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Commissioners' Agenda

The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1, Chair), Jeff Hough (District 2), and John Crowder (District 3). The BOCC generally meets twice a week: regular business meetings are on **Tuesdays at 9:00 a.m.** and work sessions are on **Thursdays at 9:15 a.m.** Meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho, unless otherwise noted. During these meetings, the BOCC may: approve contracts, expend funds, hear testimony, make decisions on land use cases and take care of other County matters, and are open to the public.

Times subject to change within 15 minutes of stated time.

Tuesday, February 27, 2024

9:00 AM Board of County Commissioners Regular Business Meeting (action items)

BOARD OF COMMISSIONERS

MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item)

- Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
- Mandy Keller, Grant Coordinator, seeking permission to apply for the Bureau of Land Management Good Neighbor Authority Program (requested 5 minutes) (action item)
- Shantal Lulu, on behalf of the Crisis Center, regarding a signature on Addendum 7 requesting an extension of the current contract with Rehabilitative Health Services (requesting 5 minutes) (action item)

RESOLUTIONS AND ORDINANCES (action items):

Resolution No. 2024-15 Approving Tax Cancellation Requests

Resolution No. 2024-16 Authorization and Order to Reallocate Funds

LETTERS AND NOTICES (action items):

SIGNATURE ONLY (action items):

Tax Cancellation Request

Memo to dispose records

Inmate Health Services Agreement

Federal surplus Property - Invoice

CONSENT AGENDA (action items):

- Manual Checks
- Alcohol Licenses and Catering Permits
- Certificate of Residency Approval
- Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session
- Technology Forms
- Minutes: Approval of Meeting Minutes for February 15, 20, and 22, 2024, and Certification of Said Minutes

BANNOCK COUNTY COMMISSIONERS

624 E. Center St., Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363



ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

JOHN CROWDER
 Commissioner
 3rd District

Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Mandy Keller/Grant Team

Department:

OEM

Requestor Email:

mandyk@bannockcounty.gov

Item(s) to be considered:

Seeking permission to apply for BLM Good Neighbor Authority Program. Intent to Apply form has been approved by Grant team.

Date of meeting being requested:

02/27/2024

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

External Funding

List of additional attendees:

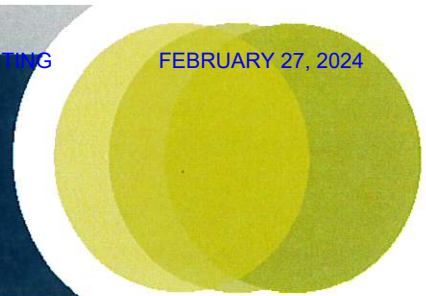
Charity Staggs

Bannock County

NOTICE OF FUNDING OPPORTUNITY AND RISK ASSESSMENT FOR GRANTS

****Must attach notice of funding opportunity****

Submit to: grantnotify@bannockcounty.us



| | | | |
|---|--|--------------------------|--|
| Is this a recurring grant? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| Department: | OEM/SICOG | Date Form Completed: | 2/6/2024 |
| Supervisor: | Wes Jones | Program Manager: | Wes Jones |
| Project Title: | Fuels Reduction Project | Submission Deadline: | 4/8/2024 |
| Grant Name: | Good Neighbor Authority | Grant Number: | L24AS00114 |
| Funding Agency: | BLM | | |
| Amount requested: | \$400,000 | Grant match %: | <input type="checkbox"/> In-kind allowed |
| Total estimate project cost: \$400,000 | | | |
| Long-term maintenance cost (including staffing): | | | |
| Explain source of match: Match is not required for this program | | | |
| <p>Project Summary: This grant was applied for last year. During the review process the funder (BLM) notified SICOG that they like the project and would like to add to it. SICOG made and submitted the adjustments after obtaining the County's permission. The funder (BLM) has been experiencing personnel changes which have been causing significant delays in rolling out award notifications. The 2023 program was originally scheduled for notifications Sep 2023, but wasn't expected to actually send them out until Jun 2024. This would remove 1 of the 3 years available to complete the project, because of the, the funder recommended the county re-apply for the 2024 program that is currently open. The 2024 program also includes more available funding (\$1,000,000 Max) with more expected awards (10 throughout Idaho), and a longer project period (5 years).</p> <p>OEM/SICOG is requesting permission to make adjustments to the 2023 application and resubmit for the 2024 program. Adjustments will include a timeline and budget update. The budget may need to be increased from \$250,000 to \$400,000 (max estimate) to accommodate to cost increases. As this project is similar to the Idaho Department of Lands Hazardous Fuels Reduction Project, the plan is to procure administration, project management, and a contractor during the project period. All contractors will be paid via grant funds from the program.</p> <p>This project will continue 100 acres of work in the Lava Ranches area, 100 acres of work near crystal springs outside of McCammon, and 350 acres of work near the landfill. The advantage of this program is that it can be used on Federal and private lands, which make it a great opportunity to connect previous fuels reduction work performed by Bannock County.</p> <p>This is a recurring program through BLM, however Bannock County has not received an award through this program in the past.</p> <p>SICOG will be making the adjustments and paid via the OEM contract.</p> <p>This application will need to be submitted via grants.gov. Here is the link to the NOFO; grants.gov/search-results-detail/351709</p> | | | |
| Anticipated Notification date: | July 2024 | Project start/end dates: | July 24-July 29 (5 years) |
| Funding Type: | <input checked="" type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local government <input type="checkbox"/> Private <input type="checkbox"/> Other | | |
| Net Cash Outflow: | <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Advance Funded <input type="checkbox"/> Other | | |
| Target Population: South Bannock County | | | |

Potential Impact on Target Population: Reduced risk of damage to life and property from wildfire.

Funding Source Reporting Requirements: Annual reports + Final Report

| | | |
|---|---|---|
| # of staff to participate: | Will grant require staff be pulled from primary duties? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Will staff training be provided? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Training cost included in budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Does grant include technology? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | If so, has IT Dept been notified? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Does grant require office space? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Grant require new personnel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Chance of successful funding: <input checked="" type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low | | |

Application prep burden:

- High (needs project development & grant writing assistance)
 Medium (small project development or grant writing assistance)
 Low (program in place, simple project development or department able to complete application)

Administration/Management burden: High Medium Low

RISK ASSESSMENT FOR GRANTS

| Grant Team Assessment: (To be completed by the Grant Team) | |
|---|------------------------------|
| Does the project align with the grant criteria? | YES |
| Is the project feasible? | YES |
| Can we meet the matching requirement? | YES |
| Is the initiating department able to adequately manage the grant? | YES |
| Are there other consideration? If so, please describe: | |
| Other departments to involve: | |
| Summary of Department comments/ recommendation: | |
| Project/Grant Program Manager Contact Information: | |
| Auditing Department: Recommend Application | Do Not Recommend Application |
| Signatures: <i>Mandy Keller</i> | Comments: |
| Legal: Recommend Application | Do Not Recommend Application |
| Signatures: | Comments: |
| BOCC: Recommend Application | Do Not Recommend Application |
| Comments: | |

Chairman Signature Ernie Moser Date February 27, 2024
Commissioner, Chairman



| FOR COMMISSION OFFICE USE: | |
|----------------------------|------------|
| DATE _____ | TIME _____ |

Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday** in the Commissioners’ Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners’ staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners’ Office at 208-236-7210, three to five working days before the meeting.

Email this completed form and any supporting documents to agendarequest@bannockcounty.us by 5:00 PM the Wednesday prior to the scheduled meeting.

Name/Department: Indigent

Phone/Email: 208-236-7347

Item to be considered: Crisis Center Contract with State & RHS

Informational background:

Addendum 7 - request of an extension of current contract

1. What meeting are you requesting? 2/27/24
2. How much time will be needed for this agenda item? 5 minutes or less
3. Is Commission action requested (decision, approval, signature, or guidance)? Signature
4. Does this request involve a contract, agreement, external funding source, or award acceptance? YES
5. What is the potential financial impact of this request?
6. Have all supporting documents been included with this form? YES
7. Will you be using presentation software or have other presentation needs? (if YES, provide presentation with this form) NO
8. Name and contact information for others who should be invited to attend:

Potential DeVere Hunt & Heather Moore?

