

**COMMISSIONERS MINUTES**

**JULY 6, 2018**

The Elmore County Commissioners met in regular session on the above date in the Commissioners Room, basement of the Elmore County Courthouse, 150 South 4<sup>th</sup> East, Mountain Home, Idaho.

Present at the meeting were Chairman Wes Wootan, Commissioners Bud Corbus and Al Hofer, Civil Attorney Buzz Grant, Clerk Barbara Steele, and Deputy Clerk Shelley Essl.

Motion by Wootan, second by Corbus, to go into Executive Session pursuant to I.C. 74-206(d) – 31-874 to discuss indigent applications. Roll call vote was taken.

**WOOTAN** ..... **-AYE**  
**CORBUS** ..... **-AYE**  
**HOFER** ..... **-AYE**                         **Motion carried and so ordered.**

Regular session resumed. The following decisions were made as a result of the Executive Session:

NM-06-18-08 Motion by , second by , to approve \$500.00 for rent with a reimbursement order of \$50.00 per month and 50% of federal and state income tax refunds as payment.

**WOOTAN** ..... **-AYE**  
**CORBUS** ..... **-AYE**  
**HOFER** ..... **-AYE**                         **Motion carried and so ordered.**

Prosecuting Attorney Daniel Page gave a monthly update.

Debbie Shoemaker appeared to request yearly funding for the Mountain Home Museum.

Motion by Wootan, second by Hofer, to approve and sign the Bull Riding Event Agreement with PUSH Enterprises, Inc.

**WOOTAN** ..... **-AYE**  
**CORBUS** ..... **-AYE**  
**HOFER** ..... **-AYE**                         **Motion carried and so ordered.**

Motion by Wootan, second by Hofer, to approve and sign the Fair Rodeo Agreement with King Rodeo Company.

**WOOTAN** ..... **-AYE**  
**CORBUS** ..... **-AYE**  
**HOFER** ..... **-AYE**                         **Motion carried and so ordered.**

Motion by Wootan, second by Hofer, to suspend the reading of Resolution No. 665-18 and refer to it in title only.

**WOOTAN..... -AYE**  
**CORBUS..... -AYE**  
**HOFER..... -AYE**

**Motion carried and so ordered.**

Motion by Wootan, second by Hofer, to approve Resolution No. 665-18 Personnel Actions Involving the Human Resources Manager.

**WOOTAN..... -AYE**  
**CORBUS..... -AYE**  
**HOFER..... -AYE**

**Motion carried and so ordered.**

**RESOLUTION NO. 665-18**  
**A RESOLUTION TO REPEAL AND REPLACE RESOLUTION NO. 570-15 REGARDING**  
**PERSONNEL ACTIONS AND AMENDMENTS TO PERSONNEL POLICIES**

**AT A MEETING OF THE BOARD OF ELMORE COUNTY COMMISSIONERS, STATE OF**  
**IDAHO, ON THE 6<sup>TH</sup> DAY OF JULY, 2018, THE FOLLOWING RESOLUTION WAS**  
**UNANIMOUSLY ADOPTED, TO WIT;**

WHEREAS, Elmore County (the "County") has established a written personnel policy dated effective March 1, 1999, which policy has been amended from time to time (the "Personnel Policy"); and

WHEREAS, on July 24, 2015, the Elmore County Board of Commissioners ("Board") approved Resolution No. 570-15 (the "2015 HR Resolution");

WHEREAS, the Board desires to repeal and replace the 2015 HR Resolution with this Resolution;

WHEREAS, the Board desires to require that all: (i) personnel disciplinary actions and terminations ("Personnel Actions"); (ii) personnel hiring actions, including interviews ("Hiring Activities"); (iii) changes to compensation rate of any County employee, be routed and processed through the Human Resources Manager (the "HR Manager") for comment as set forth herein.

NOW BE IT THEREFORE RESOLVED that the Board hereby:

