

**JEROME COUNTY COMMISSIONERS**

Monday, July 13, 2020

PRESENT: Charles Howell, Chairman  
Ben Crouch, Vice Chairman  
John Crozier, Commissioner  
Cy Lootens, Deputy Clerk

Meeting convened at 9 A.M.

**COMMISSIONER REPORTS**

Commissioner Crozier had attended the State of The County meeting, saying it went well. He also attended the Tri County Weed meeting. At the meeting, grant money from the Department of Agriculture and the Bureau of Land Management contracts were discussed. Commissioner Crozier also stated that 152 notices of eradication were sent. He also listened in on the Governor's phone conference on July 9.

Commissioner Crouch stated he had attended the State of the County meeting and a Jerome Chamber of Commerce board meeting.

Commissioner Howell had attended the State of the County meeting and had taken phone calls from citizens with weed complaints.

**ANSWER QUESTIONS FROM THE IDAHO ASSOCIATION OF COUNTIES**

➤ Commissioner Crouch decided he would review the questions and e-mail the answers to the Idaho Association of Counties.

**DECISION—JAIL INSPECTIONS**

Continuation of jail inspections was discussed.

❖ A Motion was made by Commissioner Crozier to continue jail inspections. The motion was seconded and carried with unanimous ayes.

**BUSINESS AND/OR ADMINISTRATIVE MATTERS**

The Board discussed the resignation of Veterans Services Officer Cody Cantrell.

The Board signed a leave request for Brent Culbertson.

The Board signed a Direct Deposit Detail with a grand total of \$137,170.03 and a Payroll Claims Approval By Fund with a grand total of \$307,389.26, both dated July 7, 2020, for the June 21, 2020, through July 4, 2020, claim cycle.

**SIGN CLAIMS**

Commissioners signed claims for the June 29, 2020, to July 14, 2020, claim cycle as follows.

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BUDGET TOTALS

6/29/2020 TO 7/14/2020

| #  | DEPARTMENT                      | PAYROLL              | ACCT PAY             | GRAND TOTAL          |
|----|---------------------------------|----------------------|----------------------|----------------------|
| 1  | CLERK                           | \$ 25,122.98         | \$ 606.42            | \$ 25,729.40         |
| 2  | ASSESSOR                        | \$ 6,435.48          | \$ 143.79            | \$ 6,579.27          |
| 3  | TREASURER                       | \$ 5,205.35          | \$ 38.54             | \$ 5,243.89          |
| 5  | COMMISSIONERS                   | \$ 4,327.14          | \$ 532.23            | \$ 4,859.37          |
| 6  | CORONER                         | \$ 407.10            | \$ 3,014.00          | \$ 3,421.10          |
| 10 | BUILDING & GROUNDS MAINT        | \$ 4,745.44          | \$ 2,303.24          | \$ 7,048.68          |
| 11 | EMERGENCY MANAGEMENT            | \$ 2,951.22          | \$ 204.11            | \$ 3,155.33          |
| 13 | EXTENSION AGENT                 | \$ 2,941.60          | \$ 956.54            | \$ 3,898.14          |
| 14 | DATA PROCESSING                 | \$ 1,264.50          | \$ 4,950.00          | \$ 6,214.50          |
| 15 | ELECTIONS                       |                      | \$ 1,781.50          | \$ 1,781.50          |
| 18 | GENERAL                         | \$ 29,852.49         | \$ 9,786.69          | \$ 39,639.18         |
| 21 | PLANNING & ZONING               | \$ 9,110.73          | \$ 519.59            | \$ 9,630.32          |
| 22 | GIS                             | \$ 1,444.50          |                      | \$ 1,444.50          |
| 29 | GENERAL FUND RESERVE            |                      |                      | \$ -                 |
| 30 | VETERANS                        | \$ 630.15            | \$ 21.10             | \$ 651.25            |
|    | <b>Sub Total (General Fund)</b> | <b>\$ 94,438.68</b>  | <b>\$ 24,857.75</b>  | <b>\$ 119,296.43</b> |
| 4  | SHERIFF                         | \$ 44,740.11         | \$ 17,862.92         | \$ 62,603.03         |
| 5  | SHERIFF-DETENTION               | \$ 50,164.87         | \$ 36,484.77         | \$ 86,649.64         |
| 6  | ADULT PROBATION                 | \$ 7,034.14          | \$ 2,121.52          | \$ 9,155.66          |
| 7  | PROSECUTOR                      | \$ 18,505.86         | \$ 260.57            | \$ 18,766.43         |
| 8  | PUBLIC DEFENDERS                |                      | \$ 12,508.79         | \$ 12,508.79         |
| 9  | JUVENILE PROBATION              | \$ 8,149.71          | \$ 17,555.90         | \$ 25,705.61         |
| 18 | GENERAL JUSTICE                 | \$ 54,071.12         | \$ 186,070.80        | \$ 240,141.92        |
|    | <b>Sub Total (Justice Fund)</b> | <b>\$ 182,665.81</b> | <b>\$ 272,865.27</b> | <b>\$ 455,531.08</b> |
| 3  | AIRPORT                         | \$ 2,279.98          | \$ 32,848.39         | \$ 35,128.37         |
| 6  | DISTRICT COURT                  | \$ 5,230.65          | 4169.06              | \$ 9,399.71          |
| 7  | FAIR                            | \$ 5,910.39          |                      | \$ 5,910.39          |
| 9  | CAPITAL FAIR                    |                      |                      | \$ -                 |
| 11 | HEALTH DISTRICT                 |                      | \$ 10,987.29         | \$ 10,987.29         |
| 15 | ELECTION CONSOLIDATION          | \$ 2,148.69          |                      | \$ 2,148.69          |
| 16 | INDIGENT                        | \$ 4,096.62          | \$ 75,214.19         | \$ 79,310.81         |
| 20 | REVALUATION                     | \$ 19,750.16         | \$ 282.51            | \$ 20,032.67         |
| 23 | SOLID WASTE                     |                      |                      | \$ -                 |
| 24 | TORT                            |                      |                      | \$ -                 |
| 27 | WEED                            |                      |                      | \$ -                 |
| 29 | AMBULANCE                       |                      |                      | \$ -                 |
| 38 | WATERWAYS BOARD                 |                      |                      | \$ -                 |
| 38 | WATERWAYS SHERIFF               |                      | \$ 288.42            | \$ 288.42            |
| 41 | BOND REDEMPTION                 |                      |                      | \$ 288.42            |
|    | <b>GRAND TOTAL</b>              | <b>\$ 316,520.98</b> | <b>\$ 421,512.88</b> | <b>\$ 738,033.86</b> |