ADDENDUM #7 TO AGREEMENT
BETWEEN BANNOCK COUNTY AND REHABILITATIVE HEALTH SERVICES
FOR SOUTH EAST IDAHO BEHAVIORAL CRISIS CENTER

An Agreement was made by and between Bannock County and Badger/Rehabilitative Health Services on December 13, 2018, (hereinafter referred to as “original stated contract”) to which the parties have agreed to amend as set forth below.

WHEREAS, the parties wish to modify the terms of the original stated contract as set forth herein.

NOW THEREFORE, in consideration of the mutual promises herein, the parties, intending to be legally bound, hereby agree that the Term of Agreement in the original stated contract is changed to read: The expiration date of the contract is amended to April 30, 2025.

The parties reaffirm no other terms or conditions of the above mentioned original stated contract not hereby otherwise modified or amended shall be changed as a result of this addendum.

DATED this 27 day of February 2024.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Ernie Moser, Chair

Jeff Hough, Member

John Crowder, Member

ATTEST: _____
Jason C. Dixon, Clerk

DATED this 27 day of February 2024.

REHABILITATIVE HEALTH SERVICES

DeVere Hunt, CEO



**State of Idaho Contract Number BC1098, BC028300
Amendment 7**

Parties

| Agency | Contractor |
|---|--|
| Department of Health and Welfare 450 W State Street Boise, ID 83702 | BANNOCK COUNTY 624 E CENTER ST POCATELLO, ID 83201 |

Contract Summary

| | |
|--|---|
| <p>Contract Name: BANNOCK COUNTY Contract Description: Behavioral Health Community Crisis Center: Deliver crisis intervention and services in Region 6.</p> <p>AMD 1: Amendment revises the Scope of Work and Performance Metrics to adjust the start date of actual services, adds rider for Criminal History Background Checks, removes Automobile Insurance rider, and includes language related to open meeting laws.</p> <p>AMD 2: Modify Scope of Work due to rule expiration, reduce Cost/Unit due to reduction in legislative appropriation, modify reports section.</p> <p>AMD 3: Revising cost billing to clarify cost/unit rate is identified as up to amount instead of a flat monthly rate. Adding additional language to include information on total costs billed to Medicaid and or other private insurance for reimbursement and total revenue received from these payment sources.</p> <p>AMD 4: Add Funds and extend term.</p> <p>AMD 5: Add funds.</p> <p>AMD 6: Add funds and extend term.</p> <p>AMD 7: Add funds and extend term.</p> <p>Original Effective Date: June 11, 2018 Current Expiration Date: April 30, 2025</p> | <p>Contract Amendment Amount: \$ 1,020,000.00 Total Contract Amount: \$ 6,915,000.00 Contract Usage Type: Agency</p> |
|--|---|

Agency Contacts

| Contact Name | Contact Type | Contact Email |
|---------------|------------------|-----------------------------|
| RYAN PHILLIPS | CONTRACT MONITOR | RYAN.PHILLIPS@DHW.IDAHO.GOV |
| ROSS EDMUNDS | CONTRACT MANAGER | ROSS.EDMUNDS@DHW.IDAHO.GOV |

Contractor Contacts

| Contact Name | Contact Phone | Contact Email |
|--------------|---------------|---------------|
| | | |

| | | |
|--|--------------|------------------------------|
| DO NOT DELETE USED FOR DHW PAYMENT PROCESSING | 999-999-9999 | SUPPLIERPORTAL@SCO.IDAHO.GOV |
|--|--------------|------------------------------|

Recitals

1. This Contract number BC1098, BC028300 for BANNOCK COUNTY ("the Contract") is for services to the Department of Health and Welfare ("Department").
2. The Contract is issued under the authority provided by the Department pursuant to the State Procurement Act, title 56, chapter 10, Idaho Code.
3. BANNOCK COUNTY ("Contractor") agrees to provide the Services identified in the line item(s) below as detailed herein.
4. It is understood that this Amendment is effective when it is signed by both parties, or at a later date if specified in the Contract. The Contractor must not render services to the Department until the Contract has become effective. The Department will not pay for any services rendered prior to the effective date of the Contract.

Agreement

The following Attachments are hereby incorporated and made a part of this Agreement:

- Cover Sheet
- Cost/Billing Procedure

IN WITNESS WHEREOF, the parties have executed this agreement.

BANNOCK COUNTY

IDAHO DEPARTMENT OF HEALTH AND WELFARE

Signature: _____

Signature: _____

Name: Ernie Moser

Name: _____

Title: Commissioner, Chairman

Title: _____

Date: February 27, 2024

Date: _____

BC1098, BC028300

Cost/Billing Procedure
Amendment 7

Cost:

This is a FIRM FIXED FEE, *DEFINITE QUANTITY* contract.

The Department will pay for all goods and services satisfactorily delivered and authorized under the contract as identified in the budget and cost matrix below.

(AMD 7) Cost Matrix
(Effective 1/1/2020 through 4/30/2025)

| Item | Unit | Number of Units | Cost/Unit | Subtotal |
|--|-----------|-----------------|--|-----------------------|
| Crisis Center Operation / Management (1/1/20 through 3/31/21) | Per Month | 15 | Up to \$126,666.67 No less than \$63,333.00 | \$1,900,000.00 |
| Crisis Center Operation / Management (4/1/21 through 2/28/23) | Per Month | 23 | Up to \$85,000.00 No less than \$63,333.00 | \$1,955,000.00 |
| Crisis Center Operation / Management (3/1/21 through 4/30/23) | Per Month | 12 | Up to \$85,000.00 No less than \$63,333.00 | \$1,020,000.00 |
| Crisis Center Operation / Management (5/1/23 through 4/30/24) | Per Month | 12 | Up to \$85,000.00 No less than \$63,333.00 | \$1,020,000.00 |
| (AMD 7) Crisis Center Operation / Management (5/1/24 through 4/30/25) | Per Month | 12 | Up to \$85,000.00 No less than \$63,333.00 | \$1,020,000.00 |

(AMD 7)

| | |
|--------------------------------|-----------------------|
| Original Contract Amount | \$3,240,000.00 |
| Amendment 1 | \$0.00 |
| Amendment 2 | \$0.00 |
| Amendment 3 | \$615,000.00 |
| Amendment 4 | \$170,000.00 |
| Amendment 5 | \$850,000.00 |
| Amendment 6 | \$1,020,000.00 |
| Amendment 7 | \$1,020,000.00 |
| Maximum Contract Amount | \$6,915,000.00 |

Billing Procedure:

The Contractor must provide a monthly invoice and the respective reports identified in the Reports section for services rendered by the fifth (5th) business day of each month following the month in which services were provided. The Contractor must include documentation of total costs billed to Medicaid and/or to other private insurance providers for reimbursement of services, as well as the total revenue received from these payment sources. Invoices received without the required reports or invoices received with errors will be returned to the contractor for revision and resubmission.

The monthly invoice shall include, but not be limited to:

- 1) Contractor's Name and contact information (billing address, phone, name, and e-mail of contact person)
- 2) Vendor ID with suffix
- 3) Contract Number
- 4) Invoice date
- 5) Invoice billing period (dates of service)
- 6) Total Number served
- 7) Total revenue received from public (Medicaid) or private reimbursement for services
- 8) Total Invoice amount (cost/unit minus reimbursement revenue)
- 9) All contract services delivered during the billing period, identified by each item as reflected in the cost matrix and budget and the total for each.

Invoices shall be submitted to:

Ryan Phillips, Program Specialist
Department of Health and Welfare
450 W. State Street, 3rd Floor
Boise, Idaho 83702

Final invoices and reports must be submitted to the Department no later than thirty (30) calendar days after the contract expiration date. Final invoices received without the required report(s)/documentation will be returned to the contractor for their resubmission with the final report(s)/documentation.

