

Valley County Board of County Commissioners

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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
March 30, 2020**

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

Chairman, Elting Hasbrouck called the commissioner meeting to order at 9:01 a.m.

Commissioner, Dave Bingaman led the Pledge of Allegiance.

Chairman Hasbrouck presented the commissioners' agenda for March 30, 2020. Commissioner Bingaman made a motion to approve the commissioners' agenda for March 30, 2020, as presented. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for March 30, 2020.

Chairman Hasbrouck presented the commissioner meeting minutes of March 16, 2020 and March 23, 2020. Commissioner Maupin made a motion to approve the commissioner meeting minutes of March 16, 2020 and March 23, 2020. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes of March 16, 2020 and March 23, 2020.

Emergency Service Manager, Juan Bonilla presented to the commissioners and advised that Clerk, Douglas Miller prepared a resolution of 20-09 Spending Authority. He provided an overview of matters relating to the hot-line number for COVID-19 and he reported on the incident action plan that was currently in place. He advised that the primary was

communication with the general public. He discussed the Public Information Officer, McKenzie Kramer and the information that was being provided to the general public. He discussed the incident command team and the expansion of the emergency operation members.

Commissioner Maupin made a motion to approve Resolution 20-011 Spending Authority. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve Resolution 20-11 Spending Authority.

Chairman Hasbrouck began the discussion related to appointment of commissioner to policy team for Emergency Operations Center. Commissioner Bingaman made a motion to appoint Chairman Hasbrouck to the policy team for the Emergency Operations Center. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to appoint Chairman Hasbrouck to the policy team for the Emergency Operations Center.

Chairman Hasbrouck began the discussion related to determining essential services for Valley County. Chairman Hasbrouck requested to hear from employees of Valley County. IT Director, David Crawford provided the commissioners with an overview of technology for Public Meetings that will be in place including audio bridges. He discussed other options and technology that could be implemented. The commissioners would like IT Director, David Crawford to review all products and technology to further advance virtual meetings. Chairman Hasbrouck informed those in the audience what has been deemed essential government offices by Governor, Brad Little. Building Official, Annette Derrick informed the commissioners that she would not be conducting inspections when there were people at the building sites. Recreation Director, Larry Laxson presented to the commissioners that he would be bringing three individuals back to work on equipment. Assessor, June Fullmer presented to the commissioners and advised that the governor had not extended deadline of assessment notices. She explained what the Assessor's Office was doing to make sure that the deadlines were met. Sheriff Bolen presented to the commissioners what the Sheriff's Office had been doing to make sure they were providing services to the community. Sheriff Bolen advised that they are not stopping every vehicle that was coming through the community but recommending to everyone to self-isolate. Chairman Hasbrouck advised of reports of camping along the South Fork of the Salmon River. She reported that all snowmobile parking lots had been closed. Captain Stambaugh advised that the Forest Service did not close the disbursed camping. Sheriff Bolen advised the contact that they have had with vehicles with out of state plates. Captain Stambaugh reported what had been done at the Francie Wallace Parking Lot and Brush Creek Parking Lots. Sheriff Bolen explained that they have been attempting to educate individuals regarding the Governor's Order of non-essential travel. Treasurer Stayton provided an overview of matters that the Treasurer's Office had been handling. Prosecuting Attorney, Carol Brockman also provided an overview of how their office was functioning. Human Resource Director, Pat Duncan presented how her office was making sure that services were provided.

Chairman Hasbrouck began the discussion related to accrual of vacation time. Human Resource Director, Pat Duncan provided her opinion and does not believe that individuals should be allowed to accrue more than the maximum allowed in policy. She provided a list of individuals to the commissioners who had accrued more than the maximum allowed. Sheriff Bolen reported that there was a plan to reduce the vacation hours within the Sheriff's Office.

