

# Valley County Board of Commissioners

P.O. Box 1350 • 219 N. Main Street  
Cascade, Idaho 83611-1350



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**DOUGLAS A. MILLER**  
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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS  
CASCADE, IDAHO  
May 22, 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 May 22, 2023. Commissioner Thompson made a motion to approve the commissioners' agenda for May 22, 2023. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for May 22, 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	\$ 88,664.81
Road & Bridge	\$ 164,593.82
District Court	\$ 2,612.00
Election Consolidation	\$ 127.49
Revaluation	\$ 424.12

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Solid Waste	\$ 215,889.91
Weeds	\$ 2,254.07
Waterways	\$ 582.29
McCall Snowmobile	\$ 2,108.79
Title III Funds	\$ 432.00
Extension Agent Fund	\$ 108.04
American Rescue Plan Fund	\$ 1,438.52
PILT Fund	\$ 6,600.00

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Total: **\$485,835.86**

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 for May 22, 2023.

Assessor, Sue Leeper reported to the commissioners that the certified values should be completed within two weeks. She provided a brief description of the process that was occurring to determine values. She informed the commissioners that they should be convening as the Board of Equalization once a month and requested that the commissioners schedule a time on upcoming agendas for the convening as the Board of Equalization. Chief Deputy Prosecuting Attorney, Brian Oakey provided his legal opinion on the request. Assessor Leeper provided a brief overview of the potential assessments.

Clerk, Douglas Miller provided the commissioners with an update involving the Clerk's Office to include budget, elections, and court operations.

Clerk Miller presented the canvass of the votes for the May 16, 2023, election and provided details regarding the percentage of registered voters who voted. Commissioner Thompson made a motion to approve the canvass of the votes for the May 16, 2023, election as presented by the Clerk. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the canvass of the votes for the May 16, 2023, election as presented by the Clerk.

Clerk Miller presented the application for federal assistance for Brush Creek and Lick Creek vaulted toilets. Commissioner Maupin made a motion to approve the federal assistance application SF-24 for vaulted toilets at Brush Creek and Lick Creek. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the federal assistance application SF-24 for vaulted toilets at Brush Creek and Lick Creek.

Clerk Miller presented on Resolution 23-12 destruction of county records and provided an overview of documents to be destroyed. Chairman Hasbrouck made a motion to approve Resolution 23-12 destruction of county records. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve Resolution 23-12 destruction of county records.

Prosecuting Attorney, Brian Naugle informed the commissioners that there was a jury trial scheduled for Wednesday. He provided the commissioners with an update on criminal cases that

were pending. The commissioners inquired about an incident that occurred in Adams County within the forest. Prosecuting Attorney Naugle discussed the proactive approach he was proposing for individuals who are camping longer than the allotted time allowed per the Forest Service requirements. The commissioners had questions regarding the enforcement and Prosecuting Attorney Naugle advised that it needed to be a cooperative effort.

Sheriff, Patti Bolen provided the commissioners with an update regarding budget requests for Fiscal Year 2024 and discussed the contract with the City of Cascade for funding. Sheriff Bolen discussed the need to negotiate with the City of McCall, local fire departments to determine reimbursement for 911 services.

Treasurer, Johanna Defoort informed the commissioners that the 2nd half tax bills have been mailed out which ramped up the work in the Treasurer's Office. She informed the commissioners that there were 15 properties that were going through the tax deed process. She informed the commissioners that the Capital Improvement Committee would be meeting on Wednesday to score the requests for capital improvements. She provided the commissioners with an update on the Master Facility Plan. Chairman Hasbrouck asked about the Capital Improvement process and Treasurer Defoort explained the process to the commissioners. The commissioner also asked Treasurer Defoort if the opioid funds had been received. Clerk Miller provided the commissioners with the details of the next opioid disbursement to Valley County.

Court Services Director, Skip Clapp presented a memorandum of agreement to support the Community Based Alternative Services program and Substance Use Disorder Services program. Commissioner Maupin made a motion to approve the memorandum of agreement to support the Community Based Alternative Services program and Substance Use Disorder Services. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the memorandum of agreement to support the Community Based Alternative Services program and Substance Use Disorder Services.

Court Services Director Clapp provided the commissioners with an update regarding work that was being conducted by the Court Services Department. He reported on improvements that he would like the commissioners to consider improving security at the McCall Annex after the active attack training that had occurred. The commissioners had questions regarding the opioid settlement funds that had been received by Valley County and how they have been utilized. Director Clapp also discussed potential grants that are available.