In the Matter of APPROVING)
TAX CANCELLATION REQUESTS)

R.S. No. 2024-15
 February 27, 2024

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on February 20 and 22, 2024; and

WHEREAS, these cancellation requests have been reviewed pursuant to Idaho Code §§63-711, 63-1302, 63-1303 and 63-1304;

NOW, THEREFORE, BE IT RESOLVED that the County Tax Collector, Jennifer Clark, is hereby authorized and directed to cancel the following on the tax rolls as listed by year:

- (1) At the request of Assessor Anita Hymas, in a letter dated February 15, 2024, for cancellation of **market value** for the **2023** tax year.

| PARCEL NO. | OWNER | EXPLANATION | VALUE TO BE CANCELLED |
|---------------|------------------|--------------------------------|-----------------------|
| RPRPFRH001200 | Ashby, Elizabeth | HO exemption removed in error | \$125,000.00 |
| RPRCLCV001000 | DOD Enterprises | Improvement valued incorrectly | \$162,528.00 |
| RPRCLCV001100 | DOD Enterprises | Improvement valued incorrectly | \$162,528.00 |

- (2) In a meeting with the BOCC on February 22, 2023, after granting tax exempt status for 2023, for cancellation of **taxes** for the **2023** tax year.

| PARCEL NO. | OWNER | EXPLANATION | VALUE TO BE CANCELLED |
|---------------|--------------------|--------------------------|-----------------------|
| RPRPPOC183100 | The Salvation Army | Qualifies for tax exempt | \$1,118.84 |

BOARD OF BANNOCK COUNTY COMMISSIONERS

 Ernie Moser, Chair

 Jeff Hough, Member

 John Crowder, Member

ATTEST: _____
 Jason C. Dixon, Clerk

In the Matter of AUTHORIZATION AND)
ORDER TO REALLOCATE FUNDS)

R.S. No. 2024-16
February 27, 2024

RESOLUTION

WHEREAS, it has been requested to reallocate funds originally budgeted for a full-time facilities assistant position to extra help for the Event Center/Wellness Complex; and

WHEREAS, this reallocation will have no negative effect on the budget;

NOW THEREFORE, BE IT RESOLVED that the Auditor's Office is hereby authorized and ordered to reallocate funds in the following budget lines:

Fiscal Year 2024:

To Line: 138266-40800 Amount: \$ 31,800

From Line: 138266-40250 Amount: \$ 31,800

BOARD OF BANNOCK COUNTY COMMISSIONERS

Ernie Moser, Chair

Jeff Hough, Member

John Crowder, Member

ATTEST: _____
Jason C. Dixon, Clerk

Jason C. Dixon
Clerk of the District Court
Ex-Officio Auditor - Recorder
Clerk to the Commissioners



Bannock County Auditing
624 Center, Room 104
Pocatello, Idaho 83201-6247
Phone (208) 236-7335

Date 2/12/2024

Department Requesting Reallocation: Event Center/Wellness Complex

Description of Reason for Reallocation Request: It is being requested to reallocate funds from a full-time facilities assistant position to extra help funds. A full-time position is not needed but funds can be better utilized to hire seasonal positions.

Funding option to make reallocation request described above (list accounts and amounts where funds will come from and accounts and amounts moving to).

Fiscal Year: 2024

To Line: 138266-40800 Amount: \$ 31,800

From Line: 138266-40250 Amount: \$ 31,800

Department Head/Elected Official Approval Signature: [Signature]
Comptroller Signature: [Signature]

SUBMIT TO AUDITING DEPARTMENT FOR FINANCIAL REVIEW OF CHANGES



BANNOCK COUNTY COMMISSIONERS
 624 E. Center St., Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363

ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

JOHN CROWDER
 Commissioner
 3rd District

AGENDA REQUEST FORM

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E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

ASSESSOR

Item to be considered/background:

TAX CANCELLATION anitah@bannockcounty.us

How much time will be needed? Meeting date requested:

5 minutes

2/27/24

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

Anita Hymas - Bannock County Assessor

Please include any supporting documents with your Agenda Session Request Form.

| |
|---|
| <p>Commissioner Office Only:</p> <p>Date: _____ Time: _____</p> |
|---|



BANNOCK COUNTY
ASSESSOR'S OFFICE
130 N. 6TH AVE., Pocatello, ID 83201
P.O. Box 4969, Pocatello, ID 83205

ANITA HYMAS
Assessor

Phone: (208) 236-7260
Fax: (208) 232-7074

February 21, 2024

Honorable Commissioners
Ernie Moser, Chairman
Bannock County Courthouse
Pocatello, Idaho 83205

Honorable Commissioners:

Please allow the following property tax cancellations pertaining to the **2023 property tax roll**. Calculations are to be completed by the Bannock County Treasurer using the appropriate levy and the following market value. Any request for tax cancellation will be accompanied with an explanation for each individual parcel. This request for tax cancellation does not affect the certified market value. Idaho Code 63-1302

| PARCEL NUMBER | OWNER | EXPLANATION | MARKET VALUE CANCELLATION |
|---------------|-------------------|---------------------------------------|---------------------------|
| MHMHPHM061602 | MARTIN, LEBYRON | MANUFACTURED HOME WAS MOVED ILLEGALLY | \$37,694 |
| RPRCABC000200 | CROCKETT, DAREN R | OCCUPANCY ROLL; PRE-BOE ADJUSTMENT | \$152, 696 |
| RPRCABC000300 | CROCKETT, DAREN R | OCCUPANCY ROLL; PRE-BOE ADJUSTMENT | \$169,663 |
| RPRCABC000400 | CROCKETT, DAREN R | OCCUPANCY ROLL; PRE-BOE ADJUSTMENT | \$186,628 |
| RPRCABC000500 | CROCKETT, DAREN R | OCCUPANCY ROLL; PRE-BOE ADJUSTMENT | \$186,628 |
| | | | |
| | | | |

Sincerely,

Anita Hymas
Bannock County Assessor
CC: TRSR; FILE

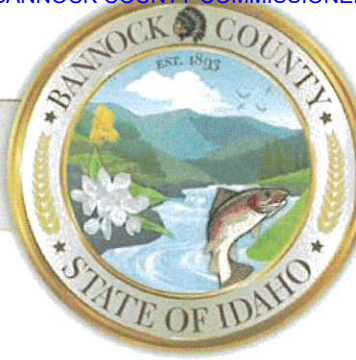
BANNOCK COUNTY COMMISSIONERS

Chairman

Commissioner

Commissioner

2-27-24



BANNOCK COUNTY COMMISSIONERS
 624 E. Center St., Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363

ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

JOHN CROWDER
 Commissioner
 3rd District

AGENDA REQUEST FORM

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E-mail this completed form and any supporting documents to agendarequest@bannockcounty.us by NOON on the Thursday prior to the scheduled meeting.

Name/Department:

Stacy Lusk/Bannock County Sheriff's Office

Item to be considered/background:

The Sheriff's Office will have Western Records Destruction shred various records that are ready for disposal according to the Bannock County Sheriff's Office retention policy

How much time will be needed? Meeting date requested:

Signature Only 2/27/24

Does this item involve a contract, agreement, external funding application or award acceptance?

YES NO

Have all supporting documents been included with this form?

YES NO

List of attendees:

N/Asignatureonly

Please include any supporting documents with your Agenda Session Request Form.

| |
|---|
| <p>Commissioner Office Only:</p> <p>Date: _____ Time: _____</p> |
|---|

POST OFFICE BOX 4666
POCATELLO, IDAHO
83205-4666



TELEPHONE
208-236-7111

TONY T. MANU
Sheriff

ALEX HAMILTON
Chief Deputy

Memo

To: Board of Bannock County Commissioners
From: Sheriff Tony Manu
Date: February 21, 2024
Re: Shredding

The Bannock County Sheriff's Office Civil, Records, Driver's License, Detectives, and Detention divisions will be shredding approximately 50 boxes of various records. The material to be shredded by these divisions is ready for disposal in accordance with the Bannock County Sheriff's Office Retention Policy.

