:05:25 PM](#) **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.**

Open session 12:27

PUBLIC WORKS – DAVE WALRATH

- **EXECUTIVE SESSION 74-206 (C) – ACQUISITION OF REAL PROPERTY**

[12:27:19 PM](#) **Motion by Commissioner Clark to go into executive session 74-206 (C) – Acquisition of real property. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

Open session 12:48

[12:48:38 PM](#) **Prosecutor Paul Butikofer and Deputy Prosecutor Weston Davis left room**

- **UPDATE**

[12:48:44 PM](#) Dave said they are getting a late start with the weather. Been hauling chips. Are also putting mag-chloride down while the moisture is on the roads. Waiting for a break in the weather. Hopefully next week.

- **BLACKFOOT UTILITY FIBER OPTIC REPAIR BILL – (ACTION ITEM)**

[12:50:04 PM](#) Dave said back in early April they worked on the Harrison bridge on County Line and 3900. Started the week of April 8. Called Dig Line and had items located. Marked phones and fiber optics. Had skid steer cleaning this out. On April 9, 2019 our operator did make contact with the fiber optic. This was not as deep as it should have been. Found out that this fiber fed all the 911 services north of here. Luckily it was not too

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extensive of damage. Phone systems still worked. Were able to straighten this out until they cut this out and replaced it. Discovered that instead of going beneath the footing they went over the footing and through the bridge. No way would they have agreed to this. Came in and spliced this along the bridge on top in conduit. Sent us a bill for splicing this fiber line. Chairman Hancock said they need to give this to Weston. Dave said he has talked with Paul. Can see the footing beneath the fiber. They would have had to replace this once it was found anyways. Chairman Hancock said this is correcting something they had done wrong in the first place. Thought they bored this thought he saw a bore machine. Dave said they tried. It was more expensive. Does not have a problem on the outside of the bridge. Has a problem with them charging us. Thinks this was their mistake. Commissioner Young asked who would have buried this. Chairman Hancock said Fremont Telecom owned this before. This is how they should approach this.

[12:54:08 PM](#) Commissioner Young thinks to give this to Weston. Chairman Hancock said Weston could draft a letter to send in.

- **KETTLE BUTTE DAIRY ROAD - GRANT UPDATE**

[12:54:37 PM](#) Dave said they have a meeting tomorrow with a Representative of Governor Little to talk about the project of paving this road with this grant. This is at 9:30 out at the dairy. Dave will be there. Chairman Hancock asked if anyone else wants to be there. Commissioner Clark is unavailable. Commissioner Young asked how long. Dave thinks an hour. Chairman Hancock will meet Dave at the office around 9:00. Commissioner Young will drive out if he can.

- **PUMPABLE WASTE RULEMAKING IDEQ**

[12:56:21 PM](#) Dave said they have discussed pumpable waste. This is bio-solids. Currently have been accepting these at Circular Butte. The latest rules by DEQ goes over accepting this at construction and demolition pits. Have never taken this kind of waste at County Line. Not sure they will ever want to. Have it in the operation plan that it is to go to Circular Butte. Chairman Hancock said this does not change what they are doing. Dave said it could possibly. Bio-solids they do get have to be dry and pass the paint filter test. This is an FYI. Is in the works as far as rule making.

CITY OF IDAHO FALLS FIRE CHIEF – DUANE NELSON & CITY OF IDAHO FALLS EMS CHIEF – ERIC DAY

- **FEE CHANGES**

[1:01:07 PM](#) Chairman Hancock said they are coming in to tell them they are reducing the fee. Duane is afraid this is not the case with the growth in the area. Duane is the new Fire Chief for Idaho Falls. This is for EMS services in the county. Have appreciated providing this service. Today's numbers do not represent anything but a growing economy and population. As population growth happens so does the need for EMS services. Call volumes have increased within Jefferson County. Trying to find true costs to these contracts. Hope to continue this service but is looking for a twenty-five percent increase. This will be an increase of \$38,688 to make a total bill of \$193,440. It does feel like a significant increase. This year the call volume has increased. Represents three ambulances coming into Jefferson County. Really want to look at true cost for one ambulance. Does not expect the county to pick up all the costs that is why they have user fees. It is about \$600,000 to run an ambulance 24/7 365 days a year. Feels comfortable if they could get this contract up around \$300,000. Knows this is a big jump compared to a lot of the years. Will see another fifty to seventy calls above this. To provide this service other options may be looked at for the future. Hope to be a part of this if they end up running their own. In the short-term until they can move that direction after reviewing user fees they need to have this increase. Hopes to continue their relationship over the next few years.

[1:06:59 PM](#) Chairman Hancock asked what percentage of user fees that cover their costs. They pay around \$13,000 a month for this service but they get all of the user fees. Duane said they vary last year collected \$334,000. Chairman Hancock asked if that is within the county. Duane said it was. Commissioner Clark asked there was \$664,000 that were billable. Duane said these could have been calls for service but no transport. Eric said they have multiple ambulances and were cancelled in route. Duane said they also have patients without being able to collect the fee. To collect these percentages they receive about eighty percent of the dollars that are billed out. Have a billing service that does this now. Found it inefficient to do this in house. Now collect closer to eighty percent utilizing a service outside. Has helped them greatly to increase these.