Chairman Hasbrouck began the discussion related to the Emergency Family Medical Leave Act & Emergency Sick Leave. Human Resource Director, Pat Duncan explained what the current federal policy was and what she needs to research to determine if employees qualify. She advised that there might be a point where Valley County does not pay employees and they would fall under Emergency Family Medical Leave Act. She wanted to make sure that the commissioners understood the law. The commissioners discussed the direction that the county should go regarding paying employees that were on administrative leave. Prosecuting Attorney, Carol Brockmann provided her opinion to the commissioners regarding how the commissioners should proceed on paying employees. Assessor, June Fullmer provided her opinion to the commissioners. Treasurer, Gabe Stayton presented to the commissioners his opinion. Sheriff Bolen provided her opinion to the commissioners. Human Resource Director, Pat Duncan provided her input to the commissioners regarding when employees need to utilize sick time or vacation time during the current situation. She again explained the Family Medical Leave Act & Emergency Sick Leave. Commissioner Bingaman made a motion to adopt the Emergency Family Medical Leave Act and Emergency Sick Leave policy. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to adopt the Emergency Family Medical Leave Act and Emergency Sick Leave Policy.

Chairman Hasbrouck presented the Infectious Disease Policy and Human Resource Director, Pat Duncan provided an overview of the policy. Commissioner Maupin made a motion to approve the Infectious Disease Policy with the requirement to request after three days a doctor's note. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the Infectious Disease Policy.

Human Resource Director, Pat Duncan began the discussion related to the two detention deputies that were on self-isolation but able to work. The commissioners requested that detention deputies return to work.

Human Resource Director, Pat Duncan began the discussion related to starting the Assistant Recreation Director. The commissioners debated if the position was needed currently or identified as an essential service and determined that the position was not essential and would be reevaluating after the twenty-one days.

Chairman Hasbrouck began the discussion related to emergency order to close short term vacation rentals in Valley County. Planning & Zoning Administrator, Cynda Herrick advised that she had drafted a letter like the one that was completed by the City of McCall. She discussed how their office would handle notifying effected parties for Vacation Rentals. Other individuals also communicated to the commissioners regarding not allowing short term vacation rentals in Valley County up until the twenty-one days had passed. The commissioners wanted to make sure that also included RV Parks. Commissioner Maupin made a motion to write a letter like the City of McCall regarding short term vacation rentals and RV Parks being temporally disallowed in Valley County unless it was for essential employees or first responders. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to temporally disallow short term vacation rentals in Valley County unless the housing was being used for essential employees or first responders.

Commissioner Bingaman presented on the work that had been done on the proposed Waterways Ordinance to get Ordinance 08-01 in place and modifications that had been made to the proposal. He explained that Prosecuting Attorney, Carol Brockmann had been reviewing and it was believed that a Public Hearing would take place in April or May of 2020. The commissioners discussed specifics of the proposed ordinance and how the enforcement or permitting would be done for access to fly into Warm Lake Reservoir. Chairman Hasbrouck believed that an appeals system should be implemented and Prosecuting Attorney, Carol Brockmann advised that the request can be made and included in the proposed ordinance. She had questions regarding definitions and commented on additional matters that needed to be included. The commissioners discussed which lakes currently restricts motorized vessels or wording should be included in the ordinance. The commissioners also discussed the need for age restrictions on motorized vessels. The commissioners also appreciated the work that had been done by Commissioner Bingaman.

Chairman Hasbrouck began the discussion related to the Property Tax Exemption Application for the Terrace Hills Mobile Estates. The commissioners advised that they would postpone the matter until 1:00 p.m.

