JEFFERSON COUNTY COMMISSIONER MEETING MINUTES
JULY 27, 2021

Meeting called to order at 9:03. Those present are Commissioner Clark, Commissioner Young, Chairman Hancock, Deputy Mike Miller, Public Defender John Stosich, Emergency Management Rebecca Squires, Clerk Colleen Poole, Audrey Moon is clerk of the board.

JOIN ZOOM MEETING VIA WEB: HTTPS://ZOOM.US/J/512530026
MEETING ID: 512 530 026
JOIN ZOOM MEETING VIA PHONE: +1 253 215 8762 US
+1 301 715 8992 US

SHERIFF’S OFFICE – DEPUTY MIKE MILLER
• IDAHO PUBLIC SAFETY COMMUNICATION COMMISSION 911 GRANT – (ACTION ITEM)

9:03:38 AM Deputy Miller said each year the 911 people have grant money to help out counties. Everyone pays $1.25 a month on our cell phones. The $0.25 comes to the county. The grant they are applying this coming fiscal year he had to rework the numbers. The maintenance fee they pay each year for the equipment as well as the connection fee to Bonneville for the main 911 system. Did not know they could apply for this. This is minus ten percent each year. Can apply for the whole maintenance minus twenty percent. The first year pays full so now they are down to twenty percent. The total is $42,201.58 which will help pay for next year’s maintenance. This is just the application. Just need the state to know the commissioners are fine with them applying for the grant.

9:05:52 AM Motion by Commissioner Young to approve the application for the Idaho Public Safety Communication Commission 911 grant for $42,201.58. Second by Commissioner Clark. Roll call taken. Commissioner Clark – aye, Commissioner Young – aye, Chairman Hancock – aye. Motion passed.

BUDGET WORKSHOPS
• PROBATION – TAMMY ADKINS

9:07:36 AM Chairman Hancock said it looks like they have the step increases. Tammy said all of her employees received this. Chairman Hancock asked on the pre-trial tech. Tammy said for the last eighteen months has absorbed that responsibility among her staff. Have not hired for this. Is not sure what they will need for the next year. Had two part-time techs. Earlier her female tech she absorbed into her administrative assistant position and regraded that. Will still need their male tech. Would like to get out of the urine business. In negotiations with another lab. Commissioner Young wonders if they are low on the mileage. Tammy said she lowered the mileage once they moved to the county office. Will see where they are next year. Chairman Hancock asked if they have uniforms. Tammy said yes. They have shirts and vests. They have a duty belt. 

9:15:56 AM Rebecca said she is a little bit confused on the salary line. They need to have the step increases. The reason is for the increases they are seeing based out of their office to test. This would be more medically appropriate and safe. Would be a lab based out of Utah. They would actually come to their office to test. Will probably be something that happens within the next few years.

9:18:11 AM Chairman Hancock asked on the Capital Vehicles. Tammy thought last year had the $35,000 but lost the $30,000 somehow with the reserves they had discussed. Chairman Hancock said she did it right they just needed to move the money into a reserve account. Tammy said that okay they do not use this as often. Will start over with the $10,000 and build up.

• EMERGENCY MANAGEMENT – REBECCA SQUIRES

9:22:54 AM Chairman Hancock asked on the salary. John believes this is a grade increase. Trying to stay imperative with what the Public Defense Commission needs. Commissioner Young thinks this should stay there. Chairman Hancock said this is matching with the Prosecutor’s Office to have parity with the Public Defender and Prosecutor’s Office. Looks like he is asking for a full-time deputy. John spoke with Mark briefly and this is what they have one of his deputies at. Commissioner Young asked when they would bring this person on. John said this is balanced with the conflict and professional services. Will hold off on this as long as he can. Wish he could tell them more. Wanted to put this into the budget and hoping will not have to do this until 2022/2023. Chairman Hancock asked if they ran the numbers. John said he is now assigning cases to keep him below the standard. Believes this is over $4,000 a month for the conflict attorneys. Getting to that point. Sometimes it is more helpful to have another deputy. Could have someone cover arraignments for him. Commissioner Young asked where they would put another full-time person. John said they have the two rooms next to him. Would like to use the room next to him that election uses but is unsure if that is available. Commissioner Clark asked if this would reduce the conflict. John said they would still need some but it would drop off. Thinking this may be late next year. Commissioner Clark said the Prosecutor is $74,942. Chairman Hancock said maybe if they put in $40,000 for part of the year. Asked on the clerical. John said he has assistant clerical has been part-time with thirty hours. Going to go to forty hours per week. If he brings in another attorney may have to hire another assistant. Commissioner Clark said they could possibly cut this in half for this year as well. John said he anticipates he does two monthly...
training online on Zoom. Does not anticipate these will change at all and does not have any other travel. Chairman Hancock said he had mentioned becoming certified on the death penalty. John said this is happening with Jared Ricks. If he is assigned to a case out of the county they will be reimbursed. There are four right now available on this side of the state. Get a lot of support from Garn. Did increase the backup services. Doing a lot of mental health investigations.

