

JEROME COUNTY COMMISSIONERS

Monday, April 13, 2020

PRESENT: Charles Howell, Chairman
Ben Crouch, Vice Chairman
John Crozier, Commissioner
Jane White, Deputy Clerk

Meeting convened at 9 A.M.

COMMISSIONER REPORTS

Commissioner Crouch reported he had welcomed the Civil Air Patrol to the Jerome Airport.

Commissioner Howell stated he had visited informally with citizens about the coronavirus and with three residents of the Country Club Estates about shooting near the Snake River Canyon rim. He had also examined the concrete poured in the Snake River Canyons Park in preparation for erecting an arbor.

Commissioner Howell had participated in a call-in meeting for the SIRCOMM (emergency communications) Board, and he gave details on the funding of the agency. He said the attitudes of the dispatchers were upbeat and friendly and that two employees had tested negative for the coronavirus.

Commissioner Howell had also attended a Southern Idaho Economic Development meeting by electronic transmission. He told the Commissioners the activities of the organization had been curtailed because of the current epidemic but that it was pursuing contracts electronically. Directors had determined to send refunds to contributors nearer the end of the budget year.

Commissioner Howell said he had met with the Twin Falls County Commissioners and representatives of St. Luke's hospital in Blaine County by phone regarding statistics about the coronavirus.

APPROVE TIME RECORDS

The Board approved Time Records for Cody Cantrell, Brent Culbertson, Deserae Jones, and Mario Umana.

BUSINESS AND/OR ADMINISTRATIVE MATTERS

The Board signed an Employee Wage Change form to hire Gabriel Trujillo as a detention deputy sheriff.

The Board signed leave requests for Brent Culbertson and Deserae Jones.

SIGN CLAIMS

Commissioner Howell signed claims for the March 24, 2020, to April 20, 2020, claim cycle as follows.

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BUDGET TOTALS

03/24/2020 TO 4/20/2020

#	DEPARTMENT	PAYROLL	ACCT PAY	GRAND TOTAL
1	CLERK	\$ 51,143.72	\$ 497.48	\$ 51,641.20
2	ASSESSOR	\$ 12,870.96	\$ 172.73	\$ 13,043.69
3	TREASURER	\$ 10,410.70	\$ 122.64	\$ 10,533.34
5	COMMISSIONERS	\$ 8,654.28	\$ 530.50	\$ 9,184.78
6	CORONER	\$ 814.20		\$ 814.20
10	BUILDING & GROUNDS MAI	\$ 9,421.02	\$ 3,058.84	\$ 12,479.86
11	EMERGENCY MANAGEMEN	\$ 5,902.45	\$ 3,100.41	\$ 9,002.86
13	EXTENSION AGENT	\$ 5,883.21	\$ 330.75	\$ 6,213.96
14	DATA PROCESSING	\$ 2,529.00	\$ 14,196.43	\$ 16,725.43
15	ELECTIONS		\$ 2,790.29	\$ 2,790.29
18	GENERAL	\$ 48,233.71	\$ 106,191.92	\$ 154,425.63
21	PLANNING & ZONING	\$ 18,255.12	\$ 1,787.70	\$ 20,042.82
22	GIS	\$ 2,889.00		\$ 2,889.00
29	GENERAL FUND RESERVE			\$ -
30	VETERANS	\$ 1,426.10		\$ 1,426.10
	Sub Total (General Fund)	\$ 178,433.47	\$ 132,779.69	\$ 311,213.16
4	SHERIFF	\$ 94,522.32	\$ 10,266.01	\$ 104,788.33
5	SHERIFF-DETENTION	\$ 93,942.78	\$ 8,597.29	\$ 102,540.07
6	ADULT PROBATION	\$ 13,908.30	\$ 1,892.08	\$ 15,800.38
7	PROSECUTOR	\$ 37,011.72	\$ 85.76	\$ 37,097.48
8	PUBLIC DEFENDERS		\$ 12,471.12	\$ 12,471.12
9	JUVENILE PROBATION	\$ 16,065.80	\$ 10,733.25	\$ 26,799.05
18	GENERAL JUSTICE	\$ 77,671.15	\$ 7,668.44	\$ 85,339.59
	Sub Total (Justice Fund)	\$ 333,122.07	\$ 51,713.95	\$ 384,836.02
3	AIRPORT	\$ 7,251.00	\$ 85.76	\$ 7,336.76
6	DISTRICT COURT	\$ 8,125.43	4551.3	\$ 12,676.73
7	FAIR	\$ 8,334.33		\$ 8,334.33
9	CAPITAL FAIR			\$ -
11	HEALTH DISTRICT		\$ 10,987.29	\$ 10,987.29
15	ELECTION CONSOLIDATION	\$ 3,883.34	\$ 198.63	\$ 4,081.97
16	INDIGENT	\$ 6,609.94	\$ 119,597.09	\$ 126,207.03
20	REVALUATION	\$ 28,201.86	\$ 409.83	\$ 28,611.69
23	SOLID WASTE			\$ -
24	TORT			\$ -
27	WEED		\$ 8,600.00	\$ 8,600.00
29	AMBULANCE			\$ -
38	WATERWAYS BOARD			\$ -
38	WATERWAYS SHERIFF			\$ -
41	BOND REDEMPTION			\$ -
	GRAND TOTAL	\$ 573,961.44	\$ 328,923.54	\$ 902,884.98

