

PROCEEDINGS COUNTY COMMISSIONERS

SHOSHONE COUNTY, IDAHO

BOOK 2018

Monday, May 14, 2018

The Board met pursuant to recessing Thursday, May 10, 2018.

Present:

Commissioners: Jay Huber

Mike Fitzgerald

John Hansen

Deputy Clerk: Susan K. Hendrixson

The following proceedings were had to-wit:

The Board met with Sheriff Mike Gunderson and Shoshone County Maintenance Director Keith Chambers at 10:00 a.m. to continue review, discussion and consideration for the planning process of a new Public Safety Building. Also in attendance was Shoshone County Treasurer Ellen Masterson. The Board did a recap of the items discussed at the planning meeting that was held on April 30, 2018. Keith Chambers passed out a Public Safety Facility Deficiencies/Upgrades sheet with twenty-one (21) items. Items discussed/reviewed:

- The State is willing to sign a letter of intent to provide state inmates at \$75.00 per inmate.
- Railroad property located next to Spundstrand – willing to work with the County.
- Annexation of property into the City of Wallace – the City of Wallace is open to working with the County.
- Jail Standards Inspection will be held in June and condition of facility will be reviewed.
- Sheriff Gunderson will be meeting with Kootenai County Sheriff Ben Wolfinger to discuss the process that Kootenai County used for their new facility to assist with Shoshone County.
- Panhandle Area Council will be contacted to see if there are possible grant options for this facility.
- Sheriff Gunderson will include a line item in his 2018/19 for this project.
- Timeline – minimum two (2) years.

The Board met with Sheriff Mike Gunderson at 10:18 a.m. to discuss, review and consider a joint agreement with the Kellogg School District for a school resource officer. Also in attendance was Shoshone County Treasurer Ellen Masterson. The Kellogg School District has approached Sheriff Gunderson for a high school resource officer. There was a school resource officer in Kellogg years ago, but because of budgets/funding the position was removed. The Kellogg School District has approved the position in their budget, paying for fifty (50) percent of the officer's wages. The position would provide for a resource officer for nine (9) months at the school, and three (3) months at patrol. Following discussion, a motion was made by Commissioner Huber, seconded by Commissioner Hansen to include this position into the FY 2018-19 budget. The motion carried unanimously.

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The Board met with Sheriff Mike Gunderson at 10:36 a.m. to discuss, review and consider delinquent jail medication invoices and payment. Also in attendance was Shoshone County Treasurer Ellen Masterson. Items discussed included the following:

- When Sheriff Gunderson came into office, it was discovered that bills to Yokes Pharmacy were not paid for jail medical dating back to 2016.
- Sheriff Gunderson recently received a copy of the invoice from the Clerk's office with a note stating they are no longer paying for these bills - 2016 to current. No bills have been paid to Yokes since Sheriff Gunderson has taken office. The bills have accumulated now to over \$32,000. Sheriff Gunderson expressed his concern on Yokes Pharmacy not being paid.
- There was a question on the invoices from 2016 – It is the Sheriff's understanding that Yokes went to a new program and there was a problem with billing. If the 2016 invoices are not going to be paid, then Yokes needs to be informed of the reason.
- What process is going to be used to pay these invoices moving forward?
- Another question is on medical coding – the Clerk's social services office has done the medical coding for the jail in the past for Medicare rates. Sheriff Gunderson was informed last month from the Clerk's office that she will no longer provide the medical coding for the jail. He will now have to train someone to do coding or pay a company that takes thirty-five (35) cents on the dollar – which is not beneficial to the County.
- Sheriff Gunderson was not contacted regarding these changes.
- The Yokes account needs to be reconciled.
- After reconciliation, what needs to be paid to Yokes.
- The Board will contact the Clerk on the status of the situation with these invoices to be able to move forward with reconciliation.

