

Valley County Board of County Commissioners

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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
May 24, 2021**

**PRESENT: DAVE BINGAMAN (COMMISSIONER)
SHERRY MAUPIN (COMMISSIONER)
ELTING HASBROUCK (CHAIRMAN)
DOUGLAS MILLER (CLERK)**

Commissioner, Dave Bingaman led the Pledge of Allegiance.

Chairman Hasbrouck presented the commissioners' agenda for May 24, 2021. Commissioner Bingaman made a motion to approve the commissioners' agenda for May 24, 2021. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for May 24, 2021.

Senior Deputy Auditor, Kalyn Mauk presented the commissioners with Fiscal Year 2021 claims and board order claims.

Fiscal Year 2021 Claims

General Fund	\$105,057.35
Road & Bridge	\$17,027.94
District Court	\$3,397.42
Election Consolidation	\$1,840.74
Indigent & Charity	\$8,435.78
Revaluation	\$2,008.34

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Solid Waste	\$117,182.79
Weeds	\$1,100.37
Pest Control	\$2,125.89
Waterways	\$208.45
McCall Donnelly Snowmobile	\$948.62
Cascade-Warm Lake Snowmobile	\$166.62
Smiths Ferry Snowmobile	\$35.51

Board Order

Title III Trust	\$5,797.00
Extension Agent Trust	\$1,804.47
Range Improvement District	\$14.28
PILT Trust	\$280,510.50

Total: **\$ 547,662.47**

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

Assessor, June Fullmer informed the commissioners that the Assessor's Office would be sending out the county wide property assessment notices to property owners on June 4, 2021. She requested to present to the commissioners on June 7, 2021, about the assessed property values.

Clerk, Douglas Miller provided the commissioners with an overview of matters related to the Clerk's Office and included elections, courts, and preparation of Fiscal Year 2022 Budget. He informed the commissioners that Idaho Supreme Court modified the prior order regarding in person court and provided a brief explanation of the modified order. Chief Deputy Clerk, Gabrielle Knapp presented the canvass of the votes for the May 18, 2021, election. Commissioner Bingaman made a motion to approve the canvass of the votes for the May 18, 2021 election. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the canvass of the votes for the May 18, 2021 election.

Chairman Hasbrouck presented the IDEMIA Annual Maintenance Agreement for the Sheriff's Office. Commissioner Maupin made a motion to approve the IDEMIA Annual Maintenance Agreement. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the IDEMIA Annual Maintenance Agreement.

Chairman Hasbrouck presented the Bureau of Reclamation Contract for Waterway Patrol. Clerk, Douglas Miller informed the commissioners that Valley County was requesting an increase for waterways patrols. Commissioner Maupin made a motion to approve the Bureau of Reclamation Contract for Waterway Patrol. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the Bureau of Reclamation Contract for Waterway Patrol.

Treasurer, Gabe Stayton informed the commissioners that the second half tax notices had been sent out and the Treasurer's Office had been receiving phone calls regarding the notices. Gabe reported to the commissioners that there were 23 properties that the Treasurer's Office was handling through the tax deed process.

Building Official, Annette Derrick presented to the commissioners that they have 135 building permit applications which was 45 permits above from last years totals. She reported on buildings that individuals were living in that were not built for living and requested direction from the commissioners. The commissioners requested a workshop to discuss how to handle notification and code enforcements of the buildings. Annette reported that the new building fees had been provided to Public Relations for publication.

Chief Deputy Prosecuting Attorney, Brian Oakey presented to the commissioners about operations of the Prosecuting Attorney's Office. He informed the commissioners that Prosecuting Attorney, Brian Naugle had been working with Human Resource Director, Pat Duncan to post an intern position within the Prosecuting Attorney Office to handle misdemeanor cases and infractions. Mr. Oakey discussed civil work that the Prosecuting Attorney's Office had been working on specifically code enforcement for planning & zoning issues.