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

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

Chairman Hasbrouck reconvened the commissioner meeting at 1:00 p.m. and began the matter related to the Property Tax Exemption Application for Terrace Hills Mobile Estates in accordance with Ordinance 18-03. Chairman Hasbrouck asked to have testimony from Assessor, June Fullmer. Assessor Fullmer provided a presentation to the commissioners. She explained the process that had taken place regarding the application of property tax exemption submitted by Terrace Hills Mobile Estates. Ms. Marta Frost with Terrace Hills Mobile Estates provided further information to the commissioners regarding number of employees would be needed and it was determined that they would need an additional two employees. She reported the current employees that were employed by Terrace Hills Mobile Estates. Assessor Fullmer informed the commissioners that there were letters received from the taxing districts which had been provided to the commissioners. She also explained the process of applying for property tax exemption under the Ordinance 18-03 and Idaho Code 66-203 NN. Commissioner Maupin provided her input related to the application and believed that it does meet the existing criteria. Commissioner Bingaman asked Assessor Fullmer if the application had been scored with the existing matrix. Assessor Fullmer provided her scores for the matrix that was implemented and used to score the application. Ms. Marta Frost provided her analysis of the taxes that would be collected by the taxing district if the exemption was granted. She also explained the leasing process for the homes that would be constructed and the requirement for an organization for a homeowner association. Commissioner Bingaman asked if there was a timeline that had been developed to construct the homes. Ms. Marta Frost advised that they intended on completing the project in September of 2020 but with COVID-19 that deadline had been postponed. Assessor, June Fullmer again provided an overview of Ordinance 18-03. The question was asked the amount of funds that had been currently invested in the existing project by Terrace Hills Mobile Estates. Ms. Frost advised that \$100,000 had been invested so far. The commissioners had concerns regarding the Idaho Code which indicates how much invested needed to meet the threshold because it appears that there was a requirement for \$500,000. The

commissioners felt that Prosecuting Attorney, Carol Brockmann needed to research the investment requirement. Prosecuting Attorney, Carol Brockmann provided her opinion to the commissioners and believed that the total investment needed to be \$500,000. The commissioners deliberated the Property Tax Exemption Application for Terrance Hills Mobile Estates. Commissioner Bingaman made a motion to approve the Property Tax Exemption Application for Terrance Hills Mobile Estates in accordance with Ordinance 18-03. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve Property Tax Exemption Application for Terrance Hills Mobile Estates in accordance with Ordinance 18-03.

Road Superintendent, Jeff McFadden began the discussion related to Warren Wagon Road Phase II Matching Dollar Request. He explained that there was a requirement that additional matching dollars were required by Western Federal Lands. Clerk, Douglas Miller believed that Valley County needed to meet directly with Western Federal Lands, a commissioner and the Prosecuting Attorney to discuss the project. The commissioners agreed that a reaching out to Western Federal Lands would be appropriate but if the additional needed match could be made out of the Road Department Budget. Road Superintendent, Jeff McFadden provided an overview of how he had been operating the Valley County Road Department since the COVID-19 pandemic. Commissioner Bingaman discussed the RAMP decision that came out in which Valley County was still listed as having a FRTA Easement on the South Fork of the Salmon Road.

Chairman Hasbrouck began the discussion related to allowing Secesh and Warren Residents to use Francie Wallace Parking Lot. Recreation Director, Larry Laxson provided his opinion regarding the parking lot and believed that individuals should be allowed to use the Francie Wallace Parking Lot. Prosecuting Attorney, Carol Brockmann commented on the Governor's Non-Essential Travel Ban. Sheriff, Patti Bolen advised that they are attempting to keep people from out of the area recreating in Valley County. The commissioners believed that needed to close the parking lots since the Forest Service had closed the National Forest. Sheriff Bolen advised that the Sheriff's Office would respond as needed and would patrol the parking lots when available to inform the citizens of the existing travel ban. Commissioner Maupin made a motion to confirm the closure of Wellington Park, Clear Creek Park and to require the Road Department to construct signage at North Beach to inform that individuals only at Francie Wallace can be residents of Secesh or Warren. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to confirm the closure of Wellington Park, Clear Creek Park and require the Road Department to construct signage at North Beach to inform the public that individuals parking at Francie Wallace must be residents of Secesh or Warren.

Chairman Hasbrouck began the discussion related to the recycling center update. Commissioner Bingaman provided an overview of the discussions that had been taking place regarding a recycling committee. He explained that there was another Recycling Group who provided a separate proposal for the commissioners to consider. Clerk, Douglas Miller advised that the ACDC Recycling Committee was scheduled to present to the commissioners on April 6, 2020. Commissioner Bingaman explained what had already been done with the possibility of moving the recycling center to Lake Fork and advised that it wasn't budgeted for a project that was proposed by ACDC Recycling. Commissioner Bingaman expressed that the ACDC

Recycling Group was willing to assist with volunteer work. The commissioners agreed that they would listen to the presentation by ACDC Recycling on April 6, 2020.

