

## **JEROME COUNTY COMMISSIONERS**

Monday, May 23, 2016

PRESENT: Charles Howell, Chairman  
Catherine Roemer, Vice Chairman  
Roger Morley, Commissioner  
Jane White, Deputy Clerk

Meeting convened at 9 A.M.

### **COMMISSIONER COMMITTEE REPORTS**

Commissioner Morley had participated in an interview for the open University of Idaho extension educator position. He said the University would make the hiring decision.

Commissioner Morley reported he had voted in favor of the South Central Public Health District budget as a proxy for Commissioner Howell at the District's annual budget hearing.

Commissioner Roemer said she had attended a Mid-Snake Water Resource Commission meeting.

Commissioner Howell had given an interview to Priscilla Salant, director of the McClure Center for Public Policy Research at the University of Idaho. They had discussed how much the dairy industry in Jerome County had changed over the last four years.

### **SIGN INTERPATH LABORATORY AGREEMENT**

This matter was continued until May 31.

### **APPROVE ATTENDANCE RECORDS**

The Board approved April attendance records for Garth Baker, Clint Blackwood, Art Brown, Brent Culbertson, Kyle Fisher, and Robert Smith.

### **BUSINESS AND/OR ADMINISTRATIVE MATTERS**

The Board signed Retail Alcoholic Beverage Licenses to: Nick Fife dba Valley Service, Hazelton; Yoon Chee Lee dba China Village, Jerome; and William Scates dba Bill's Trophy Club, Eden.

The Board signed a Claims Approval Report dated May 20, 2016, for the Insurance Deductible Trust Fund, with a grand total of \$1,940.20.

The Board signed five Leave Request/Sick Time forms for Kyle Fisher.

The Board signed a Time Clock Correction and a Leave Request for Clint Blackwood.

The Board signed a Request for Employee Wage Change form for Eileen McDevitt as a merit increase at the completion of her probation period as a deputy prosecutor.

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Commissioner Howell signed an Agreement for Professional Services with T-O Engineers. The County is undertaking a project to rehabilitate hangar taxiways (design and construction) and to reconstruct the general aviation apron (design only).

### **CLAIMS**

The Board signed claims for the May 11, 2016, to May 25, 2016, claim cycle as follows: **Clerk**, \$187.25; **Assessor**, \$65.12; **Treasurer**, \$103.45; **Commissioners**, \$104.04; **Civil Defense**, \$3,232.88; **County Agent**, \$569.12; **Data Processing**, \$7,886.38; **Elections**, payroll \$330.29, accounts payable \$12,918.39, total \$13,248.68; **General**, payroll \$62.66, accounts payable \$32,695.61, total \$32,758.27; **Planning and Zoning**, \$365.76; **Subtotal General, payroll \$392.95, accounts payable \$58,128.00, total \$58,520.95**; **Sheriff**, \$4,205.68; **Sheriff-Detention**, \$5,288.29; **Adult Probation**, \$561.25; **Public Defenders**, \$4,543.80; **Juvenile Probation**, \$1,671.99; **General Justice**, \$703.56; **Subtotal Justice, \$16,974.57**; **District Court**, \$8,708.39; **Health District**, \$9,821.00; **Indigent**, \$1,072.69; **Revaluation**, \$223.20; **Solid Waste**, \$387,045.00; **Correctional Facility**, \$3,971.04; **Totals, payroll \$392.95; accounts payable \$485,943.89; Grand Total, \$486,336.84.**

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

Maintenance Supervisor Brent Culbertson was present.

Culbertson was in possession of a van recently authorized by the Board. Commissioner Roemer questioned whether it should have a County insignia. The Board later consulted by speakerphone with State insurance specialist Jim McNall, who said the desirability of vehicle identification would differ according to departments. He stated, however, that a County vehicle should be identified if an employee were to drive it home.

**Judicial Annex Building Remodeling:** Culbertson presented an updated list of preliminary costs of remodeling at the Annex, with only bids for a fire system and the cost of permits outstanding. He reported that, due to the higher than expected costs, the County clerk thought perhaps the construction should be done over two fiscal years.

