

BOISE COUNTY BOARD OF COMMISSIONERS  
TUESDAY, AUGUST 5<sup>th</sup>, 2014  
BOISE COUNTY COMMISSIONER'S ROOM  
MEETING MINUTES

In attendance: Chair Wilkins, Commissioner Balding, Commissioner Anderson, Chief Administrator Woodstrom, Deputy Clerk Loya, EMS John Roberts, Assessor Adamson, Treasurer Hutchings and Community Justice Administrator Delyea.

Chair Wilkins called the meeting to order and the pledge of allegiance was recited.

**COMMISSIONER DISCUSSION/COMMITTEE REPORTS:** Chair Wilkins attended the joint EBCAD meeting where all Commissioners in attendance. Chair Wilkins also attended the Gaming Committee meeting.

Commissioner Balding attended budget meetings and a joint meeting w/P&Z Commission.

Commissioner Anderson stated she attended the same meetings as Commissioner Balding but also attended the ULO meeting on August 19<sup>th</sup> at the Public Safety Building.

Commissioner Anderson stated she is working with Bank of America on the Procurement Policy, is working on this draft and will send it out for any further review before next weeks' meeting.

The Board is discussing who the liaisons should be.

Commissioner Anderson stated all computers have been received, just waiting on the last invoice.

Commissioner Anderson drafted the Title III funds letter, sent it to the Board and stated that she has submitted the advertisement to the local newspaper.

Medical Director advertisement – Chair Wilkins stated that Commissioner Balding contacted Central District Health on ideas of where to send the advertisements. Commissioner Anderson spoke about the duties in the contract and that it should be in the advertisement. Commissioner Balding suggested a letter of interest that would guide them (perspective persons) to the website. The Board agreed to do a letter of interest. Chair Wilkins will draft the advertisement and send it to the director of EBCAD to get the information out to the pertinent members.

**CONSTITUENT INPUT:** There was none.

**AMENDMENTS TO THE AGENDA:** There were none.

**MINUTES:** Chair Wilkins MOTIONED to approve the Boise County Board of Commissioners official meeting minutes, as presented, for Tuesday, July 1<sup>st</sup>, 2014. Commissioner Balding SECONDED. All ayes, motion passed.

Commissioner Balding inquired as to where we were at on the condensed minutes for publication.

**DEPARTMENTAL ISSUES:** Noxious Weeds Stock Agreement with Charlie Swearingen. Mike Bottoms was in attendance. The Board discussed hiring Mr. Swearingen as an employee and contract out, to Mr. Swearingen, this portion of the job. There was an issue with the insurance. Mr. Bottoms would like to hire Charlie and do the same as with Ms. Allred. Commissioner Anderson stated the contract does not require additionally insured and all three Commissioners initialed the contract. Commissioner Balding MOTIONED to hire Charlie Swearingen as a licensed applicator for the Noxious Weed Department, at his previous salary of \$10.41 per hour as Weed Sprayer 1, effective August 11, 2014. Commissioner Anderson SECONDED. Roll call vote: Chair Wilkins – nay; Commissioner Balding – aye; Commissioner Anderson – aye, motion passed. Commissioner Anderson MOTIONED to amend #7 Insurance and cross out contractor agrees to name Boise County as an additional named insured under its policy and initial it. Commissioner

Balding SECONDED. Roll call vote: Chair Wilkins – nay; Commissioner Balding – aye; Commissioner Anderson – aye, motion passed.

Commissioner Anderson MOTIONED to enter into a 2014 seasonal stock contract for the Noxious Weeds Department between Boise County and contractor, Charlie Swearingen, for specialized equipment. Commissioner Balding SECONDED. Chair Wilkins - nay, Commissioner's Balding and Anderson – aye, motion passed.

Solid Waste Supervisor, Mr. Bottoms, gave an update on the fire near the Transfer Station and stated it is still an open case.

Credit card % charges – Treasurer Hutchings spoke about the charges and that she is working with a new person at the bank and is still waiting for information.

Assessor Adamson spoke about the mapping copier and does not like the bids he has received. Mr. Adamson stated he is looking for a black & white unit, not one that also does color, because of the cost.