## **EXECUTIVE SESSION**

❖ 9:35 A.M. - A Motion was made by Commissioner Howell to go into executive session per Idaho Code 74-206(1)(e) regarding trade or commerce. It was seconded and carried with a unanimous roll call vote.

10:15 A.M. - Return to open session.

## **AARON ZENT AND GREG VAWSER—ROCK CREEK FIRE DISTRICT UPDATE AND BUDGET REQUEST**

Chief Aaron Zent and Greg Vawser were present from the Rock Creek Fire District.

Greg Vawser presented to the Board response times and stated that since there are now full-time employees at the District, the response times are continuing to stay down. He also stated call volumes are down 6.9 percent since last year. He said that the coronavirus has prevented unnecessary calls to 911 but that call volumes are beginning to go up again.

Chief Zent explained the total cost to Jerome County from their budget, and he stated he has come up with a system to calculate costs. After calculations, about five percent of their budget goes to Jerome County calls. Zent suggested a five percent budget match to the Commissioners from Jerome County. The total budget of the District is approximately \$1,000,000. The five percent figure is \$52,500. Zent stated the budget Jerome County provided to the district last year was \$20,000.

Commissioner Howell stated that the Board would have to discuss with legal counsel, St. Luke's, and the county budget director, and work to get a response.

## **HEALTH DISTRICT UPDATE ON THE CORONAVIRUS**

An update was given by the Health District. It stated that the number of cases per day since last week had seen a large jump of about 70 new cases per day in the Magic Valley, as opposed to about 20 a few weeks ago. It also stated the positivity rate of tests is about 10 percent. They said that Magic Valley would see cases continue to climb in the future.

Commissioner Crouch: How is the situation at the hospitals?

Health District: A week ago, the numbers were in the teens as far as patients in beds. The number is now in the high 20s, with three people on ventilators. And the Boise hospital wants to transfer some of its patients to Twin Falls because it is filling up.

Commissioner Crozier: Why do smaller hospitals in the area transfer patients to St Luke's in Twin Falls?

Health District: Because the smaller hospitals do not have ICU [intensive care] beds.

The Health District recommended wearing masks in all public spaces and asked the County/City governments on the phone call to put together a resolution recommending masks in public.

Commissioner Howell stated that the Board would discuss a resolution with its legal counsel as well as with City of Jerome officials before making a decision.

**NANCY MARSHALL—PLANNING AND ZONING REPORT**

Planning and Zoning Administrator Nancy Marshall gave her monthly report to the Commissioners, including financial and research requests. She stated gross revenue for her department so far this year is \$170,253.46.

Marshall asked for two requests for wage change forms for employees. She stated that Kacie Buhler was promoted, and she asked to grant her a two percent wage increase to begin before the new fiscal year.

She also stated that Sharde McMillan should be officially promoted to an eight-hour employee since she has taken on the role of an eight-hour employee according to the Employee Manual.

Commissioner Howell stated that the commissioners require an employee review before wage changes can be approved, and he asked Marshall present them to the Board on July 20.

Meeting recessed at 12:00 P.M.

Meeting reconvened at 1:30 P.M.

