

BOISE COUNTY BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 12th, 2013
BOISE COUNTY COMMISSIONER'S ROOM
OFFICIAL MEETING MINUTES

In attendance: Chair Balding, Commissioners Wilkins and Anderson, Clerk Prisco, Chief Administrator Woodstrom, P&Z Administrator LoPiccolo, Sheriff Roeber, Assessor Adamson, Treasurer Hutchings, PA Gee and Deputy Auditor Klingner.

Chair Balding called the meeting to order at 9:02 a.m. and the Pledge of Allegiance was recited.

COMMISSIONER DISCUSSION/COMMITTEE REPORTS: The discussion on the Procurement Card provider was tabled.

Chair Balding attended the dedication of the Public Safety Building storage unit dedicated to Rod Knopp for his dedication to Boise County.

Commissioner Anderson met with the Crouch City Clerk, they will be addressing the lot split of the Youren property at their next meeting.

Chair Balding stated that the Community Justice director, volunteers (community service) and our building maintenance person to get the old library cleaned out. Chair Balding stated it was suggested to sell all surplus as one sale, cash only and remove all surplus within the month. Commissioner Anderson stated that all county offices should be able to go through the surplus to take what they want, before we have the sale.

Commissioner Anderson spoke about Arrow Rock Road and stated that news channel reporters were asking questions but she did not give information. Commissioner Anderson stated she received a call from the owner of Twin Springs concerning this issue. Chair Balding stated she spoke to the Elmore County Commissioners and they would like to get together to discuss this. Commissioner Anderson spoke about the seller agreement for the Mores Creek Ambulance property. Chair Balding stated she has tried to contact the Realtor and if she doesn't receive a call back, she will move on.

CONSTITUENT INPUT: There was none.

AMENDMENTS TO THE AGENDA: There were none.

MINUTES: Clerk Prisco presented meeting minutes for August 5th, 8th, 26th, 27th, September 6th, 13th, 27th and 30th of 2013. Chair Balding MOTIONED to adopt the official minutes of the September 27th, 2013 meeting as presented. Commissioner Wilkins SECONDED. Roll call vote: Chair Balding-aye; Commissioner Anderson-aye; Commissioner Wilkins-nay; motion passed. Commissioner Anderson MOTIONED to approve the meeting minutes of August 5th, 2013. Chair Balding SECONDED. Roll call vote: Chair Balding-aye; Commissioner Anderson-aye; Commissioner Wilkins-aye. All ayes, motion passed unanimously. Commissioner Wilkins MOTIONED to approve the official meeting minutes for August 8th, 2013 as presented. Chair Balding SECONDED. Roll call vote: Chair Balding – aye; Commissioner Wilkins – aye; Commissioner Anderson recused herself from the vote as she was not in attendance for that meeting. Motion passed. Chair Balding MOTIONED to approve the minutes from August 26th, 2013, as corrected. Commissioner Anderson SECONDED. Roll call vote: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye; motion passed unanimously. Chair Balding MOTIONED to approve the official meeting minutes from August 27th, 2013, as presented. Commissioner Wilkins SECONDED. Roll call vote: Chair Balding-aye; Commissioner Anderson-aye; Commissioner Wilkins-aye. All ayes, motion passed unanimously. Commissioner Wilkins MOTIONED to approve the official meeting minutes of September 6th, 2013, as presented. Chair Balding SECONDED. Roll call vote: Chair Balding-aye;

Commissioner Anderson-aye; Commissioner Wilkins-aye. All ayes, motion passed unanimously. Commissioner Wilkins MOTIONED to approve the official meeting minutes for September 13th, 2013, as presented. Chair Balding SECONDED. Roll call vote: Chair Balding-aye; Commissioner Anderson-aye; Commissioner Wilkins-aye. All ayes, motion passed unanimously. Commissioner Wilkins MOTIONED to approve the official meeting minutes of the Board of County Commissioners for Monday, September 30th, 2013, as presented. Chair Balding SECONDED. Roll call vote: Chair Balding-aye; Commissioner Anderson-aye; Commissioner Wilkins-aye. All ayes, motion passed unanimously.