Road Department – Bill Jones stated the advertisement for Arrow Rock Road winter maintenance has gone to the Prosecutor for review.

Chair Wilkins spoke about Mr. Elliott's retirement and she asked if they are moving forward to get someone in that department.

Commissioner Balding spoke about the County helping Idaho City with filling their pot holes. Mr. Jones stated they were working towards getting that done.

Commissioner Balding spoke of the mud/dirt at Clear Creek storage area and asked what are they doing with it.

P & Z - payroll change request for N. Yonker - Commissioner Balding MOTIONED to approve the payroll change request for N. Yonker, as a temporary employee starting August 6<sup>th</sup>, at an hourly rate of \$13.30 from August 6<sup>th</sup> to October 15<sup>th</sup>. Commissioner Anderson SECONDED.

Commissioner Anderson noted that the job description is not attached. P&Z Administrator, Rora Canody, stated that it is the Administrative Assistant position. Chair Wilkins stated that the job description needs to be added to the payroll change request prior to Ms. Yonker starting. Chair Wilkins – nay; Commissioners Anderson and Balding – aye, motion passed.

**CONTRACTS/AGREEMENTS/GRANTS:** Road Department – SF Payette River Bridge Supplemental Agreement #1 – Bill Jones spoke about the agreement and stated they incurred more costs (\$60,000) than originally thought. Commissioner Anderson MOTIONED to approve the Professional Services Agreement Supplemental #1 for the South Fork Payette River Bridge, key #09986, agreement #8551, in the amount of \$60,000. Commissioner Balding SECONDED. Roll call vote: Chair Wilkins – aye; Commissioner Balding – aye; Commissioner Anderson – aye; motion passed unanimously.

Road Department Change Orders (10) – Commissioner Anderson MOTIONED to approve the change orders for the South Fork Payette River Bridge construction #26650, Change Order #3 for rock excavation in the amount of \$18,000, Change Order #5 for additional riprap in the amount of \$23,082.96, Change Order #7 for soft spot repair in the amount of \$1,000, Change Order #8 for pier drill shaft for change of conditions in the amount of \$76,000, Change Order #9 temporary shoring in the amount of \$1,700, Change Order #10 additional hours for portable traffic signs in the amount of \$41,634.81, Change Order #11 rock excavation phase 2 in the amount of \$1,558.70, Change Order #12 2<sup>nd</sup> soft spot repair in the amount of \$5,100, Change Order #13 for deck rebar in the amount of \$2,017.98 and Change Order #14 guardrail drilling in the amount of

\$5,500. Commissioner Balding SECONDED. All ayes, motion passed unanimously.

Community Justice – Cost Share Agreement – Administrator, Valarie Delyea, was in attendance. Ms. Delyea stated that Jim Meliza has tendered his resignation. Ms. Delyea recommends the Board to sign the agreement as her questions have been answered. Commissioner Anderson stated on 5A, it says: must return chain saw to federal government. Commissioner Anderson and Chair Wilkins stated they do not agree with that statement. Commissioner Balding MOTIONED to enter into the Challenge Cost Share Agreement between Boise County Community Justice Department and the USDA Forest Service, Boise National Forest. This Challenge Cost Share Agreement is hereby made and entered into by the USDA Forest Service, Boise National Forest herein referred to as the US Forest Service under the authority of the Department of Interior and related agencies, it's Forest Service Agreement #14-CS-11040203-041 with an amendment from Commissioner Anderson; in the amount of \$15,000 and it is for the Boise County Community Justice Trail Maintenance RAC Project #14BNF014. Commissioner Anderson SECONDED. Roll call vote: Chair Wilkins – aye; Commissioner Balding – aye; Commissioner Anderson – aye; motion passed unanimously.

Emergency Management – EOC Project Bids: White Electric, High Ground Electric and Mountain Power were the three bids received. Chair Wilkins MOTIONED to approve the bid from High Ground Electric for the project for the EOC upgrade in the total estimated price of \$5,081 as submitted on the letter recorded for the bid dated July 31<sup>st</sup>, 2014 as submitted by Mr. Roberts from the Boise County Emergency Management. Commissioner Balding added that an estimated permit fee is required of \$161.62 and it shall be in addition to the above amount. Commissioner Anderson SECONDED. Roll call vote: Chair Wilkins – aye; Commissioner Balding – aye; Commissioner Anderson – aye; motion passed unanimously.