Civil Office-15 boxes of 2023 service sheets that have been scanned to a permanent location.
Records Office- 20 boxes of bookings from 2023 that have been scanned to a permanent location.

Detention Office-15 boxes of inmate records that fall into the temporary retention schedule of less than 2 years.

Western Records Destruction Company will shred the material.

Sheriff Tony Manu
Bannock County Sheriff's Office

BANNOCK COUNTY COMMISSIONERS

Chairman

Commissioner

Commissioner

2/27/24

"Working to make a difference."

Bannock County Sheriff Retention Policy

| | RESOURCE | RETENTION SCHEDULE |
|---|------------------------------|--|
| <p>Prisoner Board Billings</p> <p>County/ US Marshall prisoner fee billings</p> <p>Financial Records</p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 5 YRS</p> |
| <p>Pop Money Receipts/Lists</p> <p>Money taken from inmates commissary accounts/Checks payable to BCSDA (inmates required to sign receipt put in booking as a permanent record)</p> <p>Financial Records</p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 5 YRS</p> |
| <p>Monthly Bank Statements</p> <p>Activity with POTELCO Inmate Commissary Checks</p> <p>Financial Records</p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 5 YRS</p> |
| <p>Commissary Order Reports</p> <p>INP collections/Commissary Collections reports/Check receipts written</p> <p>Financial Records</p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 5 YRS</p> |
| <p>Telmate Deposit</p> <p>Any Fees or money from inmates by mail, intake, or fees (inmate receipt of money in booking as a Permanent Record)</p> <p>Financial Record</p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 5 YRS</p> |

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| | <p>Deposit Books</p> <p>Deposit Slips from bank account at Potelco</p> <p>Financial Records</p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 5 YRS</p> |
| | <p>Detention Fund Deposit</p> <p>Includes Copy of daily intake report, total deposit, balance</p> <p>Financial Reports</p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 5 YRS</p> |
| | <p>Receipt Books</p> <p>Commissary Trust, SCILD fees, Housing fees, W/R fees, Reports & Fingerprints, CWP's, Sex Offender, Misc.</p> <p>Financial Reports</p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 5 YRS</p> |
| | <p>Inmate Lists/Board Bill</p> <p>Twice monthly an inmate list is ran for billing outside counties and federal entities</p> | <p>Idaho Dept. of Admin</p> | <p>SEMI-PERMANENT NO LESS THAN 2 YRS</p> |
| | <p>Evidence Reports</p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 10 YRS</p> |

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| | Attachments LAW INCIDENT ATTACHMENTS TO A DEPUTY REPORT, STATEMENTS | Idaho Dept. of Admin | PERMANENT SCANNED, DESTROY 24 HRS |
| | DUI Test Records | Idaho Code 31-871 | PERMANENT SCANNED NO LESS THAN 10 YRS |
| | Concealed Weapons APPLICATIONS AND LOGS OF CONCEALED WEAPONS PERMIT | Idaho Dept. of Admin | SEMI-PERMANENT NO LESS THAN 5 YRS |
| | SCILD Inmate work program, forms and daily time sheets | Idaho Dept. of Admin | TEMP-NO LESS THAN 2 YRS |
| | Multi Sale/Gun Purchase & Licensing Businesses that are required to send the Sheriff's Office applications on multi gun purchases | Idaho Dept. of Admin | SEMI-PERMANENT NO LESS THAN 10 YRS |

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| | <p>Sex Offenders</p> <p>paperwork in file of deceased sex offender, Original paperwork sent to the State.</p> | Idaho Dept. of Admin | TEMP- NO LESS THAN 2 YRS |
| | <p>Impound/Towed Vehicle Paperwork</p> <p>Towed/Vehicle Inventory Notice that the officer fills out. A copy is given to the registered owner, tow company, our records, and one initially for the state if needed for processing a title for vehicle.</p> | Idaho Dept. of Admin | PERMANENT-SCANNED AC-DESTROY 24 HRS |
| | <p>Expungements</p> <p>Records will be expunged from individual per court</p> | Idaho Dept. of Admin | SEMI-PERMANENT NO LESS THAN 10 YRS |
| | <p>Booking Photos</p> <p>Old booking photos that Records Division received from the Jail to File</p> | Idaho Dept. of Admin | SEMI-PERMANENT NO LESS THAN 10 YRS |
| | <p>Case File</p> <p>Incident/inmate case files and indexes from 1991 prior</p> | Idaho Dept. of Admin | SEMI-PERMANENT NO LESS THAN 10 YRS |

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| | Purchase Orders | Idaho Dept. of Admin. | SEMI-PERMANENT NO LESS THAN 5 YRS |
| | Personnel Records Current Employees, Past Employees, Background Files: Current/Past Employees, Medical Files: Current/Past Employees, IA's, Polygraphs, Medical | Idaho Dept. of Admin. | SEMI-PERMANENT NO LESS THAN 10 YRS |
| | Applications for Employment | | TEMP- NO LESS THAN 1 YR |
| | Property Sales Records Documents sale and conveyance of real and personal property by the enforcement agency. May include certificates of levy, notices of sale, publication proofs, mailing receipts, copy of judgement and execution, certificate of sale, return of service, and copy of deed issued. | Idaho Code 31-871 | PERMANENT NO LESS THAN 10 YRS |
| | Writ of Execution/Garnishments/Warrants of Distrain Court enforced garnishment orders issued by the court system. May include garnishment of wages, bank garnishments, and collection of delinquent property taxes. | Idaho Code 31-871 | SEMI-PERMANENT NO LESS THAN 5 YRS AND/OR SCANNED PERMANENT DESTROY 24 HRS |

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| | <p>Civil Enforcement Case Files</p> <p>Record of Actions taken relating to specific civil case. Information may include attempts at service, actual service information, evictions and documentation of enforcement actions taken under the provisions of the order.</p> | <p>Idaho Code 31-871</p> | <p>TEMP-NO LESS THAN 2YRS/ AND OR SCANNED PERMANENT</p> <p>DESTROY 24 HRS</p> |
| | <p>Officer Notes</p> <p>Notes written by officers during the course of a shift containing information which may or may not be included in an official report. May pertain to contacts, incidents, unusual circumstances, and other subjects. Useful for referral in writing reports and testifying in court. Information includes names, dates, times, vehicles, activities, locations, and related data.</p> | <p>Idaho Code 31-871</p> | <p>TEMP- NO LESS THAN 2 YRS</p> |
| | <p>Miscellaneous Office Correspondance (CIVIL)</p> | <p>Idaho Code 31-871</p> | <p>TEMP- NO LESS THAN 2 YRS</p> |
| | <p>Request of Status Checks (CIVIL)</p> | <p>Idaho Code 31-871</p> | <p>TEMP- NO LESS THAN 2 YRS</p> |
| | <p>Month End Balance Sheet (CIVIL)</p> | <p>Idaho Code 31-871</p> | <p>TEMP- NO LESS THAN 2 YRS</p> |
| | <p>Duplicate Receipt Books (CIVIL)</p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 5 YRS</p> |

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| | Traffic and Other Citations Driver's Services Copy and Court Copies (2) are given to Bonds and Fines located at the Courthouse, the Defendant's copy is given to the defendant, the Officer's copy is entered into Spillman and returned to the Officer. | N/A | N/A |
| | Video Evidence/Cop View Video Unless otherwise noted | Idaho Code 31-871 | TEMP-NO LESS THAN 2 YRS |
| | Activity Logs and Reports contract town times | Idaho Code 31-871 | TEMP-NO LESS THAN 2 YRS |
| | Officer Daily Logs | Idaho Code 31-871 | TEMP-NO LESS THAN 2 YRS |
| | Officer Training Records This pertains to past employee records | Idaho Code 31-871 | SEMI-PERMANENT NO LESS THAN 5 YRS |
| | Current Officer Training Records Please refer to the above once the status changes from current to past. | Idaho Code 31-871 | INDEFINATE WHILE EMPLOYED |
| | Warrants Search Warrants and Copies of Warrants | Idaho Code 31-871 | SEMI PERMANENT NO LESS THAN 10 YRS |