1. Replaces and repeals the 2015 HR Resolution in its entirety with this Resolution as of the effective date below;
2. Amends the Personnel Policy as follows by the addition of the following:
  - a. In the event an elected official, department manager or other supervisor ("Manager") desires to take Personnel Action against a County employee, such Personnel Action shall be routed and processed through the County HR Manager. The HR Manager shall not have approval authority over

such Personnel Action, but shall act as an advisor to insure compliance with local, state and federal law, county policies, as well as to act as a sounding board for the Manager and to suggest other alternatives, if appropriate, and to assist the Manager with such Personnel Action;

b. All Hiring Activities shall be routed and processed through the HR Manager. It is recommended for County elected officials and required for County department managers and supervisors, that the HR Manager participate in the interviews for new employees. The HR Manager shall not have approval authority over the Hiring Activities, but her involvement shall ensure compliance with local, state and federal law, County policies, and to assist in the hiring process as needed by the Manager;

c. All changes or adjustments to the compensation rate of all County employees shall be routed and processed through the HR Manager. The HR Manager shall not have approval authority over the changes in compensation, which shall reside with the Board, but her involvement shall be for the purpose of compliance with local, state and federal law, County policies, County budget and to assist in making sure the compensation program is fair and equitable for all County employees and to otherwise assist the elected officials or the department managers or supervisors with compensation matters;

d. In the event of a conflict between the Personnel Policy and this Resolution, this Resolution shall control.

Approved as a Resolution of the Elmore County Board of Commissioners effective on this 6th day of July, 2018.

**ELMORE COUNTY COMMISSIONERS**

**/S/ WESLEY R. WOOTAN, Chairman**

**/S/ FRANKLIN L. CORBUS, Commissioner**

**/S/ ALBERT HOFER, Commissioner**

**ATTEST: /S/ BARBARA STEELE, Clerk**

Motion by Wootan, second by Hofer, to suspend the reading of Resolution No. 666-18 and refer to it in title only.

**WOOTAN..... -AYE**

**CORBUS..... -AYE**

**HOFER..... -AYE**

**Motion carried and so ordered.**

Motion by Wootan, second by Hofer, to approve Resolution No. 666-18 Policy for County Purchasing and Contracting Services.

**WOOTAN..... -AYE**

**CORBUS..... -AYE**

**HOFER..... -AYE**

**Motion carried and so ordered.**

**RESOLUTION NO. 666-18**

**A RESOLUTION REGARDING THE POLICY FOR PURCHASING AND CONTRACTING  
WITH AND FOR ELMORE COUNTY**

**AT A MEETING OF THE BOARD OF ELMORE COUNTY COMMISSIONERS, STATE OF  
IDAHO, ON THE 6<sup>TH</sup> DAY OF JULY, 2018, THE FOLLOWING RESOLUTION WAS  
UNANIMOUSLY ADOPTED, TO WIT;**

WHEREAS, Elmore County (the “County”) through the Elmore County Board of Commissioners (“Board”) desires to establish certain policies regarding the purchase of items and for contracting for services provided to the County as further as set forth herein.

NOW BE IT THEREFORE RESOLVED that the Board hereby amends the Personnel Policy as follows by the addition of the following:

1. All County public officials, managers and employees (“Officers and Employees”) shall route purchases or contract for goods and services excess of \$1,500.00, (prior to purchase) regardless of whether the matter has been approved in the budget, to the County Purchasing Representative, to insure compliance with local, state and federal law, county policies, state bids, as well as to act as a sounding board for the Officers and Employees to discuss the purchase of items in excess of the foregoing amount. The County Purchasing Representative shall not have approval authority over such purchases or contracts, but shall act as an advisor to Board, Officers and Employees for compliance matters.
2. The County Civil Attorney may act in the absence of or in place of the County Purchasing Representative.
3. All purchases or contracts for the provision of goods and services in excess of \$1,500.00, shall require Board approval prior to the purchase or prior to the Board entering into the contract. This shall apply regardless of whether the matter has already been approved as part of the budget.
4. The authority to enter into all contracts for the provision of goods and services in excess of \$1,500.00 shall be restricted to the Board.
5. In the event of an emergency, as declared by one or more commissioners, this Resolution may be suspended for the duration of such emergency, and following such emergency, any such purchase made during such emergency shall be presented to the Board for its ratification of approval.

Approved as a Resolution of the Elmore County Board of Commissioners effective on this 6<sup>th</sup> day of July, 2018.

**ELMORE COUNTY COMMISSIONERS**  
**/S/ WESLEY R. WOOTAN, Chairman**  
**/S/ FRANKLIN L. CORBUS, Commissioner**  
**/S/ ALBERT HOFER, Commissioner**  
**ATTEST: /S/ BARBARA STEELE, Clerk**

Motion by Wootan, second by Corbus, to go into Executive Session pursuant to I.C. 74-206(d) to discuss exempt records. Roll call vote was taken.

**WOOTAN..... -AYE**  
**CORBUS..... -AYE**  
**HOFER ..... -AYE**                               **Motion carried and so ordered.**

Regular session resumed. No decision was made as result of the Executive Session.