Human Resource Director, Pat Duncan provided the commissioners with a brief update regarding the possible increase for workers compensation rates. She reported that she was still conducting the TTI training with leaders within Valley County. She presented on the job openings within Valley County and briefly discussed the intern position within the Prosecuting Attorney's Office. She reported on the interviews that were being conducted for the weed applicator/road technician position. She reminded the commissioners that she would be out of the office from June 2nd through June 8th.

Planning & Zoning Administrator, Cynda Herrick requested a public hearing date for the commissioners to schedule for updates on ordinances. She presented on a building application that had been received by Snowden Wildlife Sanctuary and briefly discussed that the request was for an agriculture building permit for a building to house animals. Building Official, Annette Derrick provided her opinion to the commissioners.

Recreation Director, Larry Laxson provided the commissioners with an overview of maintenance that had started specifically regarding maintenance on the Boulder Lake bathrooms and maintenance that was needed at Wellington Park. He presented on the Payette Forest Collation meeting and concerns that he had regarding the discussion about pulling recreation opportunities out of the formal RAMP process. He also presented on conversations that were had regarding stewardship funds. The commissioners requested any documentation related to the expenditure of stewardship funds provided by the United States Forest Service. Larry presented on the Idaho Department of Parks and Recreation grant for a snow drag to be used at Francie Wallace. Commissioner Maupin made a motion to approve the application for the Idaho Department of Parks and Recreation grant for a snow drag to be used at Francie Wallace. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the application for the Idaho Department of Parks and Creation grant for a snow drag to be used at Francie Wallace.

IT Director, Jeremy Wilcox provided the commissioners with an update regarding projects that the IT Department had been working on. He advised that the internet improvements had been made at the location of the University of Idaho Extension Office. He provided an update regarding the improvements of the Valley County Website. He discussed the roll out of additional scanners for the Assessor's Office to allow the continuation of scanning documents. He presented on upgrades to technology that had been made at the Sheriff's Office. He informed the commissioners that he has contacted the company who did the improvements to the video and audio equipment in the commissioner's room to discuss continued audio improvements that were necessary.

Facility Director, Scott Clingan began the discussion with the commissioners regarding a walk through that he had conducted of the Valley County Fairgrounds and capital improvements that were being requested. 4-H Coordinator, Alyson Stats also presented to the commissioners on buildings that were identified needing improvement. Scott continued to inform the commissioners about requested improvements that Valley County Fair Boards had been requesting of the Valley County Fairgrounds. Commissioner Maupin presented that she was also involved with the walk through of the fairgrounds and reported on why a few of the requested improvements were being made. Scott advised that there was a request to demolish the existing loading chute and replace it with a new chute. Commissioner Maupin believed that Valley County should focus on the needs for the upcoming year and review the requested improvements to be made in future years. Chairman Hasbrouck informed Scott about geothermal water that was available at the fairgrounds. Scott also discussed a request from the 4-H Program to improve the swine gates with a cost of \$700 and additional hardware that was being requested. Scott began the discussion regarding whose responsibilities it was to improve the fairgrounds. Commissioner Maupin advised that since she had been more involved with the Valley County Fair Board, she had suggested that the commissioners needed to consider regarding the upkeep of the Valley County Fairgrounds. Chairman Hasbrouck provided his input regarding the upkeep and provided a history lesson of how the improvements had been made in the past. Alyson agreed that the 4-H participants and parents had assisted with the improvements over the years, but the larger projects would not be able to be done by the 4-H participants. Commissioner Maupin believed that the budgeting for the Valley County Fairgrounds needed to be more formal in the future. She also indicated that the Valley County Fair Board should identify a long-term plan for the existing area and believed that the commissioners needed to work in collaboration of the Valley County Fair Board members. Scott presented on improvements that could be accomplished now to address the safety concerns. Ms. Cassie Carnes provided the commissioners with a Valley County Fair Budget for 2021. The commissioners committed to expend funds out of the general fund to assist with the cost of the maintenance of the Valley County Fairgrounds for Fiscal Year 2021.