Culbertson reported the price to put a membrane on half of the Annex roof would be \$6,000, with another \$4,000 necessary to cover openings for the heating and air conditioning system.

**Maintenance:** Culbertson told the Board of his other recent activities, and Commissioner Roemer complimented him on his maintenance of the County grounds.

Culbertson believed an additional part-time custodian would be sufficient to clean the new sheriff administrative offices when they open.

- It was determined Culbertson would advertise for the position in June.

### **TRACEE MCKIM AND TEVIAN EKREN-KOBER—QUARTERLY REPORTS**

Chief Deputy Clerk Tracee McKim and Treasurer Tevian Ekren-Kober were present.

**Quarterly Reports:** McKim presented Treasurer/Auditor Joint Quarterly Reports for October 1, 2015, through December 31, 2015, and January 1, 2016, through March 31, 2016. Discussion was held about Airport revenue.

## TREASURER / AUDITOR JOINT QUARTERLY REPORT

FROM 10/01/2015 TO 12/31/2015

FIRST QUARTER

\*\*\* FUNDS WITH NO ACTIVITY WILL NOT APPEAR ON REPORT \*\*\*

Fund	----- TREASURER'S CASH -----					Available Cash Balance
	Beginning Balance	Receipts and Transfers	Disbursements and Transfers	Ending Balance	Outstanding Warrants	
<b>GENERAL GOVERNMENT FUNDS</b>						
0001 GENERAL FUND (CURRENT EXPENS	3,299,906.10	321,896.17	642,468.71	2,979,334.56	99,166.31	2,990,669.25
0003 AIRPORT	77,149.82	211,250.71	316,798.92	(28,999.39)	3,638.52	(52,239.91)
0006 DISTRICT COURT II	614,120.52	69,775.40	125,162.05	658,733.87	19,141.00	639,662.87
0007 FAIR, COUNTY	36,163.53	13,527.69	45,017.79	4,873.43	4,165.85	447.57
0009 JUSTICE FUND	2,215,568.06	571,380.95	1,159,423.90	1,747,443.12	194,975.59	1,552,467.53
0009 FAIR, CAPITAL OUTLAY	23,828.16	4,352.39	4,478.97	23,701.57	3,992.93	20,127.64
0011 HEALTH DISTRICT	22,524.79	7,346.74	29,486.91	607.62		607.62
0015 ELECTION CONSOLIDATION	133,902.64	20,486.20	15,208.44	139,122.40	589.83	139,532.57
0018 INDIGENT	538,131.49	82,734.05	162,614.88	478,050.66	3,296.53	474,754.13
0020 REVALUATION	357,605.16	16,079.93	70,651.05	306,634.04	14,152.25	291,381.79
0023 SOLID WASTE	476,214.40	96,264.75	397,045.00	184,434.19		184,434.19
0024 TORT	152,578.87	11,504.32	94,928.79	79,456.20		79,456.20
0027 WEEDS	78,380.41	2,898.51	18,281.20	61,997.72		61,997.72
0028 AMBULANCE	670,434.84	37,778.01	13.94	708,197.61		708,197.61
0038 WATERWAYS	19,165.56	587.13		19,752.69		19,752.69
0040 CORRECTIONAL FACILITY - CAPITAL	6,704,968.81	32,142.87	2,504,732.45	3,232,279.22	1,900.00	3,230,779.22
0041 BOND REDEMPTION FUND	60,725.27	60,211.24	5,817.39	108,119.12		108,119.12
<b>GENERAL GOVERNMENT FUNDS TOTALS</b>	<b>14,501,562.37</b>	<b>1,657,369.07</b>	<b>5,696,233.36</b>	<b>10,502,698.08</b>	<b>343,500.61</b>	<b>10,259,198.47</b>
<b>AGENCY FUNDS</b>	<b>4,231.66</b>	<b>1,784,779.23</b>	<b>1,644,473.66</b>	<b>124,537.23</b>	<b>22,595.92</b>	<b>101,941.61</b>
<b>TRUST FUNDS</b>	<b>778,963.29</b>	<b>1,081,276.39</b>	<b>606,921.92</b>	<b>996,917.76</b>	<b>6,942.40</b>	<b>953,376.36</b>
<b>TOTAL ALL FUNDS</b>	<b>15,284,757.32</b>	<b>4,473,424.69</b>	<b>8,070,628.94</b>	<b>11,687,553.07</b>	<b>373,048.93</b>	<b>11,314,506.44</b>