Debbie Maxwell appeared to request funding for Treasure Valley Transit.

Motion by Wootan, second by Corbus, to suspend the reading of Resolution No. 667-18 and refer to it in title only.

**WOOTAN..... -AYE**  
**CORBUS..... -AYE**  
**HOFER ..... -AYE**                               **Motion carried and so ordered.**

Motion by Wootan, second by Hofer, to approve Resolution No. 667-18 Policy for County Data Processing Purchasing and Services.

**WOOTAN..... -AYE**  
**CORBUS..... -AYE**  
**HOFER ..... -AYE**                               **Motion carried and so ordered.**

**RESOLUTION NO. 667-18**  
**A RESOLUTION REGARDING THE POLICY FOR DATA PROCESSING SERVICES**

**AT A MEETING OF THE BOARD OF ELMORE COUNTY COMMISSIONERS, STATE OF IDAHO, ON THE 6<sup>TH</sup> DAY OF JULY, 2018, THE FOLLOWING RESOLUTION WAS UNANIMOUSLY ADOPTED, TO WIT;**

WHEREAS, Elmore County (the “County”) through the Elmore County Board of Commissioners (“Board”) desires to establish certain policies regarding the purchase and installation of hardware and software for the County’s data processing operation.

NOW BE IT THEREFORE RESOLVED that the Board hereby amends the Personnel Policy as follows by the addition of the following:

1. All County public officials, managers and employees (“Officers and Employees”) shall submit for review all purchases or contracts for data processing hardware and software to the County Data Processing Representative, (prior to purchase) to insure compliance and compatibility with the County hard and software and to prevent in invasion of threats into the County data processing system, as well as to act as a sounding board for the Officers and Employees to discuss the purchase and or installation of hard or software systems. The County Data Processing Representative shall not have approval authority over such purchases or software installation, but shall act as an advisor to Board, Officers and Employees for compliance matters.

2. All purchases or contracts for the software or hardware for the County data processing system, shall require either approval from the County Data Processing Representative or Stevenson Consulting for terms of less than one year and in amounts not to exceed \$1,000.00. All purchases or contracts for the software or hardware for the County data processing system in excess of \$1,000.00 or for a contract term in excess of one year, shall require prior Board approval. This shall apply regardless of whether the matter has already been approved as part of the budget.

4. The authority to add or purchase software or hardware for the County data processing system shall be restricted to the Board, although the County Data Processing Representative or Stevenson Consulting may add such software that may be necessary to accomplish their needs in servicing the data processing system of the County.

5. Stevenson Consulting may act in the absence of the County Data Processing Representative.

Approved as a Resolution of the Elmore County Board of Commissioners effective on this 6th day of July 2018.

**ELMORE COUNTY COMMISSIONERS**

**/S/ WESLEY R. WOOTAN, Chairman**

**/S/ FRANKLIN L. CORBUS, Commissioner**

**/S/ ALBERT HOFER, Commissioner**

**ATTEST: /S/ BARBARA STEELE, Clerk**

Motion by Wootan, second by Corbus, to appoint Diana Clark as the County ADA Officer.

**WOOTAN..... -AYE**

**CORBUS..... -AYE**

**HOFER..... -AYE**

**Motion carried and so ordered.**

Motion by Wootan, second by Corbus, to approve the expenses in the amount of \$187,711.29.

**WOOTAN** ..... -**AYE**  
**CORBUS** ..... -**AYE**  
**HOFER** ..... -**AYE**

**Motion carried and so ordered.**

Jared Zito appeared to discuss a building use issue.

Motion by Hofer, second by Corbus, to adjourn for lunch.

**WOOTAN** ..... -**AYE**  
**CORBUS** ..... -**AYE**  
**HOFER** ..... -**AYE**

**Motion carried and so ordered.**

Regular session resumed.

Motion by Wootan, second by Corbus, to recess as a Board of Commissioners and convene as a Board of Equalization.

**WOOTAN** ..... -**AYE**  
**CORBUS** ..... -**AYE**  
**HOFER** ..... -**AYE**

**Motion carried and so ordered.**

The board discussed a tax assessment appeal from Greg and Reba Lindsay.

Motion by Wootan, second by Corbus, to reinstate the homeowners exemption on parcel number RPA00240030170A.

**WOOTAN** ..... -**AYE**  
**CORBUS** ..... -**AYE**  
**HOFER** ..... -**AYE**

**Motion carried and so ordered.**

Motion by Wootan, second by Corbus, to recess as a Board of Equalization and convene as a Board of Commissioners.