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| | <p>Lost and Found Property Records</p> <p>Records Documenting Lost and Found, Abandoned Property, Money, Bicycles, Autos, not related to a crime, Inventory Lists</p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 5 YRS</p> |
| | <p>MCR Reports</p> | <p>Idaho Dept. of Admin</p> | <p>SEMI-PERMANENT NO LESS THAN 5 YRS</p> |
| | <p>OR Reports</p> <p><u>Charged Crimes Against Adults/Children</u> Prosecutor Approval</p> <p><u>Not Charged</u></p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 15 YRS</p> <p>SEMI-PERMANENT NO LESS THAN 10 YRS</p> |
| | <p>Detective Cases</p> <p><u>Property Crime</u></p> <p><u>Involving People</u></p> <p><u>Homicide Cases</u></p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 10 YRS</p> <p>PROSECUTORS OR INDEFINATE</p> <p>INDEFINATE</p> |
| | <p>Informant Case Files</p> <p>Records that document information about informants used by department personnel. May include reports, case notes, correspondence, payment records, fingerprint cards, signature cards, letters of understanding on informant activities and related records.</p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 5 YRS</p> |
| | <p>Confidential Informant Case Files</p> <p>Original records that document information about confidential informants used by authorized personnel. May include case notes, written statements, interviews, photos, recordings.</p> | <p>Idaho Code 31-871</p> | <p>SEMI-PERMANENT NO LESS THAN 5 YRS</p> |

Detention Inmate Records Retention/Destruction Schedule

| | | RESOURCE | RETENTION SCHEDULE |
|--|---|----------------------|-------------------------------------|
| | Booking & Inmate | IDAHO DEPT. OF ADMIN | SEMI-PERMANENT, NO LESS THAN 10 YRS |
| | Court orders/records | IDAHO DEPT. OF ADMIN | SEMI-PERMANENT NO LESS THAN 10 YRS |
| | Photographs/Fingerprints | IDAHO DEPT. OF ADMIN | SEMI-PERMANENT NO LESS THAN 10 YRS |
| | Itemized inventory forms (Property, money, etc.) | IDAHO DEPT. OF ADMIN | SEMI-PERMANENT NO LESS THAN 10 YRS |
| | Request slips | IDAHO DEPT. OF ADMIN | SEMI-PERMANENT NO LESS THAN 10 YRS |

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|--|------------------------------------|-------------------------|----------------------------|
| | Court list | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | Chaplin/AA In/Out | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | Disciplinary log | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | E-Pod Locker Assignments | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | Kitchen Salyport In/Out log | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | Housing Activity | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |

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|--|-------------------------------------|-------------------------|-----------------------------|
| | Housing Bunk Assignment | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | Key Counts/Control (Central) | IDAHO DEPT. OF ADMIN | TEMP- NO LESS THAN 2 YRS |
| | Law Library log | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | Razor list | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | Rec Yard log | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | Shift Schedules | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |

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| | Security Checks (Central) | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | Sheriff's Count | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | Taser In/Out log (Central) | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | Volunteer In/Out log (Central) | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | Work Release List | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |
| | Misc. documents, forms or logs | IDAHO DEPT. OF ADMIN | TEMP-NO LESS THAN 2 YRS |

**State of Idaho
Federal Surplus Property - Invoice**

PO BOX 83720
Statehouse Mail, Boise, ID 83720-0086
Telephone: (208) 334-3477
FAX: (208) 454-7645
1-800-722-1629

Invoice Number: 7806 Sales Date: 02/22/2024
Name of Institution: BANNOCK COUNTY
Address: 624 E CENTER, RM 104
City: POCATELLO Zip Code: 83201
Ordered By: ERNIE MOSER PO:
Subsidiary No.: 200800300 County: BANNOCK

| State Number | Description | Qty & Unit | Unit Service Charge | Total Service Charge |
|--------------------|---|------------|---------------------|----------------------|
| 16-022-4001-OS-001 | TRACTOR, AGRICULTURE, 90 HP HJS073172 18 Month Restriction | 1 | \$25,000.00 | \$25,000.00 |

CSR: KING, HATTIE
Government Level: Local
Preference Type: Two Or More Purposes

Invoice Amount: \$25,000.00

The donee certifies and agrees to the terms, conditions, and reservations attached to the invoice. All property will be used in the normal conduct of our agency. Property will be placed into use with 1 year and continued in use for such purposes for required restriction period from the date put into use. If the property is not placed into use within 1 year the donee should immediately notify the SASP and return the property at the expense of the donee.

Signature & Title of Authorized Representative _____ Date _____

(a) THE DONEE CERTIFIES THAT:--

- (1) It is a public agency or a nonprofit institution or organization, exempt from taxation under section 501 of the Internal Revenue code of 1954; within the meaning of section 203(j) of the Federal Property and Administrative Services Act of 1949, as amended, and/or the regulations of the General Services Administration (GSA).
- (2) If a public agency, the property is needed and will be used by the recipient for carrying out or promoting for the residents of a given political area one or more public purposes, or if a nonprofit tax-exempt institution or organization, the property is needed for and will be used by the recipient for educational or public health purposes, including research for any such purpose, or for programs for older individuals, or SBA or SEA organizations, or assistance to homeless/impoverished. The property is not being acquired for any other use or purpose, or for sale or other distribution; or for permanent use outside the State, except with prior approval of the State agency and GSA.
- (3) Funds are available to pay all costs and charges incident to donation.
- (4) This transaction shall be subject to the nondiscrimination regulations governing the donation of surplus personal property issued under Title VI of the Civil Rights Act of 1964, Title VI Section 806 of the Federal Property and Administrative Services Act of 1949, as amended, and Section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, and Section 303 of the Age Discrimination Act of 1975 and the Civil Right Restoration Act of 1987.

(b) THE DONEE AGREES TO THE FOLLOWING FEDERAL CONDITIONS:

- (1) All items of property shall be placed in use for the purpose(s) for which acquired within one year of receipt and shall be continued in use for such purposes for one year from the date the property was placed in use. In the event the property is not so placed in use, or continued in use, the donee shall immediately notify the State agency, and at the donee's expense, return such property to the State agency, or otherwise make the property available for transfer or other disposal by the State agency, provided the property is still usable as determined by the State agency.
- (2) such special handling or use limitations as are imposed by General Services Administration (GSA) on any item(s) or property.
- (3) In the event the property is not used or handled as required by (b)(1) and (2), title and right to the possession of such property shall at the option of GSA revert to the United States of America and upon demand the donee shall release such property to such person as GSA or its designee shall direct.

(c) THE DONEE AGREES TO THE FOLLOWING CONDITIONS IMPOSED BY THE STATE AGENCY, APPLICABLE TO ITEMS WITH A UNIT ACQUISITION COST OF \$5,000 OR MORE AND PASSENGER MOTOR VEHICLES, REGARDLESS OF ACQUISITION COST, EXCEPT VESSELS 50 FEET OR MORE IN LENGTH AND AIRCRAFT, FOREIGN GIFTS OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR PURPOSE FOR WHICH ACQUIRED:

- (1) The property shall be used only for the purpose(s) for which acquired and for no other purpose(s).
- (2) There shall be a period of restriction which will expire after such property has been used for the purpose(s) for which acquired for a period of 18 months from the date the property is placed in use.
- (3) In the event the property is not used as required by (c)(1) and (2) and Federal restrictions (b)(1), (b)(2) and (f) have expired then right to the possession of such property shall at the option of the State agency revert to the State of Idaho and the donee shall release such property to such person as the State agency shall direct.

