

COMMISSIONER MEETING OF March 28, 2022

The Caribou County Commissioners met in regular session on March 28, 2022 at 9:00 a.m. Those in attendance were:

Mark Mathews, Commissioner
Bryce Somsen, Commissioner
Marty McCullough, Commissioner
Jill Stoor, Deputy Clerk
Kim Spencer, Road & Bridge Dept.
Brett Barfuss, Road & Bridge Dept.
Jacob Farnes, IT/GIS
J. Adam Maybe, Sheriff
Rowdy Larking, Building Dept.

Justin Hatch, Extension Office
Lisa Barfuss, Extension Office
Rachel Hamilton, Extension Office
Judy Ambrosek
Sara Smith
Aaron Cook, Assessor
Gregg Haney, City of Soda Springs
Mitch Hart, City of Soda Springs

The meeting opened with Marty McCullough leading the pledge of allegiance and prayer.

Kim Spencer, Road and Bridge:

- Kim informed the commissioners that the old crusher has been sold at Ritchie Bro. Auction and was sold at \$132,000; he anticipated \$85,000. After paying the auction house 10 percent and approximately \$5,000 to have it hauled, they still will receive \$20,000 over the anticipated revenue.
- They have 4 blades working in the back country this week opening up roads. Today they are up Lanes Creek, Williamsburg, Bridge Creek, and should be at Summit Creek before the end of today. He has had contact with Bear Lake and they should meet up tomorrow and they will be finished with that job.
- Kim stated that the work at Whiskey Creek has been taken care of. The culvert was actually good other than a little buildup on the intake end.
- On Turner Road there is a culvert that needs addressing. Because a canal was moved underground and a ditch filled in, there has been flooding at a home. Discussion was held on how to mediate the flooding and a new culvert will be installed to direct the water away from the home. Kim will get better readings done and inform the landowners.
- Next week they will begin applying crack seal. Kim stated that they had only received half of their order so far. They have 1000 ton of Nucor chip as well as 1000 ton from Mickelson chip still yet to haul.

Jacob Farnes, IT/GIS:

- Jacob stated that last Monday ICRMP requested going over our cyber security risk for our new insurance policy. He presented the results of that survey to the board. We received high marks on Organizational Policies and Employee/Administrator Training as well as Corporate Risk Manager, Legal Counsel, and Incident Response Plan Team Responsibilities. The only area of concern was with Anti-Ransomware Technical and Process Requirements being marked as weak. He stated that they want us to implement multi-factor authentication and to address concerns with remote access for several users. There is also concern with having next generation antivirus. Several options were discussed to improve scoring in this area. He showed options for multi-factor authentication and stated that our antivirus program already has centralized management to address the next generation requirement. He will continue to explore options and pricing prior to the upcoming budgeting process. The commissioners recommended speaking with other counties to learn of their status and solutions.
- Jacob stated that he finished up the data collection for performance needed last week so that he can get something similar or better ordered for the server storage. He has been looking at SHI, HP and Dell as options.
- Along with the Sheriff's office, he finished up the GIS implementation on the CAD/Dispatch server. The last step has to do with intelligence sharing between the different agencies has not yet been delivered by Motorola.

J. Adam Mabey, Sheriff:

- Summit Foods has contacted the Sheriff regarding a 7 percent increase for the food at the jail at only half way through our budget year. He stated that we have not had an increase since 2018. The increase would be approximately \$11,000 so half that for the remainder of the fiscal year. He feels that he can absorb that in this year's budget, but will need the increase for FY2023 budget.

They do have a hot cart option that allows the inmates to use their funds to purchase extra items. Summit has the ability to make that available and he has negotiated a 30 percent return to the inmate fund. That should help offset the increase to the meal contract.

- He wanted to remind the board of the importance of the Quad County Board of Guardianship Program and requested that the commissioners commit funds from next years budget. They informed him that the approval for \$1500 from P.I.L.T has previously been approved. Discussion was also held on an additional member needed from Caribou County.