9:38:17 AM   Rebecca said they really should be re-grading the positions before the discuss funding these. If they suggest a re-grade they need to come to the board asking for a re-grade and then ask for the funding.

- SHERIFF'S OFFICE/JAIL/WATERWAYS/HIGHWAY SAFETY GRANT/EMERGENCY COMMUNICATIONS – SHERIFF STEVE ANDERSON

9:38:56 AM   Sheriff Anderson said they do not have any re-grading. Have had some employee turnover so he has some minor changes. On the Justice Fund. On the patrol deputies have some changes. On line 022 needs to be $42,865 was a promotion to Corporal that he missed. Going to the jail for the lieutenant jail is a replacement at $58,444. On line 0006 for jail sergeant this was promoted salary will be $50,210. Line 0012 for jail deputy will be jail Corporal at $48,114. Line 0013 will be a $47,458. Line 0016 can be just jail deputy $40,906. Line 0036 goes down to $40,906. That is all of his changes. Have had a lot of turnover.

9:46:29 AM   Chairman Hancock said they will go back to the Justice Fund. Sheriff Anderson said they had a lot of reductions on these. Chairman Hancock said they have an additional dispatcher. Sheriff Anderson has one employee doing all of the civil work. Patsy did all of this on top of the dispatch. Now they have a full-time person in the dispatch area. Chairman Hancock asked when they need this position. Sheriff Anderson said in October. Chairman Hancock said they need to vote to approve a new position. Rebecca asked if this is an additional dispatcher. Sheriff Anderson said it is. Rebecca said they can just use the job description they have for the other dispatchers and bring it to the board for approval. Sheriff Anderson said the person that retired salary was significantly more. Chairman Hancock asked on the resource officer. Sheriff Anderson said the school board picks up a lot of this cost. This was due to this year's events. They will roam at the schools here in Rigby. School pays eighty percent. Chairman Hancock said this is another new position so will have to do the same thing for this. Sheriff Anderson said they have just added the step increases for the other positions. Chairman Hancock said they are looking at a COLA.

9:51:38 AM   Sheriff Anderson said they can skip down past the salaries. Commissioner Clark said on 407 the overtime this is high. Sheriff Anderson said they take where they are at in the budget year and how far they are over subtract this average what the monthly is to come up with this amount. Points out how busy they are with what has happened. Never know what is going to happen. Trend is not showing us as a small quiet community. Chairman Hancock said it takes $30,000 to keep the dogs. Sheriff Anderson said this might be able to go down. Chairman Hancock said they just have to be fed. Move the fuel down to $100,000. Commissioner Young asked on uniforms. Sheriff Anderson said outfitting a new deputy is costly. Thinks they maintain their items pretty well. With COVID it is hard with travel being down. Are they going to go back to somewhat normal? No one really knows. Chairman Hancock said they are looking back about three years. Colleen said some things may spike. Sheriff Anderson thinks next year may be easier to gauge. Chairman Hancock asked on the vehicles have these helped. Sheriff Anderson said the rotation is working. Starting to catch up. They are in the rotation. Deputies on the road realize they are in the rotation. Will get three vehicles this year. Probably stick with the Durango. Will have to wait on the government bid but the Dodge Durangos have worked out well. Chairman Hancock asked about the $13,000 in the capital office. Sheriff Anderson said they need to upgrade some copiers and scanners.