DEPARTMENTAL ISSUES: Sheriff's Department - Mass gathering transition: Sheriff Roeber stated that Gina Turner is taking over the main committee portion for the mass gatherings. There was discussion on what department she will be paid out of for doing this. Treasurer Hutchings stated that Ms. Turner will still do her main duties so she is not concerned. They will work together to get this all figured out. Commissioner Anderson spoke about an email from Mr. Duley for the Esthetic Evolution event.

Sheriff Roeber stated that Sgt. Kasmarack is resigning so now they have two openings. Sheriff Roeber stated he received a call from the Elmore County Sheriff asking about the issue of not maintaining Arrow Rock Road. Commissioner Wilkins stated that the Sheriff was notified by phone message of what was going on.

Community Justice - IDJC Annual Financial Report: Valarie Delyea and Jason Stone, IDJC, were in attendance. The Board reviewed the report and asked questions. Clerk Prisco explained the funds of this report then Jason Stone spoke about the funds. Clerk Prisco stated she has reviewed and signed the report. Chair Balding MOTIONED to approve the Idaho Department of Juvenile Corrections reporting period 11-01-12 to 09-30-13 for the Juvenile Justice Annual Financial Report. Commissioner Anderson SECONDED. Roll call vote: Chair Balding-aye; Commissioner Anderson-aye; Commissioner Wilkins-aye. All ayes, motion passed unanimously.

Planning & Zoning – Extension requests/fees: Kevin spoke about looking at fees in his department. The Board would like the fee schedule to stand alone and do not want to wait for the UDO to be finished.

Clerk Prisco spoke about an employee's vacation and they're asking for an extension. Clerk Prisco stated that the accrual is for an employee in the Horseshoe Bend office and that there was an error made back in 2004 and the employee had not received all of her vacation time accrual. This employee is way over the allotment and the Clerk would like the Board to approve an extension. Commissioner Anderson asked what the employee's hours were before this error was fixed? Clerk Prisco stated that prior to the additional accrual, she was in compliance at that time. Commissioner Anderson MOTIONED to allow S. Seibel's vacation hours to accrue until December 31, 2014 to account for a mistake and adjustment that was made. Chair Balding SECONDED. Roll call vote: Chair Balding – aye; Commissioner Anderson – aye; Commissioner Wilkins - nay, motion passed.

Clerk Prisco spoke about cleaning of the carpets in Miner's Exchange Building. She stated that they have not been cleaned since 2008 and she would like to move forward on this. The Board stated to move forward with getting bids.

Clerk Prisco spoke about a constituent's email request for policy implementation of a fragrance free meeting room. Prosecutor Gee stated the Board has no legal obligation and it is up to the discretion of the Board. Commissioner Wilkins and Chair Balding were in agreement that we cannot make a policy and police it; we can't control the public.

Clerk Prisco stated that the December 3rd meeting will have to be moved to the Public Safety Building as Bailey & Co. will be here for the audit, the whole week.

Commissioner Anderson asked Clerk Prisco about the resolution of Nov. 4th, what administrative action was taken? Clerk Prisco stated that she has filed the resolution information. Clerk Prisco stated that there was not an accounting entry or transfer, it was only an administrative action.

CONTRACTS/AGREEMENTS/GRANTS: The Board reviewed the Cost Share Agreements FY2014-Snowmobile Trail Grooming Program, Unit 8B. Commissioner Anderson briefed the Board on the status of the contract and that indirect costs are not allowable in this particular form, there is a process for such but will likely not be possible. Commissioner Anderson stated that requesting permission is definition for acquiring permission. Commissioner Anderson MOTIONED to sign the FY 2014 Annual Operating Plan Cost Sharing Agreement between Idaho Department of Parks & Recreation, Boise County, State of Idaho and the US Forest Service, Boise National Forest and in the motion, would add that it is our understanding under item 1, section 7, that we acquire permission that is synonymous to requesting permission from private land owners for trails across the private lands and does not constitute a purchase of private land requirement. Chair Balding SECONDED. Roll call votes: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye; motion passed unanimously.