The Board convened at 11:00 a.m. for a FY 2018-2019 workshop to discuss, review and complete Department Budget Request Forms provided by the Shoshone County Clerk. Also in attendance were Deputy Clerk Tamie Eberhard, Assessor Jerry White, Chief Deputy Assessor Connie Holmquist, and Matt Beehner. Also discussed included the following:

- Wage Annual Total Hours are 2088 hours.
- Raises shall be provided for two cases only:
 - Staff eligible for scheduled Step/Grade and Longevity and
 - Staff being provided a promotion due to position advancement/replacement of a more senior position and/or reclassification of job duties. (Note: These items require submittal of current and proposed job descriptions to the BOCC.)
- A 3% COLA increase shall be applied to all wage and salaries, starting October 1, 2018.
- The Medical Insurance increase shall be applied as provided in the Clerk's 2018 Budget Rates xls sheet. (Note: The Clerk's recommended increases are larger than discussed in the morning workshop session).
- Also, note a few national annual trends when compiling the Preliminary Budgets - Utilities: electricity is up 3.8% and natural gas is up 3.7% - Consumer Price Index for all

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goods and services is up 2.14% for 2017 and is project to be up 2.54% and 2.44% for 2018 and 2019.

Thereafter, the meeting adjourned.

ATTEST Peggy White
County Clerk

Approved: 
Chairman

By: 
Deputy Clerk

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Tuesday, May 15, 2018

The Board met pursuant to recessing Monday, May 14, 2018.

Present:

Commissioners: Jay Huber

Mike Fitzgerald

John Hansen

Deputy Clerk: Susan K. Hendrixson

The following proceedings were had to-wit:

The Board convened at 9:30 a.m. for a FY 2018-2019 workshop to discuss, review and complete Department Budget Request Forms provided by the Shoshone County Clerk. Also in attendance were Deputy Clerk Tamie Eberhard, and Matt Beehner. The Board continued working on the preliminary 2018/2019 preliminary budget worksheets.

The Board convened at 2:00 p.m. for a decision regarding Silver Mountain Commercial Property appeal matter to the District Court. Also in attendance was Shoshone County Assessor Jerry White. Commissioner Fitzgerald stated the decision to take the matter to District Court is not about Shoshone County verses Silver Mountain with respect to business, operations and community participation. The County views Silver Mountain as productive business – contributing to our local economy, providing employment, attracting visitors and investors and setting an example as a community leader. The decision is about getting the fair and equitable value on Silver Mountain's properties. The Board of County Commissioners, with the assistance of the City of Kellogg, has evaluated the pros, cons and risks associated with going to District Court. These items include, but were not limited to: venue, sale type and considerations, appraised values, loss revenues, cost to litigate and public perception. In moving forward, the County's strategy is to build strong team, allow for negotiation if it proposes itself, and let the District Court determine an appropriate value. A motion was made by Commissioner Fitzgerald, seconded by Commissioner Huber to direct legal counsel for Shoshone County to file an appeal of the BTA decision of the valuation of the Silver Mountain Resort properties dated April 24, 2018. The issues which are subject to be appealed are those opinions as to value for those parcels which were not subject to a stipulation of the parties. The motion carried unanimously. With this decision, the immediate steps in front of the County are the following.

- 1) Supplement Existing Team. Hire outside counsel and appraisal with expertise in real estate/property/resort valuation and appeals.
- 2) Solicit and Enlist Impacted Entities. Ask City of Kellogg, Kellogg School District, Fire District No. 2 and the West Shoshone Hospital District to assist in namesake and financially.
- 3) File Idaho Association of Counties Litigation Fund Application. Obtain financial assistance for expert legal, investigation and witness assistance.
- 4) Assemble/File a District Court Appeal.

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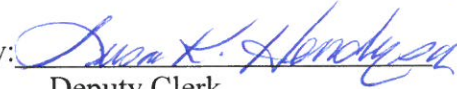
The Board convened at 2:15 p.m. for a decision to authorize an application to Idaho Association of Counties litigation assistance for property valuation pertaining to Silver Mountain. Also in attendance was Shoshone County Assessor Jerry White. The Board reviewed the Application to IAC for assistance in Economic Obsolescence and/or Property Value Litigation. A motion was made by Commissioner Hansen, seconded by Commissioner Huber to approve the application as presented. The motion carried unanimously. The Board realizes that there are not funds allocated in this year's budget for this litigation and may have to open the budget to provide funding if needed.

Commissioner Huber attended a Shoshone County EMS Board meeting at 3:00 p.m. in Kellogg.

Thereafter, the meeting adjourned.

ATTEST Peggy White
County Clerk

Approved: 
Chairman

By: 
Deputy Clerk

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BOOK 2018

Wednesday, May 16, 2018

The Board met pursuant to recessing Tuesday, May 15, 2018.