10:03:16 AM   Move to the jail. Sheriff Anderson said they are picking up. Commissioner Young asked on the food will this be enough. Sheriff Anderson thinks this will be fine this is when they were full they were maintaining this. Chairman Hancock asked on the jail repairs do they need this much. Have done a lot. Have tried to get the jail in top shape. Sheriff Anderson said they have some small projects. Move down to $30,000. Commissioner Young asked on the jail supplies. Sheriff Anderson said they need mattresses. Could take this down some. Chairman Hancock said they changed out all of the locking systems. Commissioner Clark asked if they could drop this. Chairman Hancock said they could drop this to $40,000.

10:06:53 AM   Move to waterways. Sheriff Anderson said talking with their guys they have to have the money budgeted to spend this. That is the increase on 559. Will upgrade items for the boat such as radios and wet suits. Does not predict them spending this much. Chairman Hancock thinks $50,000 would be plenty the year they spend the $66,000 they bought a new boat. Sheriff Anderson said they did not have any changes to the Highway Safety Grant. On the 911 funds the increases are step increases. Chairman Hancock asked if they will spend the $340,000. Sheriff Anderson said if they look at the past it is possible. Some of this could be under a grant.

- PUBLIC WORKS – DAVE WALRATH

10:11:45 AM   Chairman Hancock asked on salaries. Has there been any grade changes. Dave said they had one. Line 003 is a grade change the person is a permanent employee. Chairman Hancock said this needs to be turned into Rebecca. Dave said on 0008 shows $38,958 needs to be $35,173. Would like to add an employee as well for Road & Bridge will be $35,173 as well. Chairman Hancock asked if they have enough seasonal laborers. Dave said they have three. Colleen said on seasonal is over. Dave said that person did two stints for them. Overall they should be okay. Discuss fuel. Chairman Hancock sees they bumped the tires $10,000 on 473. Commissioner Clark assumed this was due to the price of tires. Dave thinks this is just inflation. Chairman Hancock said on the repairs see they are at fifty percent. Talking about that 315C did a little checking. Can buy a used one for $10,000. Can get a remanufactured for $17,000. Knows how Western States marks these up. Dave thinks the remanufactured one would be the way to go. Chairman Hancock thinks that their guys may be able to do this. Looking at the picture there are a lot of valves. Dave will get with Kerry and Brock on this. On the capital equipment have a truck coming. Will need to replace the distributor as they know.

10:24:35 AM   Chairman Hancock said they are aware. Commissioner Young asked if the truck is coming out of this budget. Chairman Hancock said out of this one they are doing now. Dave said they have to buy a grader. Chairman Hancock said after that they will not have much left. Asked if they like the John Deere. How does it compare. Dave said it is comparable. Commissioner Young asked what the HB312 is. Dave said this was the
increase to fuel tax a few years ago. Chairman Hancock said this is what he wishes they would raise another five cents. That would really help them. Make the users pay for the roads.

Commissioner Young asked if they have enough in the road oil line 641. Chairman Hancock said they have gone over a little bit had $300,000. Only have so much revenue. Dave said it depends if the growth continues. Commissioner Clark asked if they enough in for the Cannon Dairy Road. Dave got the quote is around four million. Chairman Hancock is going to talk to the LHTAC people have put this off the Annis Highway project for seven years. Commissioner Clark said it is hard to have these two projects hanging out. Dave said that is why he is not a big fan of federal aid. This is too much red tape and strung out too long. Hoping the EDA thing will be different. Went out with Mitch Bradley on the otta seals they did. The city is ready to commit money to the transfer station. Not sure how this would work out. Chairman Hancock said this would save them money over time. Dave said they would have to figure this out.

Commissioner Clark said on the capital building upgrades. Dave said the bathrooms are done. Commissioner Clark said that project got finished. Have $42,000 what is this for. Dave said they would like to get some lean-los to get their equipment out of the weather. Chairman Hancock asked if they can add onto the side they park already.

Move to Special Road & Bridge. Chairman Hancock asked if they will crush again. Dave plans to. The bottom line was $206,000 for this year. Thinks that George is not finding quite as many potholes.