Human Resource Director, Pat Duncan introduced the new Human Resource Director, Mike Savoie. He introduced himself and provided a brief overview of his experience. Pat reported to the commissioners that she was reviewing salaries for Fiscal Year 2024 with a potential move for salaries to 5%. She reported to the commissioners that GEM Plan would like to get on an upcoming agenda for a presentation for options to be presented. She informed the commissioners that a new facilities technician had been hired. She also reported to the commissioners that she and Mike have been visiting all the Valley County offices.

IT Director, Jeremy Wilcox provided the commissioners with an update on work that had been conducted by the IT Department. He informed the commissioners that he was conducting interviews for his opened position that he has.

Planning & Zoning Director, Cynda Herrick presented the Vandal Flats Subdivision final plat. Commissioner Maupin Made a motion to approve the Vandal Flats Subdivision and approve the Chairman to sign the plat. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the Vandal Flats Subdivision final plat.

Planning & Zoning Director, Cynda Herrick informed the commissioners about upcoming development that had been applied for and reported on an increase in Planning & Zoning meetings.

Recreation Director, Larry Laxson presented the United Payette Idaho Department of Land lease. Chairman Hasbrouck made a motion to approve signing the United Payette Idaho Department of Lands Lease. Commissioner Maupin seconded the motion. During further discussion Jeff Mousseau with United Payette provided a brief presentation to the commissioners. No further discussion, all in favor. Motion passed to approve the United Payette Idaho Department of Lands Lease.

Recreation Director, Larry Laxson informed the commissioners about work that had been conducted by the recreation department to include budget preparations, public relations, grant writing opportunities. He reported on upcoming meetings that have been scheduled. He also reported that Cabarton Boat launch had been opened, and Wellington Park had been opened. He presented to the commissioners that he appreciated the comments that were made by Prosecuting Attorney, Brian Naugle about illegal camping or camping longer than the allotted amount of time. He informed the commissioners that the Recreation Advisory Committee would be meeting on May 22, 2023.

Facility Director, Scott Clingan reported to the commissioners that he had a meeting with the Valley County Fair Board, and he believes that there was a consensus on improvements to be made at the fairgrounds. He specifically talked about improving of the restrooms and discussed grant applications that were being prepared. He felt that making drastic improvements should not be planned until Fiscal Year 2024. The commissioners discussed creating a plan to identify how the American Rescue Plan funds would be dedicated. Scott informed the commissioners that he would be preparing the request for proposal for the recycling center. He reported on additional maintenance and landscaping that he was preparing for and presented on actual maintenance that had been completed. He reported on the possibility of a contractor grinding the construction and debris pile. He informed the commissioners that he would be out of the office from May 25<sup>th</sup> through June 5<sup>th</sup>. He provided the commissioners with an update on the air quality of the north end of the Valley County Courthouse and advised that everything was within specifications, but they would install a few more fans within the impacted areas.

Public Relations employee, Mackenzie Kraemer provided the commissioners with an update on work that she had been conducting and statistics regarding the use of the Valley County Website. She reported on the trends of what departments were being visited. She also discussed the statistics of the Valley County Social Media page and what posts were viewed the most. She provided the commissioners with her plan on preparing for the future media communications. She also presented on the meetings that she had with each Valley County Departments to plan for continued communications with the public.

Road Director, Jeff McFadden presented the Health & Welfare contract for Mosquito Abatement. Commissioner Thompson made a motion to approve the Health & Welfare contract for Mosquito Abatement. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the Health & Welfare contract for Mosquito Abatement.

Road Director McFadden provided the commissioners with an update regarding East Side Drive Bridge replacement and advised that the goal was for the project to be completed by the 29<sup>th</sup> of June. He reported on the maintenance that was conducted after the windstorm that occurred on May 21<sup>st</sup>, 2023. He provided the commissioners with an update on Abstein Bridge replacement. He also informed the commissioners about the opening of the summits and continued closure of roads until the snow melts. He advised that Thunder City Road was being repaired and gave an update of the contractors that were being used to make the repairs. He also presented on additional roads that failed that needed to be repaired. He also discussed developing a different bus route for the use of Maki Lane and the commissioners felt that additional conversation needs to occur. He informed the commissioners about an opportunity to repair roads in a different manner. He also felt that the use of Public Relations has reduced the amount of phone calls the road department has received. He discussed the creation of the request for qualifications that he was attempting to prepare for a new building.

Chairman Hasbrouck presented the commissioner meeting from May 15, 2023. Commissioner Thompson made a motion to approve the commissioner meeting minutes from May 15, 2023. Chairman Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes from May 15, 2023.

Chief Deputy Prosecuting Attorney, Brian Oakey presented the professional consultation agreement with Historical Research Associates and provided a brief description of the work that would be completed. Commissioner Maupin made a motion to approve the professional consultation agreement with Historical Research Associates. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the professional consultation agreement with Historical Research Associates.

The commissioners conducted a service award presentation at the Valley County Jail.