AMEND ADMINISTRATIVE LEAVE POLICY

Clerk/Auditor/Recorder Michelle Emerson, Chief Deputy Clerk Tracee McKim, and Maintenance Supervisor Brent Culbertson were present.

Michelle Emerson asked the Board to recommend that employees wear masks to help prevent the spread of the coronavirus. The Board determined that each department head decides whether employees wear masks, but that an employee must wear a mask for five days after returning to work because of suffering from the virus.

The Commissioners agreed they would like their Emergency COVID-19 Policy to mirror the policy adopted by Twin Falls County, and the matter was continued until legal counsel could formulate a resolution.

Treasurer Tevian Ekren-Kober was present.

The Board questioned Tevian Ekren-Kober about opening her office to the public. She said she and her employees needed to be available for the public, especially for properties in jeopardy of tax deeds.

➤ The Board determined that the treasurer could open her office to the public on a limited basis, as approved for the assessor's office on April 9.

BRENT CULBERTSON—MAINTENANCE REPORT

Maintenance Supervisor Brent Culbertson was present.

Brent Culbertson said he would be obtaining bids on glass to make sneeze guards in County offices requesting such.

Ambulance Building: Culbertson said ambulance personnel was requesting that the County clean the carpets and replace blinds in the building rented from the County. The Board agreed to both requests, to be accomplished after relaxation of State restrictions in response to the coronavirus.

Painting: It was determined Culbertson would accomplish some remodeling in the prosecutor's office at a later date.

Driver's License Sign: Culbertson reported the sheriff's office could not locate an electronic reader board for less than \$30,000. It was determined Culbertson would contact Lytle Signs for a quote to add "Drivers Licenses" to the current sign at the sheriff's office.

Time Capsule: Culbertson said he had the measurements to make a cover for a time capsule.

❖ A Motion was made by Commissioner Howell to move Mike Seib's time to 10:20. It was seconded and carried with unanimous ayes.

MIKE SEIB—LEGAL COUNSEL

Attorney Mike Seib was present.

Firearms Discharge Ordinance: Mike Seib advised that the County is allowed to designate areas where no shooting is allowed. It was determined he would prepare an ordinance as discussed by the Board to present at another meeting.

CHARRY CUSHMAN—PAYROLL MATTERS

Present were Payroll Clerk Charry Cushman, Chief Deputy Clerk Tracee McKim, and Attorney Mike Seib.