Emergency Management Services Coordinator, John Roberts, gave an update on fires and excessive rain. Mr. Roberts also updated the Board on the LEPC meeting.

**DEMAND WARRANTS:** Chair Wilkins MOTIONED to approve the demand warrant to Robert Kassebaum, dated July 21, 2014 on the invoice, in the amount of \$100, to come out of fund #0654, acct #0806-0000. Commissioner Anderson SECONDED. All ayes, motion passed unanimously.

Hinkle lease – Hinkle Leasing paid the first car payment for the Boise County Sheriff's vehicle so we need to pay them back. Commissioner Anderson has prepared a resolution but the Clerk needs to review. The Board stated they will hold this until they can review the resolution later today. From the afternoon session: Commissioner Balding MOTIONED to approve the demand warrant for the Hinkle lease for the P&Z 2014 Chevy Equinox purchased, the first payment of three lease payments, in the amount of \$8,881.56. Commissioner Anderson SECONDED. Commissioner Anderson stated there are sufficient funds available to cover the expense. All ayes, motion passed.

**INDIGENT:** Chair Wilkins MOTIONED to go into executive session per I.C. 67-2345(1)(d) to discuss case 14-07-E. Commissioner Anderson SECONDED. Roll call vote: Chair Wilkins – aye; Commissioner Balding – aye; Commissioner Anderson – aye; motion passed unanimously. Coming out of executive session, Chair Wilkins MOTIONED to approve case 14-7-E. Commissioner Anderson SECONDED. Roll call vote: Chair Wilkins – aye; Commissioner Balding – aye; Commissioner Anderson – aye; motion passed unanimously.

**PA ISSUES:** Prosecutor Gee stated there was flooding at their office (back door) and he had someone come to do cleanup. Prosecutor Gee stated that they need the carpet replaced and the

drainage changed. He will contact the Road Department to see if they could work on the drainage issue.

Prosecutor Gee spoke about the budget and an issue related to the Road Department levy, gave an update from Mr. Duland and spoke about an email from Mr. McDevitt.

Joint Powers Agreement/MOU (EBCAD) is still a work in progress.

Addendum for medical director agreement – there was discussion that it should be on a month to month basis.

Commissioner Anderson spoke about the Procurement Card Policy discussion coming up in a later meeting.

Chair Wilkins MOTIONED to go into executive session per I.C. 67-2345(1)(f) for pending litigation and (1)(b) for personnel. Commissioner Balding SECONDED. Roll call vote: Chair Wilkins – aye; Commissioner Balding – aye; Commissioner Anderson – aye; motion passed unanimously. Coming out executive session for (1)(f), there was an update from the Prosecutor and (1)(b), the board has agreed to sign a letter of acceptance of an employees' letter of resignation.

Prosecutor Gee spoke about Ms. McConnell and that her contract goes through the end of September. Prosecutor Gee would like to contract/hire an attorney for homicide cases and is recommending Jolene Maloney.

The Board tabled the Independent Contractor Agreement to get clarification on Section 1, c (the issue being the contractor being able to outsource and subcontract legal services).

There was discussion concerning an email that Clerk Prisco was directed to create by the Board. Clerk Prisco stated that prior to sending this email today, she consulted with Prosecutor Gee and Gary Houde, State Tax Commission. They were both in agreement for the Clerk to send the email to Alan Dornfest. Clerk Prisco believes she has characterized this very accurately for Mr. Dornfest and she has asked (in the email) for Mr. Dornfest to call her.

Clerk Prisco spoke about an email from Commissioner Anderson last week concerning a resolution that Commissioner Anderson prepared. Chair Wilkins stated she held the demand warrant because the resolution should come first.

Letter that the Board approved in executive session: Chair Wilkins MOTIONED for the Board to sign the letter of resignation from an employee, as presented, and to send it to the employee. Commissioner Anderson SECONDED. Roll call vote: Chair Wilkins – aye; Commissioner Balding – aye; Commissioner Anderson – aye; motion passed unanimously.

