

# Valley County Board of Commissioners

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**SHERRY MAUPIN**  
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**DOUGLAS A. MILLER**  
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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS  
CASCADE, IDAHO  
March 27, 2023**

**PRESENT:**                   **ELTING HASBROUCK (CHAIRMAN)**  
                                  **SHERRY MAUPIN (COMMISSIONER)**  
                                  **NEAL THOMPSON (COMMISSIONER)**  
                                  **DOUGLAS MILLER (CLERK)**

Chairman, Elting Hasbrouck led the Pledge of Allegiance.

Chairman Hasbrouck presented the commissioners' agenda for March 27, 2023. Commissioner Thompson made a motion to approve the commissioners' agenda for March 27, 2023. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for March 27, 2023.

Senior Deputy Auditor, Rheta Clingan presented the commissioners with Fiscal Year 2023 claims and board order claims. The commissioners had questions regarding the claims that were presented and Clerk, Douglas Miller and Senior Deputy Auditor, Rheta Clingan responded accordingly.

**Fiscal Year 2023 Claims**

General Fund	\$ 111,324.03
Road & Bridge	\$ 44,302.63
District Court	\$ 282.21
Election Consolidation	\$ 599.98
Junior College Tuition	\$ 2,000.00

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Revaluation	\$104.04
Solid Waste	\$ 1,071.48
McCall Snowmobile	\$ 4,986.51
Cascade Warm Lake Snowmobile	\$ 3,049.85
Smiths Ferry Snowmobile	\$ 34.95
Extension Agent Fund	\$ 26.81
OHV Fund	\$ 16,356.44
PILT Fund	\$ 43,668.58
<b>Total:</b>	<b>\$ 227,807.51</b>

Commissioner Maupin made a motion to approve the claims and board order claims as presented. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the claims and board order claims as presented for March 27, 2023.

Assessor, Sue Leeper reported on House Bill 292 which was for property tax relief. She also reported on the homeowner exemption bill and the prorate possibilities. She advised that the Assessor's Office was conducting an audit of all the non-profit exemptions. The commissioners had questions for Assessor Leeper, and she responded accordingly. Assessor Leeper also discussed the new bill related to counties setting fees for department of motor vehicle title work and potentially increasing of fees.

Clerk, Douglas Miller provided an overview of matters involving the Clerk's Office including Courts, election, preparation for Fiscal Year 2024 budget.

Prosecuting Attorney, Brian Naugle provided the commissioners with an update of the Prosecuting Attorney's Office. He informed the commissioners about upcoming training sessions that would be conducted by Chief Deputy Prosecuting Attorney, Brian Oakey. He presented the Westlaw contract and informed the commissioners how the office utilizes the Westlaw to search case law. Commissioner Maupin made a motion to approve the contract with Westlaw. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the contract with Westlaw.

Sheriff, Patti Bolen presented to the commissioners about law enforcement matters and informed the commissioners that Valley County Jail was still housing state inmates. She reported on the work that was conducted by the recreation patrol deputies over the winter months.

Treasurer, Johanna Defoort she also discussed the changes that would take place regarding House Bill 292 and the work that would be conducted with the Idaho State Tax Commission. She provided the commissioners with an update regarding the Jug Mountain LID. She discussed the work that would be conducted with Clearwater Financial on the Master Facility Plan and financial plan. She explained the creation of the community review planning and the purpose of the committee. She provided the commissioners with a list of individuals who would be participating on the committee. She informed the commissioners that she would be presenting to the commissioners next week regarding the maturity of the ARPA funds.

Building Director, Annette Derrick reported that there have been 30 building permits that have been issued since the beginning of the calendar year. She reported on a new hire of a new building technician. Commissioner Maupin informed the commissioners about the sinking of the floor of the Building Department and advised that a structural engineer would be scheduled to inspect and the director of Facilities Director, Scott Clingan.