Present:

Commissioners: Jay Huber

Mike Fitzgerald

John Hansen

Deputy Clerk: Susan K. Hendrixson

The following proceedings were had to-wit:

The Board convened at 9:30 a.m. and the meeting was called to order. The consent agenda was reviewed for consideration as follows:

OLD BUSINESS:

1. Consideration and Decision of the Minutes of the Commissioners' Public Agenda Session dated Monday, May 7 to Friday, May 11, 2018.

NEW BUSINESS:

1. **Consent Agenda** – (These items will be enacted by one motion unless requested by a Commissioner that one of more items be removed for separate discussion.)
 - 2018 Beer, Wine & Liquor Licenses – There were no licenses presented before the Board
 - Shoshone County Pre-Pays
 - Panhandle Health District 1 – County Support FY 2019 – Discuss & Decision. Based on the County Allocation Formula from Panhandle Health District, the annual support for Shoshone County for FY 2019 is \$59,305. A motion was made by Commissioner Fitzgerald, seconded by Commissioner Huber to approve the allocation for Shoshone County as presented. The motion carried unanimously.
 - ID Department of Lands – MOU to Support Shoshone County Forest Health & Fuel Reduction project Phase II – Approved
2. Executive Session: Indigent Cases: Consideration and Decision. Executive Session ID Code 74-206(d) – Indigent Cases #2018-67, #2018-68/Denied, Indigent Case #2018-88/Approved

A motion was made by Commissioner Huber, seconded by Commissioner Hansen to approve the consent agenda as presented with specific items addressed as indicated. The motion carried unanimously.

The Board convened at 10:00 a.m. to review and for a decision on the Grant Management Policies & Procedures for Shoshone County. The draft Grant Management Policies &

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Procedures for Shoshone County were sent out via email to Elected Officials and Department Supervisor on April 25, 2018 for review and input. Input was received from one (1) department with a couple of minor changes. Following review and discussion, a motion was made by Commissioner Huber, seconded by Commissioner Hansen to approve the Grant Management Policies & Procedures for Shoshone County as presented. The motion carried unanimously.

Shoshone County
Grants Policies & Procedures
Adopted: May 16, 2018

SECTION 1: DEFINITION AND PURPOSE

The definition of a grant for purposes of this policy is as follows: An award of financial assistance in the form of money or property by a funding source including the federal government, state government, other local governments, non-profit agencies, and private businesses and citizens that the County has the ability to accept or reject.

The purpose of the grant procedures outlined in this document is:

1. To ensure proper oversight of all funds appropriated to the County.
2. To minimize the County's risk of non-compliance with grant requirements.
3. To ensure proper administration and accounting of all grants.

SECTION 2: SCOPE

This policy is applicable to any Shoshone County program, or department preparing and submitting grant applications to agencies outside the County government for funds, materials, or equipment to be received and administered by the County or by an agency for which the County acts as fiscal agent. If grant policies and regulations conflict with regulations and policies of the County, the federal and state regulations will prevail unless they are less restrictive than County policies-where County policy prevails.

SECTION 3: RESPONSIBILITY

The County Clerk will maintain the back-up file for all grants in order to facilitate accounting/fiscal reporting. The required central grant file will be maintained by the department seeking grant funds.

For Federal Grants, the department should ensure compliance with the Federal Office of Management and Budget (OMB) general requirements and any other state and/or federal requirements specified in the grant conditions. The County Clerk will review expenditures for obvious non-compliance and will act as liaison with independent auditors.

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SECTION 4: GRANT APPLICATION PROCEDURES

- 4.1 The County program or department desiring to submit a grant application soliciting funds will schedule a meeting with the County Board of Commissioners to present grant proposal request.
- 4.2 If the grant proposal is approved by the BOCC, the County program or department will prepare the request as outlined by the grantor's requirements and present to the Board of Commissioners for signature. A copy of the grant and notification of grant administrator will be provided to the County Clerk.
- 4.3 In the event that a grant application is denied by the grantor, a copy of the letter of denial shall be forwarded to the County Clerk for their records.