Mr. Jordan Zwygart with Zwygart Associates began the review of the Valley County Fiscal Year 2019 Audit. He provided an in-depth review of the counties expenditures and revenue received. He advised that overall all departments expended under budget for Fiscal Year 2019. He also discussed the single audit report which shows the Federal Dollars expended. He also advised that they did not see any compliance issues during their audit that was conducted. Commissioner Maupin made a motion to approve the FY Year 2019 Audit that was completed. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve Fiscal Year 2019 Audit for Valley County.

Commissioner Bingaman made a motion to recess as the Valley County Board of County Commissioners at 3:11 p.m. and convene as the Valley County EMS Board. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to convene as the Valley County EMS Board.

Mr. Jordan Zwygart with Zwygart Associates began the review of the Valley County EMS Fiscal Year 2019 Audit. He provided a detailed account of the expenditures and revenues for the Valley County EMS Account. He advised that there were no issues to report on for the Valley County EMS Fiscal Year 2019 Audit. Commissioner Maupin made a motion to approve the Valley County EMS Fiscal year 2019 Audit. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the Valley County EMS Fiscal Year 2019 Audit.

Commissioner Maupin made a motion to adjourn as the Valley County EMS Board and reconvene as the Valley County Board of County Commissioners. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed at 3:19 p.m. to adjourn as the Valley County EMS Board and reconvene as the Valley County Board of County Commissioners.

Commissioner Maupin 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, and Idaho Code". Commissioner Bingaman seconded the motion. By roll call vote all commissioners voted "aye". The commissioners went 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" at 3:20 p.m. related to IT Security.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 74-206 1(d) at 4:12 p.m.

The commissioners adjourned the meeting at 4:13 p.m.

Elting S. Hasbrouck
Chairman, Elting Hasbrouck

Attest:
Douglas Miller
Douglas Miller, Clerk

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VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday March 30, 2020

On March 13, 2020, Governor Brad Little issued an emergency proclamation for the State of Idaho in response to the coronavirus (COVID-19). On March 18, 2020, the Governor issued further guidance suspending, in part, Idaho's Open Meeting Law Requirements. In an effort to minimize possible public exposure, the Valley County Board of County Commissioners will continue to hold regular Commissioner meetings, but they will be closed to public attendance. In an effort to promote full transparency the meetings will be live streamed and may be viewed by accessing the Valley County web site at www.co.valley.id.us There will be prompts at that site to guide you to the live stream. If a member of the public wishes to make a public comment about any of the matters pending, please contact the Valley County Clerk, Douglas Miller at 208-382-7102 to make those arrangements."

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 Commissioner Discussion
Action Items: Meeting Minutes of March 16, 2020 & March 23, 2020
- 9:10 Emergency Service Manager Presentation Related to COVID-19-Juan Bonilla
Action Item: Approval of Resolution 20-09 Spending Authority
- 9:15 **Action Items:** Deciding Essential Services for Valley County and Discussion on Time Keeping Policy for County Employees During Phase 2
Appoint Commissioner to Policy Team for Emergency Operations Center
Emergency Family Medical Leave Act & Emergency Sick Leave
Approval of Infectious Disease Policy
Approval of Detention Deputies Starting Work
Approval of Start Date of Assistant Recreation Director
- 9:40 **Action Item:** Emergency Order to Close Short Term Vacation Rentals In Valley County
- 9:45 Commissioner Discussion on Waterways Ordinance
- 10:00 **Action Item:** Property Tax Exemption Application for Terrace Hills Mobile Estates In Accordance with Ordinance 18-03

10:30 **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”

11:00 Recycling Center Update

11:30 **Action Item:** Warren Wagon Road Phase II Matching Dollar Request

12:00 Recess for Lunch

1:00 **Action Item:** Discussion on To Allow Secesh & Warren Residents to use Snowmobile Parking Lots

1:30 **Action Item:** Convene as Valley County EMS Board-Valley County EMS FY19 Audit

2:00 **Action Item:** Valley County 2019 Outside Audit

Adjourn

COMMISSIONER’S FUTURE MEETING DATE

Monday April 6, 2020