Court Services Director, Skip Clapp presented on a joint training session that have occurred with the Valley County Sheriff's Office. He advised that he would be covering for Juvenile Probation Officer, Dee Dee Phillips who was on vacation this week. He had questions regarding the funding support of opioid settlement funds and the recommendations from VCORP and the ultimate process. The commissioners provided Skip with guidance regarding entities who request opioid settlement funds and the request that they seek letters of support from VCORP.

University of Idaho Extension Educator, Melissa Hamilton provided the commissioners with an update of work that she had been conducting since the last presentation to the commissioners. She reported on specific workgroups that she had been involved with. She reported that she would conducting annual evaluations for staff with the assistance of Human Resource Director, Pat Duncan. She gave an update on 4-H programs and advised that the STEM trailer was at the office for the commissioners to take a tour. She presented on the conference that 4-H Coordinator, Alyson Staats would be attending next week.

Human Resource Director, Pat Duncan presented on a matter to create a Human Resource Director Hiring Committee. She provided suggestions for the commissioners to consider. Chairman Hasbrouck made a motion to create a Human Resource Director hiring committee with members to be a commissioner, delegate from the Clerk's Office, delegate from the Sheriff's Office, delegate from the Prosecuting Attorney's Office and existing Human Resource Director, Pat Duncan. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to create a Human Resource Director hiring committee with members to be a commissioner, delegate from the Clerk's Office, delegate from the Sheriff's Office, delegate from the Prosecuting Attorney's Office and existing Human Resource Director, Pat Duncan.

Human Resource Director, Pat Duncan presented on a request to reorganize the employees of the Building Department and the proposal to have different rankings of employees depending on their certifications. Clerk, Douglas Miller requested that the commissioners taking the matter under advisement but not making a formal decision until the preparation of Fiscal Year 2024. The commissioners deliberated on the matter and had additional questions related to increasing of the current salaries for the Building Department employees. Commissioner Thompson made a motion to allow for the salary increase, approve certifications and new level system to begin immediately within the Building Department. Chairman Hasbrouck seconded the motion. No further discussion, Commissioner Maupin voted against. Motion passed with a 2-1 vote to allow for the salary increase, approve certifications and new level system to begin immediately within the Building Department.

Human Resource Director, Pat Duncan provided the commissioners with an update of new hires that had been made in Valley County and explained when the on-boarding process would begin.

IT Director, Jeremy Wilcox provided the commissioners with an update regarding work that had been conducted by the IT Department to include new desktops for the Sheriff's Office. He

discussed the implementation of the new financial software for Valley County. He provided the commissioners with an update regarding cyber security testing and explained that he would be meeting with Idaho Secretary of State Office to see if they could conduct the testing for free. Jeremy presented on conversations that he has been having with Chief Deputy Prosecuting Attorney, Brian Oakey regarding specific agreements. Chief Deputy Prosecuting Attorney, Brian Oakey presented to the commissioners his legal opinion to the commissioners. Brian Oakey again discussed the matter with the commissioners and the review process he was considering presenting to the commissioners regarding renewal contracts that might need expediting. He explained that he was just referring to renewal contracts and creating a different project. Commissioner Thompson asked about the new printer/copy machine contract. Jeremy advised that the IT Department was reviewing changing companies for leasing of printer/copy machine contract.

Planning & Zoning Director, Cynda Herrick reported on meetings that she would be attending within the next few weeks. She advised that there were two additional public hearings scheduled for the Planning & Zoning Committee. Chairman Hasbrouck asked about scheduling another meeting with the City of McCall regarding areas of impact. Cynda advised that she was under the understanding that the commissioners were waiting to see the outcome of Senator, Todd Lackey's Bill regarding areas of impact.