The commissioners recessed for lunch at 11:56 a.m.

The commissioners returned from lunch at 1:01 p.m.

The commissioners began the round table discussion with Valley Soil & Water Conservation District Board. A handout was provided by the Valley Soil & Water Conservation District which will be appended to the commissioner meeting minutes. Those in attendance were John Lillehaug, Durena Farr District Manager, Leonard Long Board Supervisor and Judy Anderson Board Supervisor. Mr. Lillehaug presented on the situations involving the Valley Soil & Water Conservation District. He presented on the monitoring report for Department of Quality for the Cascade Reservoir and reported on the increased phosphorus in the reservoir. Mr. Long presented on a coalition that was established to address the situation to access funding through the Bureau of Reclamation. He reported on a QUAMP grant that could be applied for to mediate the reservoir. The commissioners asked about creating a system to cool the water that was going into the reservoir. There was discussion that Idaho & Fish and Game had a solution to cool the

water temperatures. Mrs. Andersen presented on the coalition and how it would represent all the watersheds within Valley County. Mr. Long presented on the stormwater calculations and another handout was provided which will be appended to the commissioner meeting minutes. He discussed a requirement that he would like the county to create for minimum standards for creation of ponds. He suggested having a workshop with engineers and would like the county to authorize the county engineer to participate in the workshop. The commissioners were willing to consider allowing the county engineer to participate. Mr. Lillehaug discussed the implementation of the cloud seeding project and advised that it was still in the first phase to determine how the program could be expanded. He advised that they have had contact with Idaho Power regarding the existing cloud seeding program and explained that they were interested in putting the propane generators on the existing sites. Planning & Zoning Director, Cynda Herrick provided guidance on the application process.

Chairman Hasbrouck began the discussion related to the use of 209 North Idaho Street property which was currently being occupied by Valley Soil and Water Conservation District. Commissioner Maupin suggested alternative location for meetings to take place by Valley Soil and Water Conservation District. Mr. Lillehaug provided concerns regarding moving Valley Soil and Water Conservation District from the existing building at 209 North Idaho Street. Executive Director, Durena Farr provided her concerns regarding the request to move locations. Human Resource Director, Pat Duncan provided her input regarding the existing situation of the employee who would be losing their long-term rental. The commissioners deliberated on the matter and suggested tabling a decision for today for alternative solutions to be identified. The matter was rescheduled for June 5, 2023, at 3:30 p.m.

Planning & Zoning Director, Cynda Herrick presented on the administrative plat variance consideration and requested guidance from the commissioners regarding an existing situation involving a plat that was split illegally. Chairman Hasbrouck to authorize P&Z Director, Cynda Herrick the ability to complete an administrative plat variance with the agreement that the owner Mr. Gerald Rodabaugh clean up the existing property before a building department would approve a building permit. Commissioner Maupin asked for clarification. Planning & Zoning Director, Cynda Herrick and the commissioners provided guidance regarding the matter. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to authorize Planning & Zoning Director, Cynda Herrick the ability to complete an administrative plat variance with the agreement that the owner Mr. Gerald Rodabaugh clean the existing property before the Valley County Building Department would approve a building permit.

Clerk, Douglas Miller began the budget workshop for the Public Defender Office. Clerk Miller advised that Fiscal Year 2024 would be the last year that the county would be paying for public defense directly. He advised that in Fiscal Year 2025 the State of Idaho would be paying for public defense directly. He also informed the commissioners that Valley County could not levy for public defense but could utilize remaining cash in the general fund budget or utilize remaining cash in the indigent fund. Valley County Public Defender, Scott Erekson presented his budget request for Fiscal Year 2024 and requested a 9% increase.

Executive Director, Kacie Bracht from Rise2Thrive presented to the commissioners a budget request for Fiscal Year 2024. She provided the commissioners with an overview of the services that were offered by Rise2Thrive. She informed the commissioners that Rise2Thrive established

their 501c3 status in June of 2022. She reported that Rise2Thrive has applied for grants to assist with the cost of operations. She asked for specific funding from the commissioners of \$20,000 with \$12,000 to be utilized for Victims Services, \$6,600 for nonrestrictive funds and \$1,400 for education/outreach. The commissioners advised that they would take the request under consideration and provide them with a response once the budget was published.

Ms. Lindsey Harris, Executive Director of the West Central Mountains Economic Development Council presented a request for a contribution for regional housing needs assessment. She described the regional housing needs assessment and why it was important for it to be completed. She requested \$20,000 from Valley County to be dedicated to the regional housing needs assessment. The commissioners had the opportunity to ask Ms. Harris questions related to the regional housing needs assessment and she responded accordingly. Commissioner Maupin made a motion to approve a contribution of \$20,000 for the regional housing needs assessment. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve a contribution of \$20,000 for the regional housing needs assessment as presented.