Road Superintendent, Jeff McFadden provided an update to the commissioners of projects that Valley County Road Department had been working on. He also discussed the leasing of a paver through Western Pacific. He advised that the road department had started the cleanup on the Warm Lake Highway snowslides. Commissioner Bingaman suggested communicating with the Boise National Forest to see if there was a location that the woody debris could be decked on a turn out. He reported on road openings that had occurred to include, Secesh, Warren Wagon and High Valley. He reported on additional repairs that the road department would be focusing on. Commissioner Maupin requested that Jeff research if there was possible funding for

improvements of Thunder Mountain Road. Jeff reported that the Abstein Bridge replacement was moving forward.

Commissioner Bingaman made a motion to go into Executive Session per Idaho Code 74-206 1(d)-“to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code.”-Indigent. Commissioner Maupin 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(d)-Indigent at 11:40 a.m.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 74-206 1(d)-Indigent at 11:47 a.m.

Decision after Executive Session per Idaho Code 74-206 1(d)-Indigent

21-PH064 LIEN

21-PH064 APPROVAL

21-JD067 RELEASE OF LIEN

21-RE082 STIPULATION

Chairman Hasbrouck presented the commissioner meeting minutes from May 17, 2021. Commissioner Maupin made a motion to approve the commissioner meeting minutes from May 17, 2021. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes from May 17, 2021.

Chairman Hasbrouck presented on a request from the City of McCall to use the old recycling site for brush collection on June 4th through June 6th. Commissioner Bingaman made a motion to approve the City of McCall to use the old recycling site for brush collection on June 4th through June 6th. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the City of McCall to use the old recycling site for brush collection on June 4th through June 6th.

Chairman Hasbrouck presented a request to approve an outside audit of the Valley County Fair. Commissioner Maupin made a motion to approve moving forward with the outside audit of the Valley County Fair Board account. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve moving forward with the outside audit of the Valley County Fair Board Account.

Chairman Hasbrouck presented RAC Grants letter of support for US Forest Service. Commissioner Bingaman made a motion to approve the RAC Grant letter of support for the US Forest Service. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the RAC Grant letter of support for the US Forest Service.

Chairman Hasbrouck began the discussion setting the commissioner meeting dates for July, August, September. The commissioners proposed that the July 12th would be canceled and moved to July 14th, cancel the August 30th meeting, cancel the September 6th meeting and meet on September 7th. Chairman Hasbrouck made a motion to set the commissioner dates as proposed. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to set the commissioner meeting dates as proposed.

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Grant Writer, Mary Rosen presented the Idaho Department of Commerce ED-Pro Grant Application and letter of commitment for matching funds. Commissioner Bingaman made a motion to approve the ED-Pro Grant Application and letter of commitment for matching funds. Commissioner Maupin recused herself from making a vote since she sits on the existing West Central Economic Development Council. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the ED-Pro Grant Application and letter of commitment for matching funds.

The commissioners recessed for lunch at 12:06 p.m.

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

Chairman Hasbrouck opened the Public Hearing for VAC 21-01 Vacation of Chapman Easements at 1:00 p.m. Chairman Hasbrouck asked if there was any ex-parte communication or conflict of interest. All commissioners advised that there was no ex-parte communication or conflict of interest related to Public Hearing for VAC 21-01 Vacation of Chapman Easements. Chairman Hasbrouck asked for a staff report. Planning & Zoning Director, Cynda Herrick provided a staff report to the commissioners.

Chairman Hasbrouck asked to hear from any proponents related to the VAC 21-01

Mr. Steve Chapman the application presented to the commissioners as a proponent related to Vacation of Chapman Easements.

Chairman Hasbrouck asked to hear from uncommitted individuals. The record will reflect that no one presented as uncommitted.

Chairman Hasbrouck asked to hear from opponents. The record will reflect that no one presented as uncommitted.