Recreation Director, Larry Laxson reported that they were still conducting snow grooming trails. He provided an update regarding the State of Idaho leases and advised that they were still being reviewed by the Attorney Generals Office. He reported on the Payette Forest Coalition Meeting and presented on topics that were discussed during the meeting. Larry discussed the grant review project and the scoring system of Idaho Department of Parks and Recreation and voiced his concerns regarding the years application. He reported that Recreation Coordinator, Dave Bingaman received a scholarship to attend a meeting out of state. He advised that he would be meeting with Clerk Miller regarding Fiscal Year 2024 budget request for the Recreation Department.

Facility Director, Scott Clingan presented the contract with R&M Steel Company for frame of the recycling center and explained the proposed process to the commissioners for a request for proposal to be conducted for the construction of the building. The commissioners asked about the color of the material and wanted to have Scott to see if the colors met the requirements of the conditional use permit. Commissioner Thompson made a motion to sign the contract with R&M Steel Company for the frame of the recycling center. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the signing of the contract with R&M Steel Company for the frame of the recycling center.

Scott reported on additional maintenance that would be conducted by the Facility Department within the next few weeks. Chairman Hasbrouck asked about the work that was being done by the City of Cascade regarding repair of the leak on Spring Street. Scott advised that he would contact the City of Cascade to see what their intentions are. Scott informed the commissioners that he would have a structural engineer examine the Building Department Office. Chairman Hasbrouck asked about the recycling bailer installation. Scott reported that the new bailer should be delivered in June of 2023. He informed the commissioners that he would be replacing the heating pumps on the courthouse building. He presented that he has scheduled his initial meeting with Clerk Miller for Fiscal Year Budget 2024 preparation. Commissioner Thompson asked for

further explanation of the leak on Spring Street and Scott provided an overview of the leak and the issues that it has caused.

Road Director, Jeff McFadden presented the one bid that was received for Profile Creek Bridge replacement. Chairman Hasbrouck opened the bid from Inland Northwest Precast for \$421,340 and bid for concrete beams \$17,948 with a different company Contech for a total bid of \$439,288. Jeff explained why there were two different companies for one bid. Commissioner Thompson made a motion to approve the bid that was received for Profile Creek Bridge. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the bid that was received for Profile Creek Bridge Replacement for a total cost of \$439,288.

Road Director, Jeff McFadden presented on maintenance that was being considered on Valley County roads for the Spring of 2023. He advised that the road department would be hiring one new employee with an additional person in background checks. Commissioner Maupin discussed the LAUNCH program that would be available July 1, 2023, and the need for Valley County to recruit and promote the program. Jeff informed the commissioners that the frost did a significant of damage to county roads and he would be assessing the most damaged areas to determine priority. Jeff reported on the LLIB Grant that was submitted and approved for Willow Creek culverts, Mud Creek culverts and McKinley bridge.

Chairman Hasbrouck presented the commissioner meeting minutes from March 20, 2023. Commissioner Maupin made a motion to approve the commissioner meeting minutes from March 20, 2023. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes from March 20, 2023.

Executive Director of RiseUp2Thrive, Kacie Bracht presented to the commissioners and provided an update to the commissioners regarding the work that had been conducted by RiseUp2Thrive. She reported that there has been \$50,000 in contributions that had been made by the community to RiseUP2Thrive and she reported that they have served 83 clients. She discussed that a portion of the clients that have been served have a substance use disorder. She was asking the commissioners to approve \$10,000 of opioid settlement funds and additional \$10,000 to \$20,000 in general fund dollars. She informed the commissioners about her initial submission request for approval through VCORP to obtain a letter of support. She advised that VCORP was in support of a contribution of \$10,000 opioid settlement to RiseUP2Thrive for specific expenditure requirements to follow under Exhibit A of the requirements established by the Idaho Attorney Generals Office. She then presented on a request to have Valley County make a \$20,000 contribution for Fiscal Year 2024 and provided an overview of how the expenses would be utilized. Teresa Donnahoo, who was a nurse, explained how she collaborates with RiseUp2Thrive and the medical communities to reduce the amount of pain medication that was prescribed. Commissioner Maupin was in support of a contribution of opioid settlement funds of \$10,000 but had concerns regarding budgeting additional funds from the county general fund. Kacie Bracht advised that the opioid funds would be requested for Fiscal Year 2023 with the additional request to be considered in Fiscal Year 2024. She also informed the commissioners about additional fundraising events that would be occurring.