DEMAND WARRANTS: There were none.

INDIGENT: Nothing was presented.

PA ISSUES: Prosecutor Gee addressed open public meeting items: an item that recently arose was regarding communications with the media.

HSB Court Services – Judge Cockerille: Judge Cockerille entered the meeting and discussed the subject of the Horseshoe Bend Courthouse Annex services. Chair Balding asked that the item be placed on a future agenda item.

Commissioner Wilkins MOTIONED to go into executive session under 67-2345(1)(f), pending litigation, and 67-2345(1)(b), personnel. Chair Balding SECONDED. Roll call vote: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye; motion passed unanimously. Coming out of executive session, Chair Balding stated that no action was taken.

Prosecutor Gee addressed the Bailey & Co. engagement letter and wording that he would like to add to the contract.

The Board recessed for lunch.

IDAHO CITY EMT BUILDING LEASE: Jackie Bridwell, Idaho City Mayor, discussed the anticipated revisions of the lease for the building at 204 W. Commercial, Idaho City. Mayor Bridwell would like to see a 5 year term (vs. 22 years) and insurance coverage on the building; wanting it to be the responsibility of the lessee (the County). Commissioner Anderson expressed the Board's concern regarding Section 9 and that the building will likely be with EBCAD, rather than Boise County. Jerry Newland, EBCAD Director of Operations, stated that the EBCAD Operating Board is aware of the potential changes in lessee and that Board is in agreement with those changes.

MISCELLANEOUS & CORRESPONDENCE:

- Surplus of equipment/furniture in the old library building (resolution) – Valarie Delyea presented a resolution and list of items to be in the surplus. Ms. Delyea gave options on how to surplus the items. The Board stated to put an advertisement into the newspaper. Commissioner Wilkins MOTIONED to approve Resolution 2014-08, a Boise County resolution surplusing Boise County personal property, as presented. Chair Balding

SECONDED. Roll call vote: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye; motion passed unanimously.