**JOANN HABBABA—INTERLINK VOLUNTEER CARE GIVERS UPDATE AND BUDGET REQUEST**

Joann Habbaba phoned to say she was ill and was rescheduled for July 20.

**KIM DRURY—LETTER FOR INDIGENT CASE NO. 0203-032**

Kim Drury with Social Services presented a letter to the Commissioners from Denise Hicks. Hicks is one of the cases in the Social Services Department. The letter asks the Commissioners to forgive her debt to the County. Drury stated that she had discussed the issue with Hicks and had given her alternative options for payment.

Drury also stated she has received three letters now from Hicks with the same request and that she had responded twice. She asked the Commissioners to respond this time in the hopes of ending the dispute and giving her more options of paying her bill.

➤ Commissioner Crozier stated the Commissioners would put together a response backing Kim's previous decision and send Hicks the letter.

**TIM LARSON—AIRPORTS REPORT**

Airport Manager Tim Larson gave his report. He stated that the Department of Environmental Quality (DEQ) had sent a closeout letter on July 10 concerning a fuel spill at the Jerome Airport. Larson also stated he had received seven applications for the open job position at the Airport. He stated that the leak at the Search and Rescue road is fixed. He also stated the credit card reader at the fuel station is now working correctly. Larson said all sprinkler replacements at the airport were working well. He gave the Commissioners an update on the apron project and said that it

would be moved back 50 feet. He also stated that the Idaho Transportation Department (ITD) would be doing pavement inspections at the two airports on July 20 and 21.

Larson updated the Commissioners on a runway at the Hazelton airport that is in need of repair. The owner of the hanger asked that the Commissioners help in the cost of repairs. Larson had an estimate of \$3200 in total repair costs.

❖ Commissioner Howell made a motion to offer to pay half of the runway hanger approach cost at approximately \$1600. The motion was seconded and carried with unanimous ayes.

#### **BRENT CULBERTSON—MAINTENANCE REPORT**

Brent Culbertson reported to the Commissioners that the Planning & Zoning reception desk was almost set up and the repairs nearly done. He also stated that the kitchen repair at the jail is underway and that the AC (air conditioning) unit parts are on the way. He stated that top soil is needed for the area at the jail used for the K-9 dogs, as well as grass seed for the area.

#### **MICHELLE EMERSON—CLERK'S OFFICE REPORT**

**Sign Public Defense Commission Supplemental Application:** Chief Deputy Clerk Tracee McKim presented the Commissioners with a public defender's grant. She stated it was submitted with only Michelle Emerson's signature but will need the Commissioner's approval in the future.

❖ Commissioner Crozier made a motion to sign the Public Defense Commission supplemental application as presented. The motion was seconded and carried with unanimous ayes.

**Decision of Whether to Accept COVID-19 Relief Funds:** Next McKim presented the Commissioners with information about COVID-19 reimbursement. She stated it would be a deduction for payroll. The Commissioners decided to wait to make a decision until set numbers are presented. McKim stated that the decision to opt in must be made by July 17.

❖ Commissioner Howell made a motion to submit the application for CARES Act money for reimbursement of public safety funds contingent upon final review and decision in August, with written agreement from the State and advice of legal counsel. The motion was seconded and carried with unanimous ayes.

**Budget Workshop:** Next McKim discussed the Commissioner budget. She asked if the Commissioners are considering a three percent salary increase like other departments. Commissioner Crouch suggested a three percent reduction in their travel budget as well as reductions in the legal and miscellaneous budgets to make up the salary increase. The budget for the Fair was also discussed.

#### **MIKE SEIB—LEGAL COUNSEL**

Mike Seib was present for legal counsel. The legality of asking citizens to wear masks was discussed, as well as who had the legal authority in the County to make those resolutions.

**APPROVE CLAIMS**

The Board signed a Claims Approval Report dated July 10, 2020, for the Indigent Fund, with a grand total of \$17,209.27.

The Board signed a Claims Approval Report dated July 10, 2020, for the Court Bond Trust and Restitution-Courts Funds, with a grand total of \$11,447.87.

The Board signed a Claims Approval Report dated July 10, 2020, with a grand total of \$357,166.64 for the following funds: General, Airport, District Court II, Justice, Health District, Indigent, Revaluation, Waterways.

**READ AND APPROVE MINUTES**

❖ Commissioner Crouch made a motion to accept minutes as presented for the June 29 meeting. The motion was seconded and carried with unanimous ayes.

**INDIGENT MATTERS**

❖ Commissioner Crozier made a motion to accept all indigent matters as presented by staff. The motion was seconded and carried with unanimous ayes. Denied was Case No. 1920-056; dismissed were Case Nos. 1920-045 and 1920-124.

Meeting adjourned at 3:55 P.M.

Respectively submitted:

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Cy Lootens, Deputy Clerk

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Charles M. Howell, Chairman

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A. Ben Crouch, Vice Chairman

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John Crozier, Commissioner