(d) THE DONEE AGREES TO THE FOLLOWING TERMS, RESERVATIONS, AND RESTRICTIONS:

- (1) From the date it receives the property and through period(s) of time the conditions imposed by (b), (c) and (f) remain in effect, the donee shall not sell, trade, lease, lend, bail, cannibalize, encumber, or otherwise dispose of such property, or remove it permanently, for use outside the State, without the prior approval of GSA under (b) and (f), or the State agency under (c) and (f). The proceeds from any sale, trade, lease, loan, bailment, encumbrance or other disposal of the property, when such action is authorized by GSA or by the State agency, shall be remitted promptly by the donee to GSA or the State agency, as the case may be.
- (2) In the event any of the property is sold, traded, leased, loaned, bailed, cannibalized, encumbered, or otherwise disposed of by the donee from the date it receives the property through the period(s) of time the conditions imposed by (b), (c) and (f) remain in effect, without prior approval of GSA or the State agency, the donee, at the option of GSA or the State agency shall pay to GSA or the State agency, as the case may be, the proceeds of the disposal or the fair market value or the fair rental value of the property at the time of such disposal, as determined by GSA or the State agency.
- (3) If at any time, from the date it receives the property through the period(s) of time the conditions imposed by (b), (c) and (f) remain in effect, any of the property is no longer suitable, usable, or further needed by the donee for the purpose(s) for which acquired, the donee shall promptly notify the State agency, and shall, as directed by the State agency, return the property to the State agency, release the property to another donee or another State agency, a department or agency of the United States, sell or otherwise dispose of the property. The proceeds from any sale shall be remitted promptly by the donee to the State agency.
- (4) The donee shall make reports to the State agency on the use, condition, and location of the property and on other pertinent matters as may be required time to time by the State agency.

(5) At the option of the State agency, the donee may abrogate the State conditions set forth in (c) and the State terms, reservations, and restrictions pertinent thereto in (d) by payment of any amount as determined by the State agency.

(e) THE DONEE AGREES TO THE FOLLOWING CONDITIONS, APPLICABLE TO ALL ITEMS OF PROPERTY:

- (1) The property acquired by the donee is on an "as is, where is" basis, without warranty of any kind, and the Government of the United States of America, the State of Idaho, its agencies or assigns, and employees thereof will be held harmless from any or all debts, liabilities, judgments, costs, demands, suits, actions, or claims of any nature arising from or incident to the donation of the property, its use, or final disposition.
- (2) Where a donee carries insurance against damages to or loss of property due to fire or other hazards and where loss of or damage to donated property with unexpired terms, conditions, reservations or restrictions occurs, GSA or the State agency, as the case may be, will be entitled to reimbursement from the donee out of the insurance proceeds, of any amount equal to the unamortized portion of the fair market value of the damaged or destroyed donated items.

(f) THE DONEE AGREES TO THE FOLLOWING ADDITIONAL TERMS AND CONDITIONS APPLICABLE TO THE DONATION OF AIRCRAFT AND VESSELS (50 FEET OR MORE IN LENGTH) HAVING AN ACQUISITION COST OF \$5,000 OR MORE, AND FOREIGN GIFTS OR OTHER ITEMS OF PROPERTY REQUIRING SPECIAL HANDLING OR USE LIMITATIONS, REGARDLESS OF THE ACQUISITION COST OR THE PURPOSE FOR WHICH ACQUIRED:

- (1) The donation shall be subject to the additional special terms, conditions, reservations, and restrictions set forth in the Conditional Transfer Document or other agreements executed by the authorized donee representative.

(g) THE DONEE CERTIFIES by signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 41 CFR 105-68, certifies to the best of its knowledge and belief that it and its principals: (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. (b) Where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

(h) THE DONEE UNDERSTANDS that by execution of this document, it is considered a sub recipient of federal financial assistance pursuant to the Single Audit Act of 1984 and further agrees to provide the State agency with results of the audit required by OMB Circular A-133.

**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTE CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the dates of February 15, 20, and 22, 2024, as approved during the meeting of February 27, 2024.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Ernie Moser, Chair

Jeff Hough, Member

John Crowder, Member

ATTEST:

Jason C. Dixon, Clerk



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

| | |
|------------------------|--|
| Date of Meeting: | Thursday, February 15, 2024 |
| Commissioners present: | Ernie Moser, Jeff Hough, and John Crowder |
| Clerk of the Board: | Jason C. Dixon |
| Absent Board Members: | |
| Staff present: | Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, Chief of Staff Braeden Clayson, and (9:27 AM) Attorney Alan Boehme |

Agenda Details

| AGENDA | |
|--------|--|
| 1 | <p>Claims Meeting (action item)</p> <p>Agenda:</p> <ul style="list-style-type: none"> • Board of Ambulance District: Invoices and Commissioner Report • Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications • Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session • Payroll Report • Alcohol Licenses and Permits • Certificate of Residency Approval • Mileage Reimbursement Requests • Technology Request Form • Memorandum Authorization for Accounts Payable <p>Cardholder User Agreement and Authorization</p> <p>Work Session (potential action items)</p> <p>Agenda:</p> |
| 2 | <ul style="list-style-type: none"> • Brian Blad, Mayor City of Pocatello, providing a City of Pocatello update (20 minutes) |
| 3 | <ul style="list-style-type: none"> • Tony Manu, Sheriff, seeking to discuss a continuation of the Medication for Opioid Use Disorder (MOUD)/MAT Program after having completed the pilot program (requested 5 minutes) (action item) |
| 4 | <ul style="list-style-type: none"> • Scott Crowther, Business Manager and Event Director, requesting approval of and signature on contracts for (1) 4th District High School Rodeo Queen Contest, and; (2) Snake River Opportunities High School Graduation (requested 15 minutes) (action items) |
| 5 | <ul style="list-style-type: none"> • Daniel Kendall, Facilities Director, providing a monthly facilities update (requested 10 minutes) |
| 6 | <ul style="list-style-type: none"> • Shanda Crystal, Chief Procurement Officer, requesting to provide a procurement update (requested 5 minutes) |
| 7 | <ul style="list-style-type: none"> • Jason Dye, Trial Court Administrator, (1) requesting a conversation about using the Courthouse after hours on 2/21/24, and; (2) seeking to discuss an alternative site for jury selection with potential signature on a contract if approved (requested 5 minutes) (action item) |
| 8 | <ul style="list-style-type: none"> • Alisse Foster, Planner, requesting approval of and signature on a Final Plat for Robin Valley Estate Phase II (requested 5 minutes) (action item) |
| 9 | <ul style="list-style-type: none"> • Hal Jensen, Planning and Development Director, discuss the recommendation of approval by the Planning and Development Council for the Zoning Ordinance Amendments (requesting 30 minutes) (action item) |

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| 10 | <ul style="list-style-type: none"> Kristi Klauser, Comptroller, providing an ARPA update (requested 15 minutes) (potential action items) |
| 11 | Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following the adjournment of Executive Session (action item) |