- Commissioner Wilkins MOTIONED to direct the Clerk and Ms. Delyea to work with EBCAD in preparation of said surplus times to the EBCA units. Commissioner Balding SECONDED. Roll call vote: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye; motion passed unanimously. Need to put legal notice in the paper.
- CAT Board Nominations – the Board has no nominations.
- Canvass of November 5th elections - Commissioner Wilkins MOTIONED that, we the Board of County Commissioners, do hereby certify the official election results of the November 5th, 2013 elections and that they are true and complete of all votes cast in Boise County. Chair Balding SECONDED. Roll call vote: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye; motion passed unanimously.
- Letter to Elmore County Commissioners re: Arrow Rock Road – Prosecutor Gee suggested minor changes to the document. Chair Balding MOTIONED to fax and send via mail, the letter to the Elmore County Commissioners with regards to the Atlanta highway issue and for it to be scanned and emailed to all Commissioners. Commissioner Wilkins SECONDED. Roll call vote: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye; motion passed unanimously.
- Resolution 2014-06 to Operating on Cash Basis - Chair Balding MOTIONED to pass Resolution 2014-06, a Boise County resolution to carry over fund balance in order to operate on a cash basis. Commissioner Wilkins SECONDED. Roll call vote: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye; motion passed unanimously.
- Resolution 2014-07 Courthouse furnace purchase – Chair Balding MOTIONED to approve the Boise County resolution adjusting the FY 2014 Boise County District Court fund based on unanticipated revenues and expenses. Commissioner Wilkins SECONDED. Roll call vote: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye; motion passed unanimously.
- Letter to University of Idaho Extension Office in regards to a received evaluation for the 4-H program and coordinator – Commissioner Wilkins MOTIONED to approve the letter in regards to the University of Idaho evaluation. Chair Balding SECONDED. Roll call vote: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye, motion passed unanimously.
- GemPlan nominations – member at large – reviewed.
- Commissioner Wilkins spoke about the Idaho City Historical Foundation requesting us to take all historical information off our website. This was from a letter received from the ICHF about a month and half ago asking us to take off all information as they sell pamphlets around town. Commissioner Anderson would like a formal letter from ICHF on their copyrights as the information is all over the web, not just on our website. They need to tell us what is infringing on their copyright by reviewing the website information. Clerk Prisco was directed to draft a letter.
- Credit Card Fees Resolution 2014-09 – Commissioner Anderson asked if we were to have a public hearing. Clerk Prisco stated that this is a convenience fee, not a fee for services of the County so we shouldn't have to do a public hearing. There was discussion on the fee and if it should be set in the resolution. Commissioner Wilkins MOTIONED to recognize that on October 15th, the Board of cc made a motion to establish a debit/credit card transaction fee of \$2.50. After further discussion and review, we have reconsidered and change that fee from the \$2.50 to \$3.00. Commissioner Anderson SECONDED. Roll call vote: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye, motion passed unanimously. Commissioner Wilkins MOTIONED to approve Resolution 2014-09, a Boise County resolution regarding transaction fees for credit card payments in the amount not to exceed \$3.00. Commissioner Wilkins recinded her motion. Commissioner Anderson MOTIONED to approve Resolution 2014-09, a Boise County

resolution to charge a transaction fee for credit/debit card payments. Chair Balding SECONDED. Roll call vote: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye, motion passed unanimously.

BILLS: Clerk Prisco presented the bills. Chair Balding MOTIONED to pay the claims with the corrections of the miscoding and a journal entry to correct a previous claim. The motion died for lack of a second. The Board stated to pull the voucher for the Coroner's office and that the Coroner needs to state where the money is coming from as that line item is negative. Commissioner Wilkins MOTIONED to pay the budget for November 12, 2013, excluding the \$75 & \$50 out of the Coroner's budget as discussed, and note that there is a negative balance on the last page and note changes on. Commissioner Wilkins RECINDED her motion. Commissioner Anderson MOTIONED to pay the claims presented excluding the two Coroner claims without budget appropriations and that we note account corrections on pages 6, 17 & 18. Chair Balding SECONDED. Roll call vote: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye, motion passed unanimously. Chair Balding MOTIONED to get an explanation and clarification of the negative balance on the claims approval. Commissioner Anderson SECONDED. Roll call vote: Commissioner Wilkins-aye; Chair Balding-aye; Commissioner Anderson-aye, motion passed unanimously.

The Board stated that they need to send out a memo to the Elected Officials and Department Heads on negative budget lines.

General Fund	\$	3,440.61	Solid Waste	\$	6,998.85
Road & Bridge	\$	6,307.11	Sheriff's Vessel	\$	113.31
Justice Fund	\$	13,506.89	Revaluation	\$	394.98
EBCA	\$	2,883.07	Weeds	\$	294.89
District Court	\$	6,904.64	E911	\$	3,388.87

FUTURE AGENDA TOPICS REVIEW:

11-18: Commissioner Discussion – memo to Elected Officials/Department Heads on negative budget lines.

Other future items: Idaho City building lease, PERSI policy (Prosecutor Gee), resolution on policy for bids, what has to be inventoried.

11-26: Budget resolution.

Commissioner Wilkins MOTIONED to recess until November 18th, 2013. Chair Balding SECONDED. All ayes, motion carried.

Approved this 3rd day of December, 2013.

BARBARA M. BALDING, Chair
Boise County Board of Commissioners

Attest:

MARY T. PRISCO, Clerk to the Board