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## TREASURER/AUDITOR JOINT QUARTERLY REPORT

FROM 01/01/2016 TO 03/31/2016

SECOND QUARTER

\*\*\* FUNDS WITH NO ACTIVITY WILL NOT APPEAR ON REPORT \*\*\*

Fund	-----TREASURER'S CASH-----					Available Cash Balance
	Beginning Balance	Receipts and Transfers	Disbursements and Transfers	Ending Balance	Outstanding Warrants	
<b>GENERAL GOVERNMENT FUNDS</b>						
0001 GENERAL FUND (CURRENT EXPENS	2,079,134.56	1,343,690.34	779,082.19	3,643,742.71	90,612.63	3,453,330.03
0003 AIRPORT	(28,398.39)	82,330.34	49,005.88	10,926.67	1,896.43	9,229.64
0008 DISTRICT COURT II	558,703.67	231,538.42	125,897.72	663,571.37	11,416.12	652,155.45
0007 FARR, COUNTY	4,813.52	118,973.38	110,692.31	13,094.59	4,402.84	8,291.75
0009 JUSTICE FUND	1,747,443.12	1,812,282.98	1,202,299.12	2,457,426.98	181,954.12	2,275,472.84
0009 FARR, CAPITAL OUTLAY	23,710.57	40,560.68	16,720.41	47,540.72		47,940.72
0011 HEALTH DISTRICT	907.82	81,590.34	33,232.82	28,864.34		28,864.34
0016 ELECTION CONSOLIDATION	139,122.40	20,488.20	7,481.18	182,127.44	587.73	181,639.71
0016 INDIGENT	478,090.86	419,382.04	115,431.47	781,041.23	5,229.22	775,772.01
0320 REVALUATION	305,534.04	134,321.70	89,039.75	360,815.99	16,122.83	336,693.06
0323 SOLID WASTE	184,434.15	438,537.67	8.00	622,963.82		622,963.82
0024 TORT	78,468.20	100,883.11	6,200.73	173,950.58	84,922.00	89,016.58
0027 WEEDS	61,997.72	44,373.14	1,510.01	104,860.85		104,860.85
0029 AMBULANCE	706,197.01	292,673.91	236,489.77	762,381.15	5,000.00	759,381.15
0036 WATERWAYS	19,762.89	2,841.67		22,604.36		22,604.36
0040 CORRECTIONAL FACILITY - CAPITAL	3,232,279.22	1,898.70	2,338,897.38	896,406.56		895,406.56
0041 BOND REDEMPTION FUND	108,116.12	404,235.84	297,770.75	274,581.21		274,581.21
<b>GENERAL GOVERNMENT FUNDS TOTALS</b>	<b>10,802,688.08</b>	<b>6,858,104.32</b>	<b>6,361,689.25</b>	<b>10,899,113.15</b>	<b>400,924.07</b>	<b>10,500,189.08</b>
<b>AGENCY FUNDS</b>	<b>124,637.33</b>	<b>10,445,286.88</b>	<b>10,563,648.77</b>	<b>6,174.31</b>	<b>6,872.47</b>	<b>162.14</b>
<b>TRUST FUNDS</b>	<b>950,317.75</b>	<b>1,078,868.93</b>	<b>1,129,883.94</b>	<b>906,322.79</b>	<b>28,145.16</b>	<b>881,207.62</b>
<b>TOTAL ALL FUNDS</b>	<b>11,687,643.07</b>	<b>17,182,360.13</b>	<b>17,046,222.95</b>	<b>11,824,610.24</b>	<b>435,111.40</b>	<b>11,389,482.54</b>

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**Postage Machine:** McKim reported the postage machine in the clerk's office could not be repaired. She gave the Board a quote to lease a machine, which she said would include maintenance.