**WOOTAN** ..... -**AYE**  
**CORBUS** ..... -**AYE**  
**HOFER** ..... -**AYE**

**Motion carried and so ordered.**

Motion by Wootan, second by Corbus, to decrease the value on parcel number RPA0137004013FA to \$44,387.50 for tax year 2018.

**WOOTAN** ..... -**AYE**  
**CORBUS** ..... -**AYE**  
**HOFER** ..... -**AYE**

**Motion carried and so ordered.**

Motion by Wootan, second by Corbus, to go into Executive Session pursuant to I.C. 74-206(d)&(f) to discuss exempt records and possible litigation. Roll call vote was taken.

**WOOTAN..... -AYE**  
**CORBUS..... -AYE**  
**HOFER ..... -AYE**

**Motion carried and so ordered.**

Regular session resumed. No decision was made as result of the Executive Session.

Motion by Wootan, second by Corbus, to recess as a Board of Commissioners and convene as a Board of Equalization.

**WOOTAN..... -AYE**  
**CORBUS..... -AYE**  
**HOFER ..... -AYE**

**Motion carried and so ordered.**

Motion by Wootan, second by Hofer, to uphold the assessment by the Assessor’s office on parcel number RPA00510030130A, in the amount of \$168,297.00 for tax year 2018.

**WOOTAN..... -AYE**  
**CORBUS..... -AYE**  
**HOFER ..... -AYE**

**Motion carried and so ordered.**

Motion by Wootan, second by Corbus, to adjourn as a Board of Equalization and convene as a Board of Commissioners.

**WOOTAN..... -AYE**  
**CORBUS..... -AYE**  
**HOFER ..... -AYE**

**Motion carried and so ordered.**

Motion by Wootan, second by Hofer, to go into Executive Session pursuant to I.C. 74-206(d)&(f) to discuss exempt records and possible litigation. Roll call vote was taken.

**WOOTAN..... -AYE**  
**CORBUS..... -AYE**  
**HOFER ..... -AYE**

**Motion carried and so ordered.**

Regular session resumed. No decision was made as result of the Executive Session.

Motion by Corbus, second by Hofer, to increase the solid waste fee 5%.

**WOOTAN..... -AYE**  
**CORBUS..... -AYE**  
**HOFER ..... -AYE**

**Motion carried and so ordered.**



Heather Reynolds reviewed a compensation pay scale chart.

Motion by Wootan, second by Corbus, to approve the minutes for April 6, 2018, April 20, 2018, May 4, 2018, May 11, 2018, May 18, 2018 and May 25, 2018.

**WOOTAN** ..... -**AYE**  
**CORBUS** ..... -**AYE**  
**HOFER** ..... -**AYE** **Motion carried and so ordered.**

Motion by Hofer, second by Corbus, to approve and sign the letter to Tim Bondy regarding the county website.

**WOOTAN** ..... -**AYE**  
**CORBUS** ..... -**AYE**  
**HOFER** ..... -**AYE** **Motion carried and so ordered.**

Motion by Wootan, second by Corbus, to approve Tax Cancellation No. 1389 Judith L. Hible-\$1.96 and No. 1390 Alan Wade Wilson-\$2.35.

**WOOTAN** ..... -**AYE**  
**CORBUS** ..... -**AYE**  
**HOFER** ..... -**AYE** **Motion carried and so ordered.**

Motion by Wootan, second by Corbus, to approve the Recorder’s Office Report for the record only.

**WOOTAN** ..... -**AYE**  
**CORBUS** ..... -**AYE**  
**HOFER** ..... -**AYE** **Motion carried and so ordered.**

Motion by Wootan, second by Corbus, to approve the payroll for June 2018 in the amount of \$554,699.04.

**WOOTAN** ..... -**AYE**  
**CORBUS** ..... -**AYE**  
**HOFER** ..... -**AYE** **Motion carried and so ordered.**

Motion by Wootan, second by Corbus, to approve and sign the Military Liaison Agreement.

**WOOTAN** ..... -**AYE**  
**CORBUS** ..... -**AYE**  
**HOFER** ..... -**AYE** **Motion carried and so ordered.**

Departmental budgets were reviewed.

Motion by Hofer, second by Corbus, to adjourn.

**WOOTAN** ..... -**AYE**

**CORBUS ..... -AYE**  
**HOFER ..... -AYE**

**Motion carried and so ordered.**

**/S/ WESLEY R. WOOTAN, Chairman**  
**ATTEST: /S/ BARBARA STEELE, Clerk**