Chairman Hasbrouck closed the Public Hearing at 1:07 p.m. and brought the matter back to the commissioners for deliberation. Commissioner Bingaman made a motion to approve Vacation Application No. 21-01 Vacation of Utility and Drainage Easements; accept the Planning and Zoning Commission Facts and Conclusions; and authorize the chairman to sign Resolution No. 21-13 Declaration of Vacation. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve Vacation Application No. 21-01 Vacation of Utility and Drainage Easements; accept the Planning and Zoning Commission Facts and Conclusions; and authorize the chairman to sign Resolution No. 21-13 Declaration of Vacation

Chairman Hasbrouck began the workshop related to discuss Valley County Dispatch Transition to the Emergency Operation Center. Dispatch Supervisor, Kelly Copperi first presented to the commissioners and provided an overview of dispatch equipment including radios that needed replacement. She explained that a grant had been applied for to move the phone equipment but there was no grant available to replace the actual radios. She provided an overview of the existing setup at the Emergency Operation Center and the additional equipment that was needed to include specific dispatch furniture. Commissioner Maupin reported that Facilities Director, Scott Clingan was getting a bid from Castle Mountain Homes to remodel the area that dispatch would

move to. The commissioners continued to discuss the possible options for who would utilize the existing dispatch call center. The commissioners also discussed funding sources for the move of dispatch to the Emergency Operation Center to include the PILT Fund and the 911 Trust Fund. The commissioner requested additional information regarding the actual cost of the 911 equipment including radios, furniture and would like the matter scheduled for an upcoming agenda.

Clerk, Douglas Miller began the budget workshop with the commissioners and the first budget to be reviewed was 01-05. A copy of the budget workshop spreadsheet would be available upon request through the Clerk's Office.

The next budget reviewed was 01-11 Civil Defense, 01-12 Economic Development, 01-18 General Fund. A copy of the budget workshop spreadsheet would be available upon request through the Clerk's Office.

Commissioner Bingaman made a motion to go into Executive Session per Idaho Code 1(f)-"To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement." Commissioner Maupin seconded the motion. No further discussion, by roll call vote all commissioners voted "aye". The commissioners went into Executive Session per Idaho Code 1(f)-Litigation at 2:57 p.m.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 1(f)-Litigation at 3:04 p.m. Commissioner Maupin made a motion to approve the contract with Charles River and Associates as discussed in the Executive Session. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the contract with Charles River and Associates.

Chairman Hasbrouck began the Budget Workshop with Human Resource Director, Pat Duncan. A copy of the budget worksheet for Human Resource Department would be available upon request through the Valley County Clerk's Office.

The next department to present to the commissioners during the scheduled Budget Workshop was Building Director, Annette Derrick. She first presented a request for a new position for building technician. A copy of the budget worksheet for Building Department would be available upon request through the Valley County Clerk's Office.

The next department to present to the commissioners during the scheduled Budget Workshop was Planning & Zoning Director, Cynda Herrick. She first presented a request for a new position for a Planning & Zoning Assistant/Code Compliance Officer. She also provided the commissioners with an overview of requested budget amounts. A copy of the budget worksheet for the Planning & Zoning Department would be available upon request through the Valley County Clerk's Office.

The next office to present to the commissioners during the scheduled Budget Workshop was Treasurer, Gabe Stayton. A copy of the budget worksheet for the Treasurer's Office would be available upon request through the Valley County Clerk's Office.

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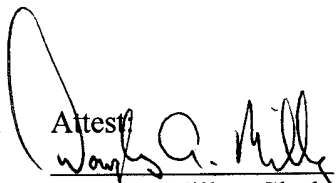
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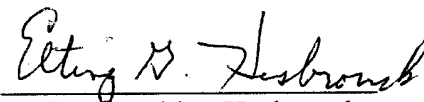
Stephanie Nelson with Wildland Prevention Fire & Associates presented the bids for Tamarack Unit 1 Hazardous Fuels Removal Project. The first bid opened was from Barron Loper for 12.6 acres for \$2,280 per acre for a total of \$28,728.00. The second bid opened was from Wildwood Tree LLC for 12.6 acres for \$3,449 for a total of \$43,344.00. The third bid opened was from Specialized Land Works or John Lydrickson \$2,990 for a total of \$37,674.00. Commissioner Maupin made a motion to approve the bid from Barron Loper. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed.