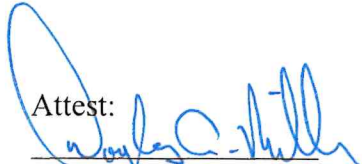
Commissioner Maupin made a motion to approve the cash match letter for the EDPro Grant for the West Central Mountains Economic Development Council. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the cash match letter for the EDPro Grant for the West Central Mountains Economic Development Council.

McCall Fire Chief, Garret de Jong presented to the commissioners on the work that had been conducted by the Valley County Development Impact Fee Advisory Committee. Chief de Jong provided the commissioners with a handout which will be appended to the commissioner meeting minutes. The commissioners had the opportunity to ask questions to Chief de Jong and he responded accordingly. Ms. Anne Westcott with Galena Consulting also provided additional information to the commissioners regarding the process that needs to occur. Planning & Zoning Director, Cynda Herrick also provided input to the commissioners. The commissioners appreciated the updated presentation.

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. By roll call vote all commissioners voted “aye”. The commissioners went into Executive Session per Idaho code 74-206 1(b)-Evaluation at 4:04 p.m.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 74-206 1(b)-Evaluation at 4:50 p.m. No decision was made as it was for evaluation purposes.

The commissioners adjourned the meeting at 4:51 p.m.

Attest:  
  
Douglas Miller, Clerk

  
Chairman, Elting Hasbrouck



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## VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday May 22, 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

**Action Items:** Sign Canvass of the Vote for May 16, 2023, Election

Sign Application for Federal Assistance SF-424

Sign Resolution 23-12 Destruction of County Records

Prosecutor – Brian Naugle

Sheriff – Patti Bolen

Treasurer – Johanna Defoort

**Department Head Reports** - 5 Minutes each

Building Department – Annette Derrick

Court Services – Skip Clapp

**Action Item:** Sign Memorandum of Agreement to Support The Community

Based Alternative Services Program and The Substance Use Disorder Services Program

Extension Office- Melissa Hamilton

Human Resources/Risk Management – Pat Duncan

Information Technology – Jeremy Wilcox

Planning and Zoning-Cynda Herrick

**Action Item:** Vandal Flats Subdivision – Final Plat

Parks and Recreation- Larry Laxson

**Action Item:** Sign United Payette Idaho Department of Lands Lease

- 10:30 Buildings and Grounds / Solid Waste- Scott Clingan
- 10:45 Public Relations – McKenzie Kraemer
- 11:00 Road & Bridge Presentation- Jeff McFadden  
**Action Item:** Sign Health & Welfare Contract for Mosquito Abatement
- 11:30 Budget Workshop for Fiscal Year 2024-Clerk, Douglas Miller  
01-13 Extension Office – Director, Melissa Hamilton
- 11:45 Commissioner Discussion  
**Action Items:** Meeting Minutes of May 15, 2023  
Professional Consultant Agreement with Historical Research Associates
- 11:50 Service Awards
- 12:00 Recess for Lunch
- 1:00 Round Table Discussion with Valley Soil and Water Conservation District Board on Stormwater Calculations, IDEQ 2022 Cascade Reservoir Monitoring Report and Existing Cloud Seeding Sites
- 1:30 **Action Item:** Discussion/Decision on 209 N Idaho Street Property for Employee Housing
- 2:15 **Action Item:** Administrative Plat Variance Consideration- Planning and Zoning Director, Cynda Herrick
- 2:30 Budget Workshop for Fiscal Year 2024-Clerk, Douglas Miller  
01-09 Public Defender – Scott Erikson
- 3:00 Rise2Thrive FY24 Budget Request – Kacie Bracht
- 3:15 **Action Item:** West Central Mountain Economic Development Council Request for Contribution for Regional Housing Needs Assessment-Executive Director, Lindsey Harris
- 3:30 Valley County Development Impact Fee Advisory Committee Status
- 4:15 **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 June 5, 2023

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## NOTICE OF SPECIAL MEETING OF THE BOARD OF THE VALLEY COUNTY COMMISSIONERS' VALLEY COUNTY MASTER TRANSPORTATION PLAN 2023 UPDATE

NOTICE is hereby given that the Board of Valley County Commissioners will hold a Special Meeting, Tuesday, May 23, 2023, beginning at 4:00 p.m. at the Donnelly Bible Church in 159 FW Gestrin St, Donnelly, Idaho, to conduct a Valley County Master Transportation Plan 2023 Update Presentation.

Dated at Cascade, Idaho this 18th day of May 2023  
Douglas A Miller, Valley County Clerk, Valley County, Idaho.

A blue ink signature of Douglas A. Miller, written in a cursive style.

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Douglas A Miller, Clerk