Commissioner Maupin made a motion to approve \$10,000 payment of Opioid Settlement Funds to RiseUp2Thrive. Commissioner Thompson seconded the motion. No further discussion, all in

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favor. Motion passed to approve the \$10,000 payment of Opioid Settlement Funds to RiseUp2Thrive.

The commissioners recessed for lunch at 12:00 p.m.

The commissioners returned from lunch at 1:00 p.m.

Chairman Hasbrouck opened the Public Hearing at 1:04 p.m. for vacation of a portion of Corral Creek Road. He asked the commissioners if there was any ex-parte communication or conflict of interest. All commissioners advised that they did not have a conflict of interest and no ex-parte communication. Chairman Hasbrouck asked for a staff report.

Planning & Zoning Director, Cynda Herrick provided a staff report to the commissioners regarding Corral Creek Road. The commissioners were able to ask staff questions and Planning & Zoning Director Herrick responded accordingly.

Chairman Hasbrouck opened the public hearing for testimony and asked to hear from proponents.

Mr. Samuel Perry from Givens Pursley Law Office representing the Kennedy Family and DF Development made a presentation to the commissioners as proponents of the vacation of a portion of Corral Creek Road.

Ms. Tracy Kennedy who resides in Cascade, Idaho presented to the commissioners as a proponent of vacation of a portion of Corral Creek Road.

Mr. Joe Kennedy who resides in Cascade, Idaho presented to the commissioners as a proponent of vacation of a portion of Corral Creek Road.

Mr. John Knight who resides in Boise, Idaho but is purchasing land in Valley County presented to the commissioners as a proponent of a portion of Corral Creek Road.

Ms. Tia Golden who is a real estate agent based out of McCall, Idaho, presented to the commissioners as a proponent of vacation of a portion of Corral Creek Road.

Chairman Hasbrouck asked to hear from anyone who was uncommitted individual. Record would reflect that there was no one who presented as uncommitted individual.

Chairman Hasbrouck asked to hear from anyone who was an opponent of vacation of a portion of Corral Creek Road.

Mr. Philip Bennett who resides in Cascade, Idaho, presented to the commissioners as an opponent of vacation of a portion of Corral Creek Road. After his presentation it was determined that Mr. Bennett was a proponent of the vacation of a portion of Corral Creek Road.

Ms. Stacy Theilen who resides in Cascade, Idaho, presented to the commissioners as an opponent of vacation of a portion of Corral Creek Road.

Planning & Zoning Director, Cynda Herrick provided testimony to the commissioners.

Chairman Hasbrouck closed the Public Hearing at 1:45 p.m. for the commissioners to deliberate on the matter of vacation of a portion of Corral Creek Road. Chairman Hasbrouck provided his opinion during deliberation. Commissioner Maupin made her opinion during the deliberation. Commissioner Maupin made a motion to approve the Vacation of a portion of Corral Creek RD, a Public Road Right-of-Way, from [the SW corner of RP13N04E154805 where Corral Creek RD enters the parcel] or [green gate] and then east to the intersection of Corral Creek RD and Horsethief RD as shown on the attached maps; and authorize changes to the Valley County's records, including the Official Road Name List, Official Road Name Maps, Valley County GIS maps, and Assessor's records. This motion is made with the understanding that the abandoned and vacated portions of Corral Creek RD will be a private ranch driveway with easements to adjoining properties. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed made a motion to approve the Vacation of a portion of Corral Creek RD, a Public Road Right-of-Way, from [the SW corner of RP13N04E154805 where Corral Creek RD enters the parcel] or [green gate] and then east to the intersection of Corral Creek RD and Horsethief RD as shown on the attached maps; and authorize changes to the Valley County's records, including the Official Road Name List, Official Road Name Maps, Valley County GIS maps, and Assessor's records. This motion is made with the understanding that the abandoned and vacated portions of Corral Creek RD will be a private ranch driveway with easements to adjoining properties.