Move to Solid Waste. Dave said they had put in a new position thinks they can scratch it off. Does not have a part-time office person at County Line anymore either. Then put in $35,173 because they have a new operator on line 005. Commissioner Young asked on 007 there is not much of an increase on this. Dave said this should be $48,942. Chairman Hancock asked on 009 this went down is it a new operator. Dave said that is a new operator has less than a year in so is not eligible for the increase. Chairman Hancock asked on the increase to the tires. Dave said the truck pulling the scraper will need tires. Commissioner Young asked on the gas. Dave said he increased this $40,000. Dave has $200,000 for a transfer station. Chairman Hancock said that Fremont County has two. Really should go and look at this. Dave said on the office equipment this only needs to be $3,000. Have a lot of capital equipment they need. Commissioner Clark asked on the $100,000 for capital building upgrades. Dave at some point they need to add to the shop. Chairman Hancock thinks maybe take this $50,000 and then waiting until next year to add the other $50,000. Commissioner Clark said they may want to tie up that equipment with Arnolds. Dave said they have $70,000 left in this budget if they could make a payment. Took heavy equipment down to $700,000. Chairman Hancock said the revenues in the solid waste budget will be reduced. Colleen said most of this is out of-county. Chairman Hancock said they want to pay off the courthouse. Did see the judicial review. Dave said that state statute goes over tipping fees being used. Asked why they are using it in the budget if they could make a payment. Garn said this was in this but will be in Jessica’s budget. Chairman Hancock asked on telecommunications. Garn said this is cell phones. Chairman Hancock asked to leave this at $4,000. Asked on Docuware is this worth it. Garn said it will be they are adding in the Clerk’s documents then move toward Planning & Zoning. Chairman Hancock noticed on repairs and maintenance has $40,000. Garn has an additional $8,000 from a fingerprint machine that will be hitting this. Going to increase this for the upkeep. Chairman Hancock said they have a slight increase on the data hardware. Garn said they have to upgrade to 2016 or 2019 email it is $40 per license. Will be a large amount to replace this. Also upgrading from Word 2013. May have the fifty computers they ordered show up too late to pay in this budget and it may have to come out of the next budget.

Garn said on the last page he met with Allied Business Systems. This is the cost on the copiers per department. Asked if they can go to one global contract. Would streamline the billing and would get a higher volume per bench cost. The cost depends on each department. Bringing this all together would save them money. Would all be under the IT Department then take that much out of the line items in each department. Chairman Hancock asked if they maintain all copiers regardless of the brand. Garn said they have two Sharps with Valley Office Systems. The little ones they just buy and use until they die. Talks to Colleen and she said to bring it up here. Looking at getting better cost going down the road. Proposed $18,000. The last quarter may have some overages. Suggested to increase line #492. Chairman Hancock said everyone has this. Garn is looking at ways to streamline this to save headaches and money. Colleen can do this.

Mitch said that he has gone up two steps. Feels like this is where he should be and can justify this. Have a lot of growth. Colleen said the one needed to be moved over. Mitch said he is always giving what he is being paid for. Appreciates the people that work under him. Can go anywhere throughout the state and recognize their department as a good example for everyone. Does not think this is out of line with other positions within the county. The other salaries are a regular step. Chairman Hancock said on line 004 had $10,000 have spent $5,000. Mitch said he held off last year with COVID. Sometimes they split the lines. Gives him 1,560 hours and they are working eight to nine months. This is to keep up with everything. Utilize them for as long as they can. Do application work for BLM, private and ITD who has increased their contract. This labor comes back and they put in about $60,000 into the budget. Seems like they have been overwhelmed this year. Have two operators on the roadside. Doing a spring treatment to do some bare ground treatment on the asphalt roads. Have not had time or manpower to do this other years.