#### **MISCELLANEOUS & CORRESPONDENCE:**

- Board of Equalization - Monthly reports/action – there was nothing to report.
- Resolutions: Chair Wilkins MOTIONED to approve Resolution 2014-48, a Boise County resolution to adjust the Road & Bridge FY 2014 Capital Project budget, Davies Bridge Chip Seal Project resolution; revenue and expenses both in the same amount of \$24,550. Commissioner Balding SECONDED. All ayes, motion carries.  
Chair Wilkins MOTIONED to approve Resolution 2014-49, a Boise County resolution adjusting the Boise County General fund, Emergency Services Department FY 2014 budget as stated. Commissioner Balding SECONDED. All ayes, motion passed.  
Chair Wilkins MOTIONED to approve Resolution 2014-50, a Boise County resolution adjusting the Boise County General fund, Emergency Services Department, FY 2014 budget whereas the General Fund, Emergency Services Department will receive unanticipated revenues and incur unanticipated expenses associated with the BHS 2012 SHSP Grant, an agreement between Boise County and the ID Bureau of Homeland Security, the revenue budget #01-00-0324-46 which is the BHS 2012 SHSP Grant in the amount of \$8,584.35, the expense budget is #01-11-0800-01 for capital equipment in the amount of \$8,584.35.

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

- Certificate of Residency – Chair Wilkins MOTIONED to approve the Certificate of Residency for Hope Harris. Commissioner Balding SECONDED. All ayes, motion carries.
- Liquor Catering Permits – Chair Wilkins MOTIONED to approve the Idaho Liquor Catering Permit under the licensee’s name of the Corner Café Bar & Grill, LLC as presented, for the catering of a wedding that does not meet mass gathering requirements, at 702 Dry Buck Road. Commissioner Balding SECONDED. All ayes, motion passed unanimously. Chair Wilkins MOTIONED to approve Fuerte LLC dba as Goodwood BBQ Idaho Liquor Catering Permit as presented. Commissioner Balding SECONDED. All ayes, motion carries.
- Liquor License Permits - Chair Wilkins MOTIONED to approve the 2015 Retail Alcohol Beverage Licenses for, #4 Debbie Christensen dba The Goldmine Eatery & Spirits, #5 Donna Myers dba Donna’s Place, Idaho City & #6 Donna Myers dba Donna’s Place, Placerville. Commissioner Balding SECONDED. All ayes, motion passed unanimously.
- ID Commerce Survey – the Board completed the survey via Chief Deputy Woodstrom entering the cumulative answers on the copy.
- Timber Products Manufacturers letter – Chair Wilkins read the letter for the record. Commissioner Balding stated that she was looking to Commissioner Anderson to review the information and determine if this relates to forest management. Commissioner Anderson stated she would like more time to review. The Board will discuss this issue next week.
- Future Agenda Topics Review – The Board discussed future agenda items.

**INTERNAL CONTROL DISCUSSION:** Policy was discussed and a resolution will be presented during Miscellaneous and Correspondence. Commissioner Balding MOTIONED that we approve Resolution 2014-51, a Boise County resolution adopting Boise County guidelines for handling allegations of fraud, misappropriations and other inappropriate conduct. Commissioner Anderson SECONDED. Chair Wilkins - nay; Commissioners Balding and Anderson –aye, motion passed.

**TENTATIVE BUDGET CHANGES/APPROVAL:** Commissioner Balding MOTIONED to reduce the Solid Waste fees, for FY 2015, by 10%. Chair Wilkins SECONDED. Roll call vote: Chair Wilkins – aye; Commissioner Balding – aye; Commissioner Anderson – aye; motion passed unanimously. The budget is to reflect such, to be followed by a resolution.

Chair Wilkins MOTIONED to recess until the next meeting Monday, August 11<sup>th</sup> at 10 a.m. for budget finalization. Commissioner Anderson would like the contract discussed then instead of tabling for the next regular meeting. Commissioner Balding SECONDED. All ayes.

Approved this 18<sup>th</sup> day of November, 2014.

---

**VICKI L. WILKINS**, Chair  
Boise County Board of Commissioners

**Attest:**

---

MARY T. PRISCO, Clerk to the Board