Chairman Hasbrouck made a motion to approve Resolution 23-09 Declaration of Vacation of a portion of Corral Creek Road. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve Resolution 23-09 Declaration of a Vacation of a portion of Corral Creek Road.

Chief Deputy Clerk, Gabrielle Knapp presented to the commissioners regarding a request to conduct an insurance rate study with Idaho Independent Intergovernmental Authority for medical insurance. Human Resources Director, Pat Duncan provided her opinion to the commissioners and reminded the commissioners that Valley County was on a grandfathered plan with GEM Plan and believes that Valley County needs to review the whole picture. She advised that if there are any modifications made the existing plan the county has would be eliminated. Chairman Hasbrouck made a motion to authorize a medical insurance rate study to be conducted. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to authorize a medical insurance rate study to be conducted.

Chairman Hasbrouck began the discussion related additional payment to McCall Rural Fire District, Cascade Rural Fire District and Donnelly Rural Fire District for Valley County Emergency Medical District Services. McCall Fire Chief, Garrett Dejong presented the request to the commissioners. Commissioner Maupin provided options for long term funding or creation of a new EMS District. The commissioners asked for clarification on the actual request from the fire districts. Donnelly Rural Fire Chief, Juan Bonilla. Chairman Hasbrouck made a motion to allow \$1,000,000 to be expended from PILT Fund for funding for the Valley County EMS District with the payment of \$500,000 for McCall Rural Fire, \$250,000 for Donnelly Rural Fire and \$250,000 for Cascade Rural Fire. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to allow \$1,000,000 to be expended from PILT Fund for

funding for the Valley County EMS District with the payment of \$500,000 for McCall Rural Fire, \$250,000 for Donnelly Rural Fire and \$250,000 for Cascade Rural Fire.

Chief Deputy Prosecuting Attorney, Brian Oakey made suggestions to the commissioners on how the future Valley County EMS funding should be considered.

Planning & Zoning Director, Cynda Herrick presented on request to change the Planning & Zoning Fees and presented Resolution 23-08. She reviewed the proposed fee schedule with the commissioners. Chief Deputy Prosecuting Attorney, Brian Oakey presented on the proposed fee schedule recommendations and responded to questions asked by the commissioners. Commissioner Maupin made a motion to approve Resolution 23-08 Planning & Zoning Fees. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve Resolution 23-08 Planning & Zoning Fees.

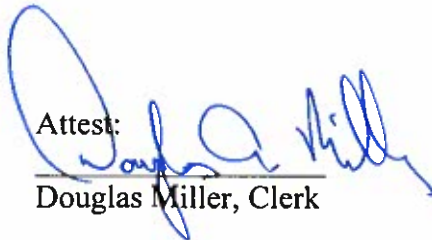
Commissioner Maupin began the discussion related to applying for a grant for charging and fueling infrastructure (FI) grant. She wanted the commissioners to discuss it and determine if Valley County should apply for the grant and determine a proposed location. Facility Director, Scott Clingan provided comments to the commissioners. Chairman Hasbrouck made a motion to explore the charging and fueling infrastructure grant opportunities. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to explore the charging and fueling infrastructure grant opportunities.

Chairman Hasbrouck presented the final decision for Tamarack Falls Estates Conditional Use Permit 22-37. Commissioner Maupin made a motion to sign the final decision for Tamarack Falls Estates Conditional Use Permit 22-37. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to sign the final decision for Tamarack Falls Estates Conditional Use Permit 22-37.