Meeting Notes

- 1 8:59 AM Moser called the meeting to order. Discussion was had on a few claims. Hough moved to approve the invoices, credit applications, and reports. The motion passed. Hough moved to approve the salary forms. The motion passed.
- 2 9:18 AM Blad reported work has started on the alert system for EMS and reviewed call volumes. The airport was encouraged to be used, and has had 50% average capacity. Crime in the city reduced 14% last year. Piles of trees are going to be burned over next several weeks on east side. A process to rebrand Pocatello will be starting and citizens are encouraged to participate. The Center Street underpass will be closing Feb 20 through October to lower the road, install a new water line, a redo the lid. Projects include installation of pickleball courts being built, installation of a splash pad, new surfacing for Brooklyn's Playground, two new water slides at the aquatic center, repaving the cemetery roads, and baseball field updates. Sidewalks will be put in down S 5th Avenue. The Hawthorne and Quinn project is stalled as the light poles are on backorder, but hopefully will be finished this year. Further discussion included grants, stop light at South Bannock Hwy and South Valley Connector, and the Simplot games.
- 3 9:04 AM Lt. Kasey Johnson also appeared. Manu requested to continue the MOUD program. A contract was presented at \$5,000 per month for up to 15 inmates. The average has been 10 inmates during the pilot. Klauser indicated this will be paid from opioid funds. Johnson reviewed the pilot program is working well and helping inmates. The ultimate goal is to reduce recidivism, and reduce chance of overdose after release. Hough moved to approve the contract pending legal review. The motion passed.
- 4 9:13 AM Janice Hallinan from SROHS appeared. They would like to hold a graduation ceremony at the amphitheatre. Other schools have been charged \$500 to help with set up/take down. Hough moved to approve the graduation request. The motion passed.
9:15 AM Konnie Wynn with 4th District Rodeo requests facility use for the Queen Contest. The rodeo association completes service in exchange for fee waivers. The cost being waived is about \$210. Hough moved to approve the 4th District Rodeo Queen contest. The motion passed.
- 5 9:55 AM Ashley Ford, Maintenance Office Coordinator, also appeared. Kendall reported on snow, and the Lander building. Crowder questioned the hold up selling the building which houses drug testing.
9:57 AM TCA Jason Dye reported efforts searching for another location.
9:59 AM Kendall gave updates on file cabinet removal, alarm testing, DMV project, museum, juvenile center phases, jail boiler, and courtroom 320. Ford reported on the cleaning contractors. The civil engineering for the 6th Street project should be done by March 1.
- 6 10:04 AM Crystal gave an update on procurement projects.
- 7 10:07 AM Dye reviewed the Compher trial starts next week and jury selection will have 190 people. A location was sought and the alumni center will work. Costs and funding were discussed. Hough moved to approve the contract. The motion passed.
- 8 9:49 AM Foster reviewed a final plat for Robin Valley Estates with six lots. It was granted a design deviation to allow shared approaches. Questions arose on community wells. Hough moved to approve the plat. The motion passed.
- 9 9:40 AM Tristan Bourquin appeared and reviewed the purpose to consider zoning ordinance amendments. There was a meeting February 5 in Marsh Valley. She gave clarification to the public that proposal one has been through public hearing. Proposals two and three were posted to help spark interest and get

feedback, but neither has been reviewed in a public hearing. Moser reviewed he would like to send it back to the Council to implement something similar to Caribou County. Moser shared this is an ordinance that can be changed, but we need an ordinance that is effective. The Caribou County ordinance does not allow solar for industrial, and a residence can have solar on their house/property. Moser reviewed three factors why, being emergency services is all volunteer with no proper training or equipment; talks with Power County regarding wind farms indicate they have lost revenue; and decommissioning. The life span of 15-20 years is bothersome.

9:44 AM Crowder questioned if that would prohibit the solar farms. Moser added the need to go one step further and talk about wind farms as well. Crowder agreed. He has studied solar, and citizens submitted scientific studies. This is not the time or place to install solar farms.

9:46 AM Hough spent the last three weeks looking for answers, and how to write something that doesn't slam the door, but allows it if we can find a spot for it. He can't find an answer. The first issue is fire, and the lack of resources. Solar companies think a fire could be contained. Second is disposal. There is nowhere near here that can take it. He is sad, but he took some time to find a solution and was unable to. He would stand behind no solar or wind at this time. Moser moved to send this back and to review the Caribou ordinance and add wind farms. The motion passed.

9:48 AM Tristan clarified meetings.

- 10 10:12 AM Klauser got clarification on obligation reporting per federal guidelines and reviewed the code. If the project is not reported by April 30, or the project reported falls through, the funds go back. She proposed to meet April 4 to finalize list, with no changes after April 11. She will begin the report on April 15. The system is not friendly, but she has office support. Open communication was requested with information on procurement deadlines, department reports on statuses. Two meetings are requested next month as well.
- 10:19 AM Klauser reviewed project statuses. A back up plan list will be created. The vehicle master plan is almost ready to present to consider purchasing vehicles. Klauser reviewed totals received, available funds, category items, and the need to categorize more in public safety.
- 11 11:30 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. Allen exited. 12:07 PM Hough moved to exit executive session. The motion passed.

Action Item Summary

| ACTION/DIRECTION | ASSIGNED TO |
|---|----------------|
| Approved invoices, credit applications, reports, and salary forms. | Auditing |
| Approved contract with Ivy Correctional Medicine for MOUD program after legal review. | Sheriff/Legal |
| Approved contract for Snake River Opportunities High School at \$500 and contract with 4 th District High School Rodeo with fees waived. | Parks and Rec |
| Approved ISU agreement for facility use for courts. | Clerk |
| Approved Robin Valley Estates plat. | Planning |
| Approved sending zoning ordinance back to council to consider Caribou County ordinance regarding solar, and add wind farms. | Planning |
| ARPA back up projects to be listed. | Staff/Auditing |
| Approved entry/exit executive session – personnel. | Clerk |



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

| | |
|------------------------|---|
| Date of Meeting: | Tuesday, February 20, 2024 |
| Commissioners present: | Ernie Moser, Jeff Hough, and John Crowder |
| Clerk of the Board: | Nancy Allen for Jason C. Dixon |
| Absent Board Members: | |
| Staff present: | Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, |

Agenda Details

| AGENDA | |
|--------|--|
| 1 | Board of County Commissioners Regular Business Meeting (action items) BOARD OF COMMISSIONERS MEETING CALL TO ORDER, AGENDA CHANGES & AGENDA APPROVAL (action item) |
| 2 | <ul style="list-style-type: none"> Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item) |
| 3 | BOARD OF AMBULANCE DISTRICT <ul style="list-style-type: none"> Ryan O'Hearn, Pocatello Fire Chief, seeking (1) approval of and signature on a request pertaining to the Naloxone Leave-Behind Program, and; (2) signature on a Request to Write-off Balance on Deceased Patients (action item) |
| 4 | <ul style="list-style-type: none"> Tristan Bourquin, Assistant Planning Director, seeking signature on Meeting Facility Use Request Form for the City of Chubbuck (action item) |
| 5 | RESOLUTIONS AND ORDINANCES (action items): Resolution 2024-14 Approving Tax Cancellations |
| 6 | SIGNATURE ONLY (action items): Tax Cancellation Request Meeting Facility Use Request Form for the City of Chubbuck – For Elections |
| 7 | CONSENT AGENDA (action items): <ul style="list-style-type: none"> Manual Checks Alcohol Licenses and Catering Permits Certificate of Residency Approval Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session Technology Forms Minutes: Approval of Meeting Minutes for February 6, 8, and 13, 2024, and Certification of Said Minutes |
| 8 | Bid Opening for Architectural Services Request for Qualifications and Guardrail Invitation to Bid (action item) |
| 9 | Executive Session under Idaho under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (action item) |

Meeting Notes

Action Item Summary

| ACTION/DIRECTION | ASSIGNED TO |
|---|-----------------|
| Approved cremation application assistance for case number 20240014, 20240015, and 20240016. | Indigent |
| Approved entry/exit executive session and to forgive remaining balance for case numbers 98000060, 98000226, and 98000260. | Indigent |
| Approved entry/exit Board of Ambulance, agreement for naloxone leave-behind program, and write-off deceased patient balances. | Clerk/Ambulance |
| Approved Chubbuck facility use form for solar ordinance meeting. | Planning |
| Approved Resolution 2024-14 Approving Tax Cancellations | Staff |
| Approved tax cancellation request. | Resolution |
| Approved Chubbuck facility use form for Elections. | Elections |
| Approved minutes. | Clerk |
| Accepted guardrail bid from Railco, LLC, for review. | Procurement |
| Accepted architectural bids from Booth Architecture and Hummel Architects for review. | Procurement |
| Approved entry/exit executive session – personnel. | Clerk |



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

| | |
|------------------------|--|
| Date of Meeting: | Thursday, February 22, 2024 |
| Commissioners present: | Ernie Moser and John Crowder |
| Clerk of the Board: | Nancy Allen for Jason C. Dixon |
| Absent Board Members: | Jeff Hough |
| Staff present: | Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, and (9:05 AM) Attorney Alan Boehme |