Mitch said everything is pretty comparable. This raises them up in their salary and benefit line. The cost of employee overhead. Half of his employees they do not pay all of the expenses. The capital data they are going to add a data logger. Need to setup another truck. Chairman Hancock asked if this will be $10,500. Mitch said anything they buy with GIS has additional costs. Drop this down to $5,000. Chairman Hancock said they have building upgrades of $50,000. Mitch said they got the fencing in place. Need to paint and where the gates are need some concrete. Will put in a French drain. Hoping for asphalt at some point. Chairman Hancock asked on the capital equipment. Mitch was never sure how
this worked on carrying money over in a reserve account. Will be needing a new truck. Have a 1997 and the repairs are starting to cost them more each year. Only about 125,000 miles but this is road miles running at about five to seven miles an hour. Putting this in for half. Commissioner Clark said he was going to get a four wheeler. Mitch tried to prepay for one earlier. Will go in and look again. Commissioner Clark said they may let him purchase this now. Will take the vehicles to $25,000. Chairman Hancock asked on the shop equipment for $66,000. Mitch said this is the fuel containment. This is working with Road & Bridge. This will work the same as the Road & Bridge system. Could get the concrete in and containers in then do the final equipment. Commissioner Clark asked if they are vertical. Mitch said they are. Could then do the rest. Will get the concrete done this budget year. They will do a lot of the work. Road & Bridge allows them to use their backhoe. Talked about this before put the entire price in here. Commissioner Clark knows it is expensive to get the card readers all setup. Mitch said they have already been approached by City of Roberts and Roberts Fire. Did get a permit from the City of Roberts. Chairman Hancock said they will leave this for now.

- **Planning & Zoning – Kevin Hathomay**
  
  **11:46:49 AM** Chairman Hancock said starting right at the top he is asking for an $11,000 increase. Kevin said that he went off the state and IAC survey and looked at the range of where it should be. This is the same with the planner position and is making it difficult to hire. Fremont and Teton are both at $68,000. Chairman Hancock asked if they are asking for another position. Kevin said yes they are so busy and have a hard time when anyone is off or sick to have coverage. Chairman Hancock said right now they do not have a planner or a code enforcer. Kevin said he is going to move Erik to the planner position. Chairman Hancock asked if he was the assistant planner before. Rebecca needs to be involved if they change the grade. Rebecca said she does not have any issues with the promotions. Chairman Hancock asked if he moved Samantha. Kevin said the two positions are administrative assistant and compliance officer that are open. He filled the others with staff he had. Chairman Hancock said then he wants another administrative assistant. Commissioner Clark asked if they will leave the wage the same. Chairman Hancock said this is giving her a $5,000 raise. Does she have a college degree? Kevin said she does. Chairman Hancock said he is going to have to put that back down to $35,714. Where they are hiring can move the administrative assistant back down. Kevin said they want to offer higher starting wages. Chairman Hancock said these should both be $31,039. Need to see if they can really justify having another person in there. Commissioner Clark said Planning & Zoning pays their way. Chairman Hancock does not have a problem if the work is there. Do not know until they get the other positions filled. Kevin said he created this before. Commissioner Young would not mind putting half of a salary and going six months and seeing where they are at. Chairman Hancock said they are going to do $15,070 for the new admin position. Asked on the steps for the building officials. Kevin thinks he did bump this some. Chairman Hancock said they may have the step and some COLA. Right now will leave this at the one step.

**12:03:19 PM** Chairman Hancock asked on professional engineering. Kevin added this back in for situations for FEMA. Have some money for professional services. This is in case they have any more surprises. Chairman Hancock asked on professional other. Kevin said this has always been there. Commissioner Clark thinks instead of doing both will just do both for $30,000. Kevin said they ended up better on their report from Williams Engineering than he thought. Commissioner Clark asked if they have this yet. Kevin does not yet still waiting for FEMA. Commissioner Young asked on dues and membership. Chairman Hancock said they used a little bit. Kevin said some of this is because of COVID. Commissioner Clark said even three years ago they did not use this. Could leave this at $2,000. Commissioner Young asked on the printing. May leave this at $5,000. Chairman Hancock asked on capital vehicles they have $15,000. Kevin said they are putting some in but are building up. Chairman Hancock thinks $10,000 would be adequate they would have two to three years before they buy again. Commissioner Clark asked on office equipment he has $15,000. Kevin said they need a new copier. Chairman Hancock said on the salary realize that our department heads are not paid as much. They will not be bumping anyone up $11,000 in one year. They are having a big hit to the insurance. They have to look at other department as well. Kevin said the problem when trying to replace positions is they were making more than he is. Chairman Hancock said Rebecca pulled up the ranges with the State of Idaho and he is right in the middle.