- Employee Update: They have filled the vacant detention deputy position; McKay O'Neil will be hired and potentially be able to challenge post. He is a certified probation corrections officer in Utah currently.
- Discussion was held including Rowdy on the building maintenance issue at the jail. Rowdy has already met with Construction Services and they are coming up with a solution to repair and prevent the water damage to the exterior as well as two pods inside. He should have quotes soon.
- Sheriff is continuing work on the 911 State Grant money and has several bids in. One company is used by Bear Lake County and would require us to hub with Bonneville County. He would prefer to hub with Bannock County and use the Vista system through Motorola. He requested a legal review of the presented contract. The price came in at approximately \$209,553.36 which is well under the grant funds of \$230,000 that have already been allocated to the county. The recorder refresh would utilize the system we already have; Sheriff would like to see us use a newer option that would only be 16 cents more. It would improve the text to 911 and Mack systems as well as getting us hooked up with the Spillman software. It would connect us with information from Bannock, Bingham, and Power Counties.
- The cost to update the radio systems is an upcoming project that he would like to see addressed.
- Sheriff presented the signed Idaho Parks & Recreation agreement for filing.
- He also gave a report on his recent trip to the Western States Sheriff Convention.

Justin Hatch, Extension Office – employment interviews:

- **Commissioner Somsen motioned to convene an executive session at 10:07 a.m. to conduct employment interviews for the Extension Office. Commissioner McCullough seconded the motion. Motion passed.**

Commissioner Somsen suggested ending the executive session at 10:31 a.m.

- **Commissioner Somsen motioned to offer the part-time position at the Extension Office to Judy Ambrosek. Commissioner McCullough seconded the motion. Motion passed.**

Rowdy Larkins, Building Department:

- Rowdy informed the commissioners that he has completed the 5-day class and passed the test to receive his residential certification. He will continue the course for his commercial certification in September.

- He is implementing a new inspection sheet that will allow the builders to have documentation as well as the county to improve the paper trail for inspections.
- Discussion was continued on the water issues at the jail. He stated that the installation should have had drip trays and been installed 6 inches from the ground to avoid moisture problems. While inspecting the building drainage problems were also found near the front door. The issues could be alleviated by installing gutters to divert the water away from the building and he will have quotes soon for all the listed repairs.
- Rowdy expressed a concern with his office space and the ability to have needed private conversations as he works with people preparing applications for building permits. Storage is also an issue. He proposed moving to the empty office down the hall that has just been used for storage. The room has been remodeled but cabinets or desks have not been installed. The commissioners approved the move and advised him to obtain a firm bid from Construction Services and the expenses could be paid from the Courthouse Building Remodel and Repairs line item that is still available for the fiscal year.
- The board asked Rowdy if he would make arrangements for snow removal when he is out of the office. They stated that the Road and Bridge is willing to help if Rowdy would just inform Kim when he is absent.
- Discussion was held on a sidewalk and step issue in front of the courthouse. Rowdy has been in touch with Alan at the city and they are hoping to replace sidewalk slabs in front of the courthouse if they are able to obtain grant funds. There have been water issues in the area and frost may also be part of the problem. Rowdy will continue to work with the city and monitor the issue.

City of Soda Springs:

- Gregg Haney brought a copy of the Reciprocal fire Fighting Emergency Assistance Agreement and explained that the agreement is renewed automatically each year. The contract was signed in 2014 and is effective unless terminated by either party.
- Discussion was continued on the issues at the fire station and the needed repairs. Gregg stated that the plumbing in the bathroom is unusable due to the settling and there are cracks in the concrete of the bays. ICRMP has committed up to \$50,000 toward the repairs and they are estimating a cost of about \$125,000. The city representatives as well as the commissioners walked over to tour the building and inspect the damage. No decisions were made.