Commissioner Maupin made a motion to go into Executive Session per Idaho Code 74-206 1(b) "To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student"-Evaluation Commissioner Thompson seconded the motion. No further discussion, by roll call vote all commissioners voted "aye". The commissioners went into Executive Session per Idaho Code 74-206 1(b)-Evaluation Commissioners went into Executive Session per Idaho Code 74-206 1(b)-Evaluation at 3:30 p.m.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 74-206 1(b) at 4:20 p.m. No decision was made as it was for evaluation purposes.

The commissioners adjourned at 4:21 p.m.

Attest:  
  
Douglas Miller, Clerk

  
Chairman, Elting Hasbrouck



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## VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday March 27, 2023

**Valley County adheres to ADA requirements. If anyone requires an accommodation, please contact the County Clerk, Douglas Miller prior to the meeting.**

**PROPOSED AGENDA** Note: Any item(s) in need of a motion will be described in the agenda under the appropriate section.

9:00 Call to Order – Pledge of Allegiance – Approve Agenda

9:05 **Action Item:** Claims, Board Order Claims & Junior College Tuition- Senior Deputy Auditor, Rheta Clingan

9:10 **Elected Official Reports/Discussion**

Assessor – Sue Leeper

Clerk – Doug Miller

Prosecutor – Brian Naugle

**Action Item:** Approval of Westlaw Contract

Sheriff – Patti Bolen

Treasurer – Johanna Defoort

**Department Head Reports** - 5 Minutes each

Building Department – Annette Derrick

Court Services – Skip Clapp

Extension Office- Melissa Hamilton

Human Resources/Risk Management – Pat Duncan

**Action Items:** Creation of Human Resources Director Hiring Committee

Building Department Reorganization

Information Technology – Jeremy Wilcox

Planning and Zoning-Cynda Herrick

Parks and Recreation- Larry Laxson

10:30 Buildings and Grounds / Solid Waste- Scott Clingan

**Action Item:** Sign R & M Steel Company Frame Building Offer to Purchase and Request for Proposal

- 11:00 Road & Bridge Presentation- Jeff McFadden  
**Action Item:** Profile Creek Bridge Bid Opening
- 11:30 **Action Items:** RiseUp2Thrive Update Since Launching  
FY24 Budget Request  
Discussion on Opioid Settlement Funds – Kacie Bracht
- 11:55 Commissioner Discussion  
**Action Items:** Meeting Minutes of March 20, 2023
- 11:55 Service Award Presentation
- 12:00 Recess for Lunch
- 1:00 **Public Hearing/Action Item:** Vacation of a Portion of Corral Creek Road – Planning  
and Zoning Director, Cynda Herrick
- 2:00 **Action Item:** Request Permission to Conduct an Insurance Rate Study with Idaho  
Independent Intergovernmental Authority – Chief Deputy Clerk, Gabrielle Knapp
- 2:15 **Action Item:** Approve Additional Payment to McCall Rural Fire District,  
Cascade Rural Fire District and Donnelly Rural Fire District for Valley  
County Emergency Medical District Services
- 3:00 **Action Items:** Planning and Zoning Fees - Resolution # 23-08, Planning and Zoning  
Director, Cynda Herrick
- 3:15 **Action Item:** Discussion on Applying for Charging and Fueling Infrastructure (FI) Grant
- 3:30 **Action Item:** Final Decision for Tamarack Falls Estates Conditional Use Permit 22-37
- 3:30 **Action Item:** Executive Session per Idaho Code 74-206 1(b) “To consider the evaluation,  
dismissal or disciplining of, or to hear complaints or charges brought against, a public  
officer, employee, staff member or individual agent, or public-school student”- Evaluation

Opportunity for General Public to Present to Commissioners

Adjourn

COMMISSIONERS FUTURE MEETING DATE

Monday April 3, 2023