Time Sheets: Charry Cushman showed the Commissioners sample time sheets illustrating that if employees do not print them after filling them out electronically that she cannot see the accumulation of benefits used and regular time worked.

Mike Seib stated electronic signatures were valid and that submitting electronic and written reports was redundant. He suggested the solution would be not using electronic time records or asking Computer Arts to make a change to its computer program.

Tracee McKim said electronic recording puts employee hours into a system for the federal government. She said she could instruct employees how to send their time sheets in PDF form, which would eliminate the paper copy.

ROB GRANT—WILSON LAKE FUNDING

Clerk/Auditor/Recorder Michelle Emerson and Chief Deputy Clerk Tracee McKim were present. Also present by speakerphone was Rob Grant, director of the Valley Recreation District.

Wilson Lake Bathrooms Grant: The Board discussed with Tracee McKim how to close out a federal grant for bathrooms at Wilson Lake. Chairman Howell signed the closeout documents, and Rob Grant said he would send a final invoice to McKim, who would submit the grant documents.

➤ Michelle Emerson asked that Grant e-mail her the amount the County would owe for matching funds.

Wilson Lake Docks: Grant said the recreation district needed to purchase about 15 more docks for Wilson Lake but that it would like to use the County waterways funding during the current year to do some shoreline repair.

➤ It was determined the clerk's office would remit the \$10,000 budgeted for repairs and maintenance at Wilson Lake.

NANCY MARSHALL—PLANNING AND ZONING REPORT

Planning and Zoning Administrator Nancy Marshall was present.

Nancy Marshall presented an abbreviated written report of Planning and Zoning activities during March due to a skeleton crew during the statewide stay-home order. She gave statistics and said invoices would be a month late. She added that the legislative action list was on hold and had not been changed from the previous month.

Si Ellen Dairy LCO Permit: Marshall reported she had investigated whether current manure storage on the Si Ellen Dairy was compliant with the dairy's Livestock Confinement Operation (LCO) permit as a follow-up of a complaint to the Commissioners from Carla Williams on March 23. She said the State of Idaho had approved the dairy's yearly nutrient management plan but that Jerome County has different criteria from the State, which can be more restrictive.

Marshall said the Si Ellen Dairy was taking steps to bring the dairy in compliance with County regulations.

Marshall added that no road access permits were required from gravel roads on the dairy.

ELECTED OFFICIALS—ADMINISTRATIVE LEAVE AND OFFICE CLOSURES

This meeting was unnecessary because of discussion held earlier under "Amend Administrative Leave Policy."

APPROVE CLAIMS

❖ A Motion was made by Commissioner Howell to approve the claims as presented. It was seconded and carried with unanimous ayes.

The Board signed a Claims Approval Report dated April 10, 2020, for the Court Bond Trust and Restitution-Courts Funds, with a grand total of \$3,021.93.

The Board signed a Claims Approval Report dated April 10, 2020, for the Indigent Fund, with a grand total of \$65,767.79.

The Board signed a Claims Approval Report dated April 10, 2020, with a grand total of \$233,471.13 for the following funds: General, Airport, District Court II, Justice, Health District, Election Consolidation, Indigent, Revaluation, Tort, Jail Commissary Commission, and Court Bond Trust.

READ AND APPROVE MINUTES

❖ A Motion was made by Commissioner Crouch to approve the minutes of March 25, April 2, and April 6 as read. It was seconded and carried with unanimous ayes.

INDIGENT MATTERS

❖ A Motion was made by Commissioner Crouch to accept the indigent matters as presented and recommended by staff. It was seconded and carried with unanimous ayes. Denied was Case No. 1920-049.

Meeting recessed at 12:15 P.M.

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Respectively submitted:

Jane White, Deputy Clerk

Charles M. Howell, Chairman

A. Ben Crouch, Vice Chairman

John Crozier, Commissioner