The commissioners continued with the Budget Workshop and the next budget discussed was for 01-25 Welfare Director. A copy of the budget worksheet would be available upon request through the Clerk's Office.

The next budgets reviewed were 01-29 General Fund Reserve, 03 Airports, 09 Fair, Grounds and Buildings, 11 Health District, 17 Junior College Tuition, 24 Tort and 25 Veterans Memorial. A copy of the budget worksheets for the budgets discussed would be available upon request through the Clerk's Office.

The commissioners adjourned at 4:32 p.m.

Attest

Douglas Miller, Clerk


Chairman, Elting Hasbrouck

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VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday May 24, 2021

Valley County adheres to ADA requirements. If anyone requires an accommodation, please contact the clerk 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, K.C. Mauk

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

Assessor – June Fullmer

Clerk – Doug Miller

Action Item: Canvass of Votes of May 18, 2021 Election

Prosecutor – Brian Naugle

Sheriff – Patti Bolen

Action Items: Approve IDEMIA Annual Maintenance Agreement

Approve Bureau of Reclamation Contract for Waterway Patrol

Treasurer – Gabe Stayton

Department Head Reports - 5 Minutes each

Building Department – Annette Derrick

Court Services – Skip Clapp

Extension Office- Melissa Hamilton

Human Resources/Risk Management – Pat Duncan

Information Technology – Jeremy Wilcox

Planning and Zoning-Cynda Herrick

Parks and Recreation- Larry Laxson

Action Item: Financial Discussion and Acceptance of the I.D.P.R. Drag Grant

10:30 Buildings and Grounds / Solid Waste- Scott Clingan
Presentation of Capital Improvements for Valley County Fairground

11:00 Road & Bridge Presentation- Jeff McFadden

11:30 **Action Item:** Executive Session per Idaho Code 74-206 1(d)-“to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code”-Indigent & Charity

11:45 Commissioner Discussion

Action Items: Meeting Minutes of May 17, 2021

Request to Use Old McCall Recycling Site for Brush Collection
by City of McCall on June 4th-June 6th

Approve Outside Audit of Valley County Fair Board Financial
Records

RAC Grants Letter for Approval

Set Commissioner Dates for July, August and September 2021

Idaho Department of Commerce Ed-Pro Grant Application and
Letter of Commitment for Matching Funds

12:00 Recess for Lunch

1:00 **Public Hearing/Action Item:** VAC 21-01 Vacation of Chapman Easements
Resolution 21-13 Declaration of Vacation

1:15 Workshop to Discuss Valley County Dispatch Transition to Emergency Operation Center

2:00 Budget Workshop for Fiscal Year 2021-Clerk, Douglas Miller

01-05 Commissioners

01-11 Civil Defense

01-12 Economic Development

01-18 General Fund

01-25 Welfare Director

01-29 General Fund Reserve

03-00 Airport

09-00 Fair, Grounds and Buildings

11-00 Health District

17-00 Junior College Tuition

24-00 Tort

25-00 Veterans Memorial

2:50 Executive Session per Idaho Code 1(f)-“To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement.”- Litigation

3:00 Budget Workshop for Fiscal Year 2021-Clerk, Douglas Miller
01-15 Human Resources – Director, Pat Duncan

- 3:15 Budget Workshop for Fiscal Year 2021-Clerk, Douglas Miller
01-11 Building Department –Director, Annette Derrick
- 3:30 Budget Workshop for Fiscal Year 2021-Clerk, Douglas Miller
01-21 Planning and Zoning – Director, Cynda Herrick
- 3:45 Budget Workshop for Fiscal Year 2021-Clerk, Douglas Miller
01-03 Treasurer’s Office – Treasurer, Gabe Stayton
- 4:00 Tamarack, Unit 1 Hazardous Fuels Removal Perfect Bid Opening – Stephanie Nelson
- 4:15 Opportunity for General Public to Present to Commissioners

Adjourn

COMMISSIONERS FUTURE MEETING DATE
Monday June 7, 2021