❖ A Motion was made by Commissioner Morley to allow the clerk's office to lease a Pitney Bowes postage machine for \$463 a quarter for five years. It was seconded and carried with unanimous ayes.

Ekren-Kober was excused.

**Bond Claim:** McKim notified the Board of a Notice of Claim on Bond filed against Scott Hedrick Construction by the Justice Systems Corporation. She said Hedrick Construction would handle the complaint and that LCA Architects would determine when the County should make its final payment to the construction company.

### **CY LOOTENS—CANVASS MAY 17 ELECTION RESULTS**

Election Specialist Cy Lootens was present.

Lootens presented a canvass of the May 17 Primary and Valley School District #262 Elections.

A supplemental levy for the school district passed 292 votes to 93.

The results of the Primary Election were: **United States Senator—Republican Mike Crapo** (unopposed); **Democrat Jerry Sturgill** (unopposed); and **Constitutionalist Pro-Life** 5 votes to Ray Writz, 2.

**United States Representative District 2—Republican Mike Simpson** 1,266, Lisa Marie 506; **Democrat Jennifer Martinez** (unopposed); and **Constitutionalist Anthony Tomkins** (unopposed).

**State Senator—Republican Jim Patrick** (unopposed); **Democrat Scott McClure** (unopposed).

**State Representative A—Republican Maxine Bell** 1,291, Reggy Stearnes 509; Democrat Write In Rudy Cordova 16 (50 necessary); **State Representative B—Republican Clark Kauffman** (unopposed).

**County Commissioners—Republican Charles Howell** 1,132, Mike Dahmer 650; **Republican Roger Morley** 916, Roy Prescott 854; **Democrat Sergio Mendoza** (unopposed).

**Sheriff—Republican Douglas McFall** 1,208, Jon Lenker 583.

**Prosecuting Attorney—Republican Michael Seib** (unopposed).

**State Supreme Court Justices—Roger Burdick** (unopposed) and **Robyn Brody** 684, Clive Strong 479, Curt McKenzie, 446; Sergio Gutierrez 212.

**Appellate Court Judge—Molly Huskey** (unopposed).

**Precinct Committeeman—Democrats Lulu Mae Coates, Rudy Cordova, and Jeannene Maxfield; Republicans Mark Swenson, Del Kohtz, Roy Prescott, Mike Dahmer, Mike Praegitzer, Jack Nelsen, Brenda Haberman, and Michelle Emerson.**

❖ A Motion was made by Commissioner Howell to sign the Election Canvass Certification. It was seconded and carried with unanimous ayes.

### **BOB SMITH—VETERANS REPORT**

Veterans Service Officer Bob Smith was present.

Smith presented a written recap and expanded on his services since April 25. He had served eight veterans and three surviving family members, including six new enrollees in the veterans program.

### **AL KINGSLAND—NEW TECH SECURITY**

Deputy Sheriff Dan Kennedy was present. Also present was Al Kingsland, representing New Tech Security.

Kingsland said his company serviced panic buttons for County employees and also door security. The Board told him the emergency buttons did not work; the Commissioners also said they were seeking to put more security measures in the Courthouse because the sheriff's offices would be moving to the new criminal justice facility.

Larry Hall, executive director of Jerome 20/20, was present.

Commissioner Howell told Kingsland the County was looking for functional emergency buttons, fire protection, burglar alarms, and cameras.

Kingsland said his company would not be able to operate the door card system from Apex but that he would prepare a cost estimate of the other security measures desired by the Board.

### **APPOINTMENTS TO THE ECONOMIC DEVELOPMENT CORPORATION**

Larry Hall, executive director of Jerome 20/20 was present.

The Board was in receipt of an e-mail from Veronica Lierman recommending two new board appointments to the Economic Development Corporation of Idaho. She stated Charlie Correll had resigned from the board and that she also wished to resign.

Lierman and board member Don McFarland had suggested the appointment of Cleo Spencer to complete Correll's term and Marsha Martin to succeed Lierman.

Commissioner Howell said the Corporation was a volunteer economic development tool for the County and that he would approve the board recommendations from Lierman.