Agenda Details

| AGENDA | |
|--------|--|
| 1 | <p>Claims Meeting (action item)</p> <p>Agenda:</p> <ul style="list-style-type: none"> • Board of Ambulance District: Invoices and Commissioner Report • Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications • Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session • Payroll Report • Alcohol Licenses and Permits • Certificate of Residency Approval • Mileage Reimbursement Requests • Technology Request Form • Memorandum Authorization for Accounts Payable • Cardholder User Agreement and Authorization <p>Work Session (potential action items)</p> <p>Agenda:</p> |
| 2 | <ul style="list-style-type: none"> • Don Marley – discussion about power/Marley Acres |
| 3 | <ul style="list-style-type: none"> • Sara Evans, Salvation Army, requesting approval of 2023 Property Tax Exemption (action item) |
| 4 | <ul style="list-style-type: none"> • Tony Manu, Sheriff, seeking to discuss a potential signature on Second Addendum to Inmate Health Services Agreement (requested 5 minutes) (action item) |
| 5 | <ul style="list-style-type: none"> • Kristi Klauser, Comptroller, request to discuss reallocation of an Event Center/Wellness Complex full-time position to extra help (requested 5 minutes) (action item) |
| 6 | <ul style="list-style-type: none"> • Jason Dye, Trial Court Administrator, regarding a discussion about the current contract with Thomsen Reuters for the use of Westlaw for the Prosecutor and the Public Defender's Office. Potential signature on Order Form (potential action item) |
| 7 | <ul style="list-style-type: none"> • Kiel Burmester, Public Works Director, seeking to discuss Bannock County Fleet Management and the Policy and Procedures Manual (requested 20 minutes) (action item) |
| 8 | <ul style="list-style-type: none"> • Ryan Belnap, Human Resources and Risk Management Director, seeking approval of an internship a Field Study Agreement with Grand Canyon University (requested 10 minutes) (action item) |
| 9 | <ul style="list-style-type: none"> • Todd Mauger, Juvenile Justice, requesting approval to apply for the Office of Drug Policy SFY2025 Substance Abuse Prevention Treatment and Recovery Block Services Grant for Primary Prevention Programs (requested 5 minutes) (action item) |

| | |
|----|---|
| 10 | <ul style="list-style-type: none"> Shanda Crystal, Chief Procurement Officer, seeking (1) to recommend to award the Invitation to Bid for County Bulk Fuel, and; (2) to provide a procurement update (requesting 10 minutes) (action item) |
| 11 | <ul style="list-style-type: none"> Tax Cancellation Request (action item) |

Meeting Notes

- 1 8:59 AM Moser called the meeting to order. Crowder moved to enter into the Board of Ambulance. The motion passed. Crowder moved to pay the invoices. The motion passed. Crowder moved to exit the Board of Ambulance. The motion passed. Crowder moved to approve the Commission report and authorize invoices. The motion passed. Crowder moved to approve the payroll report. The motion passed.
- 2 9:10 AM Planning Director Hal Jensen and Assistant Planning Director Tristan Bourquin also appeared. Marley explained he is working on a subdivision with lots that border the road. The power company told him they would prefer to put power across the road when lots sell. He did a minor land division that didn't have power. He requested an ordinance exemption from putting power up to each lot as it is just across the road. 9:13 AM Jensen reported the minor land division is exempt from the utility requirement. He reviewed the criteria for the ordinance is that utilities shall be installed to lot boundaries, outside any road right-of-way. Marley was made aware that he is responsible to provide utilities to the lot and not the owner. Marley pointed out he is selling the lots as bare ground and that the power company does not want to come install one pole and wants to wait until they can install all poles necessary up to any homes. Moser explained it is the developer's responsibility and suggested staying in line with the ordinance. Moser moved to deny the exception request. The motion passed.
- 3 9:25 AM Assessor Anita Hymas, Treasurer Jennifer Clark, and Chief Deputy Treasurer Misty Katsilometes also appeared. Evans, with the Salvation Army, reviewed the request for a tax exemption and refund for parcel RPRPTH1000100 and tax exemption for parcel RPRPPOC183100 for 2023. The taxes were paid in full for the first parcel. Moser explained the application for exemption should have been turned in by April. Evans reported she is unaware of the circumstances of the application not being turned in. Hymas reviewed the Salvation Army headquarters contacted her after the tax bill. One parcel has had the taxes paid and distribution to the districts has been made. They do qualify for tax exemption. Moser moved to grant a tax exemption on parcel RPRPPOC183100 and not cancel the taxes already paid for parcel RPRPTH1000100. The motion passed.
- 4 Cancelled.
- 5 9:02 AM Business and Events Director Scott Crowther also appeared. Klauser reviewed the request for seasonal or part-time help and reallocating funds. Crowther reviewed the reasoning. Moser moved to allow the transfer of funds. The motion passed.
- 6 9:40 AM Dye reviewed the Westlaw contract for three years with a rate increase. They will reduce the licensing when the public defenders transition to state. Klauser reviewed funding impacts. Crowder moved to approve the contract. The motion passed.
- 7 9:56 AM Assistant Public Works Director Buddy Romriell appeared. Criteria has been developed for replacement determinations of the fleet of 157 vehicles. They recommend replacing 25 vehicles in 2025. Vehicles that are underutilized should be looked at. The Board will review the information for another discussion. Romriell requested the previously discussed vehicle reallocations of the 2014 Dodge 4500 to Road and Bridge, the 2013 Chevy Tahoe to Emergency Management, the 2015 Dodge Durango to the Coroner, and the 2014 Jeep Compass to Juvenile Probation. Crowder moved to follow the recommendation. The motion passed.
- 8 9:05 AM Moser shared there is one individual ready to intern with Juvenile. Crowder moved to authorize signature. The motion passed.

- 9 9:44 AM Mauger reviewed the grant request for the families in action program. He is working to have satellite offices in other Oneida County and Caribou County for cohorts through The Village. Crowder moved to approve applying for the grant. The motion passed.
- 10 9:50 AM Crystal recommended to award the bulk fuel bid to Conrad Bischoff. Crowder moved to award the contract. The motion passed.
9:54 AM Crystal gave updates on procurement projects.
- 11 9:33 AM Appraiser Celeste Gunn, Assessor Anita Hymas, Treasurer Jennifer Clark, and Chief Deputy Treasurer Misty Humphries were present. Hymas recommended to withdraw the request for cancellation on the 4 years of taxes for parcel RPRPEA1002600. She completed some research and found in the restrictive covenants that the homeowner's association does own the parcel. The Secretary of State shows they are an active homeowner's association. In July 2022, an address change was sent, but only got changed on one other parcel as this parcel was in a different name at that time. This will not be the case on all common areas. She is working on drafting procedures for common areas. Some are owned by lot owners and would be imbedded in each owner's value. 9:36 AM Clark shared the property is in the tax deed process, but the current owner was never notified since it was in the wrong name. She requested to cancel 2020 taxes to take it out of tax deed. Also, after they contact the owner and if we can collect taxes to forgive the interest and late fees due to our error. Moser requested contact be made first and explain the situation. If there are any issues, a representative should come in. Moser moved to waive the 2020 taxes, and all years of interest and late fees if the owner cooperates once contacted. The motion passed.

Action Item Summary

| ACTION/DIRECTION | ASSIGNED TO |
|--|-------------------------------|
| Approved entry/exit Board of Ambulance and invoices, Commission report, invoices, and payroll report. | Auditing |
| Denied request for ordinance exception for Marley Acres. | Planning |
| Approved tax exemption for parcel RPRPPOC183100 for 2023 and denied request to refund taxes for parcel RPRPTH1000100. | Assessor/Treasurer/Resolution |
| Approved reallocation of funds for extra help for Event Center/Complex. | Resolution/Parks and Rec |
| Approved contract with Thomsen Reuters for Westlaw. | Courts |
| Reallocated vehicles to OEM, R&B, Coroner, and Juvenile | Auditing/Public Works |
| Approved Field Study Agreement with Grand Canyon University for interns. | HR |
| Approved applying for SFY25 SUPTRS grant. | Juvenile/Grant Team |
| Awarded bulk fuel bid to Conrad Bischoff. | Procurement |
| Approved waiving 2020 taxes and four years of interest and late fees if payment of taxes is made for parcel RPRPEA1002600. | Treasurer/Assessor |