SECTION 5: GRANT ACCEPTANCE PROCEDURES

- 5.1 All grant award acceptances must have approval from the County Board of Commissioners under the provisions of this policy. This action will involve inclusion on a County Commissioners meeting agenda for consideration.
- 5.2 The grant award letter/acceptance agreement (notification received detailing the amount of the grant awarded, grant assurances and special conditions, and the guidelines that must be followed to comply with the grant requirements) will be forwarded to the Shoshone County program department and the County Clerk, who will review the grant award for reporting requirements, special conditions, and deadlines related to administering the grant.
- 5.3 The County program or department grant administrator will contact the County Clerk to set up grant accounting payroll and accounts payable line item codes and how the income is to be received i.e., wire transfer, internet retrieval or check. Inventory sheets will also be provided to the County Clerk if necessary.
- 5.4 A central grant file will be set up and retained by the grant administrator until completion. The file will contain: Project Name, copy of application, agreement(s), copies of all bills and income (wire transfers, checks or printout from internet).
- 5.5 At project completion, the grant file is given to the County Clerk.

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SECTION 6: GRANT MONITORING AND REPORTING

- 6.1 Grant Administrators along with the County Clerk are responsible for continuous monitoring of the financial status of grants.
- 6.2 Departments must also monitor grants for compliance with all applicable federal, state, and local regulations and ensure that grant expenditures are in compliance with grant procurement policies and procedures.
- 6.3 Timely requests for reimbursements are crucial to maximize the financial benefits of the grants to the County. Grant reimbursements should be completed timely and in accordance with the requirements of the specific grant.

SECTION 7: MONTHLY PROCEDURES

Clerk shall provide the Shoshone County Program or department monthly Revenue and Expense Summary and Detail Reports for each grant and its associated fund.

SECTION 8: QUARTELY PROCEDURES

- 8.1 The Shoshone County Program or department shall prepare a quarterly financial summary for each grant. The financial summary will contain: project name; listing of bills paid and outstanding; payments received, paid and outstanding; and ending balances.
- 8.2 The County Clerk shall review the submitted quarterly financial report for completeness of records and concurrence with County account records. If discrepancies are found, the County Clerk shall advise the Shoshone County Program or department, in writing, of the discrepancies. The Shoshone County Program or department shall correct all discrepancies and submit to the County Clerk a revised quarterly financial summary. If no discrepancies are found, the County Clerk shall advise the Shoshone County Program or department, in writing, of quarterly financial summary acceptance.
- 8.3 For quarters in which no grant financial activity occurs, the Shoshone County Program or department shall advise the County Clerk, in writing, that no financial activities occurred.

SECTION 9: YEAR-END PROCEDURES

Ensure all funds are expended or encumbered prior to the end of the grant period in order for funds to be used adequately and not lost in future award periods.

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SECTION 10: NEW PERSONNEL

Any new personnel positions to be created as a result of grant funding must be approved by the Board of County Commissioners and properly classified. Grant Administrators are to promptly notify the County Clerk of coding needed for those persons being charged to grants.

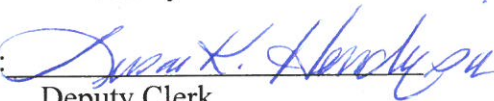
SECTION 11: COUNTY ADMINISTRATOR EXEMPTION

The Board of County Commissioners may exempt any grants from this policy at their discretion.

Thereafter, the meeting adjourned.

ATTEST Peggy White
County Clerk

Approved: 
Chairman

By: 
Deputy Clerk

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BOOK 2018

Thursday, May 17, 2018

The Board met pursuant to recessing Wednesday, May 16, 2018.

Present:

Commissioners: Jay Huber

Mike Fitzgerald

John Hansen

Deputy Clerk: Susan K. Hendrixson

The following proceedings were had to-wit:

The 10:00 a.m. meeting scheduled with Shoshone County Prosecuting Attorney Keisha Oxendine, was canceled and will be rescheduled.

Thereafter, the meeting adjourned.

ATTEST Peggy White
County Clerk

Approved: 
Chairman

By: 
Deputy Clerk

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BOOK 2018

Friday, May 18, 2018

Not a regular meeting day of the Board of Commissioners.

Present:


Commissioners:

Deputy Clerk:

The following proceedings were had to-wit:

ATTEST Peggy White
County Clerk

Approved: 
Chairman

By: 
Deputy Clerk