❖ A Motion was made by Commissioner Roemer to accept the recommendation from Veronica Lierman and Don McFarland for appointees to the Economic Development Corporation of Idaho—Cleo Spencer and Marsha Martin. It was seconded, followed by a discussion of terms, and carried with unanimous ayes.

Meeting recessed at 11:56 A.M.

Meeting reconvened at 1:15 P.M.

### **STEVE HINES—EXTENSION OFFICE REPORT**

University of Idaho Extension Educator Steve Hines was present.

Hines reported rifle shooting was offered in 4-H and that he would be attending training for it in June. He updated the Commissioners on spring 4-H activities, including swine, dairy, sheep, and goat projects. Cats were a new category, with ten youngsters registered for the program.

Hines said the University of Idaho had offered the open position in the local extension office to a candidate interviewed the prior week but that he had declined the position. Hines explained that it was difficult to find a candidate who is an expert in finances, so the University would discuss hiring an educator who could address other needs of the local area.

Because of the excessive compensatory time accumulated by the 4-H aide, Hines said he would make sure she uses some of it before Fair time when she would accumulate more comp hours. The County is required to pay an employee for any hours over 40 at the end of the fiscal year (September 30).

### **DISCUSSION—BUREAU OF LAND MANAGEMENT AMENDED APPLICATION FROM GEORGE PANAGIOTOU**

Bill Baker was present. He represented George Panagiotou in his application to the Bureau of Land Management for a right-of-way.

The Board was in receipt of a letter from the Bureau of Land Management (BLM) giving the Commissioners an opportunity for feedback on an amended right-of-way application from George Panagiotou for Road #005857. The Commissioners had not supported a right-of-way for the road in a letter to the BLM in December of 2015.

Commissioner Howell noted that the Jerome Highway District had removed Segment K (Road #005857 known as the Devil's Corral Road) from its territory. He said Panagiotou had then amended his application to include approximately one half mile of Road #005857.

Baker stated that the amended application would allow legal access to Panagiotou's property, to which he was entitled. He added that the right-of-way would fit the requirement for a 20-foot road necessary for emergency services.

Kasey Prestwich, BLM, was present by speakerphone. Commissioner Morley questioned Prestwich about "legal access."

Prestwich said that if the right-of-way were granted that Panagiotou was planning to construct a new section of road.

- Further Board discussion on the application was continued until May 31.

### **DECISION—SECURITY MEASURES**

The Board did not discuss enhancing security measures for County buildings because it was awaiting a quote from New Tech Securities, which was later scheduled for June 13.

### **POSTAGE MACHINE, Continued from A.M.**

Chief Deputy Clerk Tracee McKim was present.

McKim stated she had mistakenly quoted a lease price for a postage machine as a quarterly charge but that the price should have been per month.

❖ A Motion was made by Commissioner Morley to allow the clerk's office to lease a Pitney Bowes postage machine for \$463 a month for five years, overriding the previous motion in the morning.

### **EXECUTIVE SESSION—INDIGENT APPEAL HEARING, CASE NO. 1516-063 (recorded)**

❖ 3:08 P.M. - A Motion was made by Commissioner Howell to go into executive session per Idaho Code Section 74-206(1)(d) to hear an indigent appeal. It was seconded and carried with a unanimous roll call vote.

3:13 P.M. – Return to open session.

The Board determined to continue the case pending the signing of a written decision of denial.

### **TEVIAN EKREN-KOBER—TREASURER MATTERS**

Treasurer Tevian Ekren-Kober was present.

**Letters to Former Owners of Tax Deed Properties:** Ekren-Kober presented letters to former owners of property taken by tax deed on May 16.

**Tax Cancellations:** Ekren-Kober recommended cancelling taxes for three mobile homes. She stated that taxes were owed on a mobile home that had been abandoned and that the assessor's office had confirmed was of no value.

❖ A Motion was made by Commissioner Morley to cancel the tax amount of \$96.04 plus penalty, interest, and county sheriff's fees in the amount of \$54.74, for a total cancellation of \$150.78 for Paul Verdel Walker, Parcel No. MH0817E146196A, located at 410 DC Circle, Jerome. It was seconded and carried with unanimous ayes.

Ekren-Kober said another mobile home with unpaid taxes had been abandoned and also confirmed by the assessor's office to be of no value.