[1:09:18 PM](#) Commissioner Young said they are hinting that they are looking at \$300,000 a year. Duane said they are looking at the call volume they are running seven ambulances in the system. Call volume is around 11,800 last year with a tenth of these within Jefferson County. The \$300,000 would ensure putting up another ambulance. Hard part of an efficient system is looking at how busy an ambulance is. When do they want to fully equip another ambulance? These vary but as they make longer runs and transports the calls increase. Knows some question the twenty minute response times. This is part of the service delivery. Will have to deal with this as the population grows.

[1:11:32 PM](#) Chairman Hancock asked currently if they have ambulance in Ucon area. Eric said all of Bonneville is in one taxing district. Have one stationed in Swan Valley. Chairman Hancock wonders if they would look at this in the future. The Sheriff had moved their offices out. Eric said they are always looking at this. Do not have a lot of call volume in the Ucon area. Plans are always to adjust where stations are needed within the areas. Eric said they do work with the Fire Chief and Fire Commissioners. Chairman Hancock said they discussed having an ambulance within the area. Duane said they have had discussions on this. Chairman Hancock said then they would be closer. Quick response does have services already in the Ririe area. If they could provide the housing and they provide the manpower. Eric said these are options they have talked about. Open for discussions on the services they provide. Chairman Hancock knows that the services are 365 days and 24/7. Eric said they can have multiple ambulances at one time. Have to accommodate this system. Will want to see how this moves forward with the growth. Commissioner Young asked on EMS services.

[1:14:50 PM](#) Duane said they contract with Bonneville County on EMS services and Eric is the Chief of this system.

[1:15:02 PM](#) Colleen asked if they have anything in writing to put this in the budget. Eric provides a copy. Chairman Hancock said they will need to discuss this in more detail. See if they can get the funding. Goes up to around \$16,000 a month. Realize this is based on call volume. Duane wants to continue to provide the best service they can to the residents. Need to right size this contract until they can get to the point where they reach these further discussions. Commissioner Young said if they had an ambulance they would still need a backup. Duane said they need the

ambulances but the costs outweigh it. Chairman Hancock understands where they are coming from. Eric said it is conservative. To purchase and stock an ambulance is \$325,000.

[1:31:14 PM](#) Chairman Hancock goes back to the increase this is a pretty healthy increase. Would be interesting to see the total overall. The ambulance is not dedicated to our county. Commissioner Young said they have seven full-time ambulances. Using about seven-eighths of an ambulance. Sounds like they are going to do this again to them next year. Commissioner Clark said they want to generate enough to get another ambulance. Chairman Hancock said then they need to have it here. Commissioner Clark said if they could not get by with one ambulance. Chairman Hancock said they still need the joint agreement. Commissioner Clark either way they will still have to pay this. Chairman Hancock said they generated \$324,000 in user fees. They charge for each ambulance that picks someone up. Commissioner Clark just wonders where they will fund this. Chairman Hancock said Mud Lake has a volunteer ambulance district. Out to a ball game and it still took the ambulance thirty minutes to get there. Colleen said they levy. Chairman Hancock said this is volunteer. Colleen said they still have costs they have to pay for. Chairman Hancock said it is an older ambulance.

ELECTIONS – SHONNA ALLRED

- **ABSTRACT – CITY OF MENAN LEVY – (ACTION ITEM)**

[1:27:35 PM](#) Shonna had an election on May 21, 2019 for the City of Menan. They had forty-four in favor and fifty-six against so this did not pass. Did have a couple people absentee. Only had a twenty-six percent turnout. City of Menan may try again at a later time.

[1:29:13 PM](#) **Motion by Commissioner Clark to approve election results from May 21, 2019 for increasing the levy for City of Menan with forty-four in favor and fifty-six against. Second by Commissioner Young. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

COMMISSIONERS

- **STANDARD OPERATING PROCEDURES – (ACTION ITEM)**

[1:38:22 PM](#) Rebecca comes back up on the standard operating procedures. On five added in paragraph three that multiple purchases can be made per PO if the price has not been met and the item is the same. On ten made changes that were discussed. Chairman Hancock only sees that one change.

[1:41:49 PM](#) **Motion by Commissioner Young to approve standard operating procedure number five acquisition of assets as modified, approve standard operating procedure number six contracts of services as modified and approve standard operating procedure number ten for claim procedure as modified. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

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

[1:57:13 PM](#) **Motion by Commissioner Young to approve commissioner meeting minutes from April 29, 2019 and April 22, 2019 with noted change. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.**

[2:01:40 PM](#) Chairman Hancock asked about building funding. Colleen said they are paying out of the Capital Improvement Fund. Chairman Hancock said they still have Phase 4. Colleen said they did get this bill. Will see where they are at once some of these items are paid. Chairman Hancock said they still have retention left. Have a few things left for them to be done. Still have work on the outside left. Will call Blair again. Thinks they should pay for the replacement of boxes in the parking lot. Will do the striping. Commissioner Clark said they still have water in the back. Commissioner Young said hopefully they will dry out.

[2:04:06 PM](#) **Motion by Commissioner Clark to adjourn at 2:04. Second by Commissioner Young. All in favor – aye. Motion passed.**

Chairman of the Board

Date

Clerk of the Board

Date

County Clerk

Date