Aaron Cook, Assessor:

- Aaron has the results back from the state on the annual Ratio Study. Last year they studied our improved residential sales and our vacant rental sales. Last year they studied 10 vacant and this year it was up to 66 sales to study. The ratio on those sales came in at 87% last year after an 18% adjustment and this year it came in at 82% which is below the acceptable level. That suggests a 20 to 25% increase in value for homes that sold last year. Aaron wanted to share the information to let the commissioners know where the market is headed. The law states that we should be between 90 and 110%. He will make adjustment to get back in compliance and then do a follow up study to confirm that we are back in compliance. He stated that all counties are experiencing the same circumstances.

Dana Izatt, Searle Hart & Associates PLLC:

- Dana Izatt from Searle & Hart presented the 2021 Fiscal Year Audit Report along with a Management Report and compliance letter.
Caribou County assets are listed at \$27 million and collected property tax totals were down.
PERSI is well funded, has a conservative board, and Dana feels that the employees can be assured that their retirements funds are secure.
Dana complimented the county for the continued efficiency in budget development and administrations. He stated that long-term debt levels have decreased.
He recommends that key personnel be encouraged to attend professional and governmental training courses and conferences to keep up with the current rules and regulations.
The county is compliant with the IRS.
Dana appreciates the responsiveness and cooperation of county personnel during the course of the field work and report write-up.

Other:

- Commissioner McCullough moved to approve the claims with remittances for FY 2022 in the amount of \$244,624.24 and payroll claims in the amount of \$171,756.79 and to approve the minutes of March 14, 2022 as presented. Commissioner Mathews seconded the motion. Motion carried.
- The meeting adjourned at 12:16 p.m. The Caribou County Board of Commissioners will meet again on April 11, 2022 at 9:00 a.m. for regular meeting.

Signed: Mark Mathews, Commissioner Chairman



Attested: Denise Horsley, Clerk



CARIBOU COUNTY COMMISSIONER'S AGENDA**Date: 3/28/2022**

ACTION ITEMS / BUSINESS

Time	Name of Person/Party	Concerning
9:00 AM	Bills & Minutes	
9:15 AM	Kim Spencer	Road & Bridge
9:30 AM	Jacob Farnes	IT / GIS
9:45 AM	J. Adam Mabey	Sheriff
10:00 AM	Interviews Extension Office	Justin Hatch
10:15 AM		
10:30 AM	Rowdy Larkins	Building Dept
10:45 AM	City of Soda Springs	Firestation discussion and tour
11:00 AM		
11:15 AM	Aaron Cook	Ratio Study Update
11:30 AM	Dana	Year Audit
11:45 AM		
Noon	LUNCH BREAK	
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5:00 PM		

OTHER BUSINESS: Executive Session I.C. 74-206

BOE

Anyone needing special assistance to attend the above noticed meeting should contact the Clerk's Office at (208)547-4324.

Approved Payment of Bills

Mar-22	Claims	Payroll
Current Expense	\$ 52,345.01	
Indigent	\$ 1,825.56	
Road & Bridge	\$ 54,938.64	
Special Highway	\$ 32,981.52	
Justice	\$ 30,050.56	
Weed Control	\$ 439.71	
Solid Waste		
Reappraisal	\$ 1,059.40	
Health	\$ 1,426.66	
Hospital M&O		
Ambulance	\$ 336.26	
Parks & Recreation	\$ 470.32	
Tort		
County Fair		
County Court Facility		
District Court	\$ 2,236.99	
Court Services		
Juvenile Justice	\$ 125.17	
Veteran's Memorial		
Mineral Leasing	\$ 1,360.00	
PILT		
Water District	\$ 963.65	
TV Translator		
Landfill		
Bailey Creek Fire District		
Freedom Fire District		
Auditor's Trust	\$ 160.00	
Adult Probation Fee		
Diversion Education Trust		
Juvenile Housing Trust		
Range Improvement Trust		
Court Trust		
Centennial Trust		
College Trust		
Treasurer's Trust		
ID Trust		
Concealed Weapon's Trust		
Motor Vehicle Trust		
911 Trust		
Public Safety Trust		
Weed Control Trust		
Historical Society Trust		
Youth Court Trust		
Vessel Account		
Remittances	\$ 63,904.79	\$ 171,756.79
Grand Total	\$ 244,624.24	\$ 171,756.79