❖ A Motion was made by Commissioner Morley to cancel the tax amount of \$451.28 plus penalty, interest, and county sheriff's fees in the amount of \$158.11, for a total cancellation of \$609.39 for Maurice Traylor, Parcel No. MHH450028001AD, located at 242 Lenz Avenue, Hazelton.

A third mobile home with back taxes had also been abandoned and confirmed to be of no value.

❖ A Motion was made by Commissioner Morley to cancel the tax amount of \$253.14 plus penalty, interest, and county sheriff's fees in the amount of \$132.49, for a total cancellation of \$385.63 for Carl Cormier, Parcel No. MHJ3701110040A, located at 615 C Avenue West, Jerome.

### **BUSINESS AND/OR ADMINISTRATIVE MATTERS, Continued**

Prosecutor John Horgan was present.

Commissioner Roemer questioned a request for a wage increase submitted by Horgan that would exceed the five percent allowed in the Employee & Supervisor Manual for mid-year salary increases.

The Board determined Horgan could submit a new wage change form, reflecting a five percent raise, to be in accordance with the Manual.

A Motion was made by Commissioner Howell to approve a five percent raise for Mike Seib as requested by John Horgan. It died for lack of a second.

➤ Horgan said he would submit a revised Wage Change form.

### **KAREN DANIEL—MEDICAL BILLS**

This matter was continued until a later date.

### **WATERWAYS DISCUSSION**

Attorney Mike Seib was present. Also present was Roy Prescott, chairman of the North Side Soil and Water Conservation District.

The Board noted that it had signed a letter to the North Side Soil and Water Conservation District on April 18 pledging to provide the District \$10,000 during its fiscal year July 1, 2016, through June 30, 2017, barring any unforeseen emergencies.

❖ A Motion was made by Commissioner Howell to sign a claim as indicated in the letter of April 18 to the North Side Soil and Water Conservation District. It was seconded and carried with unanimous ayes. Commissioner Roemer recused herself because her husband is a member of the North Side Soil and Water Conservation Board.

### **MIKE SEIB—LEGAL COUNSEL**

Attorney Mike Seib and Chief Deputy Clerk Tracee McKim were present.

**Parker Question:** The Board was in receipt of a letter from George Parker in response to a letter the Commissioners had sent him the previous week asking him to audit his records. Parker stated in his letter that the next step in resolving his claim of overcharges for fuel would be for the County to verify whether he had paid a double tax.

Seib advised the normal procedure for a person with a complaint would be for him to state how much he had been overcharged. He recommended telling Parker that he could have access to County records if they would help him to determine an amount he believed he had been overcharged.

- It was determined Seib would write Parker another letter.

**Claim Documentation for Employee Manual:** The Board requested that Seib add to the Employee & Supervisor Manual that mileage for County business be calculated by using distances either from the official State highway map or from Google Maps.

### **APPROVE CLAIMS**

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

The Board signed a Claims Approval Report dated May 20, 2016, for the Justice Fund, with a grand total of \$28,771.20.

The Board signed a Claims Approval Report dated May 20, 2016, for the Indigent Fund, with a grand total of \$672.69.

The Board signed a Claims Approval Report dated May 20, 2016, for the Court Trust-ISTARS and Restitution-Courts Funds, with a grand total of \$5,978.40.

The Board signed a Claims Approval Report dated May 20, 2016, with a grand total of \$447,739.83 for the following funds: General, District Court II, Justice, Health District, Indigent, Revaluation, and Solid Waste.

### **READ AND APPROVE MINUTES**

❖ A Motion was made by Commissioner Morley to approve the minutes of May 9. It was seconded and carried with unanimous ayes.

### **INDIGENT MATTERS**

❖ A Motion was made by Commissioner Morley to follow staff recommendations for indigent matters. It was seconded and carried with unanimous ayes. Dismissed was Case No. 1516-048.

Meeting adjourned at 4:53 P.M.

Respectively submitted:

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Charles M. Howell, Chairman

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Jane White, Deputy Clerk

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Catherine M. Roemer, Commissioner

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Roger M. Morley, Commissioner