**12:14:44 PM** Rebecca said regionally Jefferson County is lower. Takes the statewide range and plots the wage against the population. Are right in this cluster. Gives a numerical comparison on the top right. Chairman Hancock said similar counties come in about $35,552 which is a little higher. Bannock is $31,000. Rebecca said the licensed attorneys are a grade twelve. This position does not have the same responsibilities. Commissioner Young would be in favor of just a step. Commissioner Clark said he will look at this more. Chairman Hancock said for budget purposes will be around the step increase. Then may issue a COLA. Colleen will put the step in for now. Rebecca said she wrote her notes on these salaries. Commissioner Clark thinks he is trying to get them all up to be more competitive. Knows that Jeff has been approached to go somewhere else. They really need to come and visit with Rebecca first. Rebecca said they did a wage study. These changes are not in step with what has been discussed. Has not provided the justification. Colleen said we know that we are lower overall.

- **Prosecuting Attorney – Mark Taylor – Unavailable**
  
  **12:23:01 PM** Chairman Hancock said that he had bumped up his deputies. Wants all of his legal aids to be the same. Wants to have $80,000 for litigation in the murder case. Told him the reasoning is the defense will second guess everything the Sheriff's Office has done. Rebecca sees a few issues. Chairman Hancock said they will wait until Monday to review if he is back.

**12:27:26 PM** Recess

**Open session 12:38**

- **Commissioners - General - Airport - Capital Crimes Defense Fund - Capital Improvement Fund - Health District - Junior College Tuition – Tort - Veterans Memorial - Debt Service Fund - Payment in Lieu of Taxes (PILT) – ARPA**
  
  **12:38:51 PM** Chairman Hancock said on their salaries do not have anything in there. Colleen said the admin half of this is in hers. Have not spent much on office supplies. Rebecca said one area on HR need to have the labor posters printed. Can this come out of office supplies? Chairman Hancock asked about the AH Digital FX. Audrey said this was the old website this has been moved into IT budget. Commissioners discuss wages. Chairman Hancock thinks it is easier to just add $1,000 across the board. Colleen said then they would not take a COLA.

_Protocol Meeting Minutes_  
_July 27, 2021_
12:47:06 PM  General Fund. Colleen has not done the benefits yet. Chairman Hancock said the medical needs to be figured out. Need to figure out what to do. Commissioner Clark thinks wage wise they are better off doing the COLA and have them pay more for insurance. This is not taken into consideration when looking at the wages. Even if they went a three percent COLA. Chairman Hancock said these numbers come from their last year's information. They are guessing the worst case. Said they are usually between seventy-five to ninety percent. If they go twenty percent they are going higher. They put the extra money aside. Commissioner Clark hopes maybe they will have a better rate come in. Discussion on insurance. Colleen said they have $150,000 in there will be transferring about $50,000 back in next week. Chairman Hancock said they need to add additional into this as well. Needs to find out how much they have in the HRA. Need to put at least $10,000. Commissioner Clark asked if they can transfer funds from their contingency into the VEBA account. Chairman Hancock is not sure why they couldn't that would help them get some additional funding. Will leave the contingency at $200,000. Commissioner Clark said the audit went up a bit. Colleen said it usually comes in around $32,000. Chairman Hancock said to leave the $10,000 for the Annis Highway project. Rebecca said that Mayor Berin sits on the LHTAC Board if they want to call someone and push for this project. Chairman Hancock said they really would like to get this project done and out of their hair.

1:08:34 PM  Colleen said the airport stayed the same. Capital Crimes has left this the same amount has not seen an assessment. Heath District this is the amount they requested. This went up but they reduced the Indigent down a bit. Junior College felt like $100,000 would be okay with the way they restructured. TORT this is an assessment. Veterans just leave it the same. Debt Service Fund has always been the courthouse payment. Chairman Hancock said they need to be able to pay these off. Zions Bank helped them get this but it was Idaho Bond Bank. Will look to see if they have his papers from this. Colleen said for PILT has added $50,000 American Rescue Plan has created a fund for this with the $5.8 million. Will go and get these numbers in. Will get a published budget and see where they are at with the tax levy. Will do a few budgets so they can see where they are sitting. Appreciates their time on these workshops.

1:15:56 PM  Motion by Commissioner Young to adjourn at 1:16. Second by Commissioner Clark. All in favor – aye. Motion passed.

Chairman of the Board

Audrey Moon
Clerk of the Board

County Clerk

Date

9/7/2021

Commissioner Meeting Minutes  July 27, 2021