

Valley County Board of County Commissioners

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IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS CASCADE, IDAHO September 24, 2025

PRESENT: **SHERRY MAUPIN (CHAIRMAN)**
 NEAL THOMPSON (COMMISSIONER)
 KATLIN CALDWELL (COMMISSIONER)
 DOUGLAS MILLER (CLERK)

Chairman, Sherry Maupin led the Pledge of Allegiance.

Action Item: Chairman Maupin presented the commissioners' agenda for September 24, 2025. Clerk, Douglas Miller informed the commissioners about an agreement that needed to be added to the agenda between Ada County and Valley County for juvenile detention services. Commissioner Caldwell made a motion to approve the commissioners' agenda for September 24, 2025, with the addition of the agreement between Ada County and Valley County for juvenile detention services. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for September 24, 2025.

Deputy Clerk, Robyn Elliott presented the claims and board order claims to the commissioners.

Fiscal Year 2025 Claims

General Fund	\$111,924.56
Road & Bridge	\$319,497.50
District Court	\$4,802.11
Election Consolidation	\$58.56
Fair	\$7,549.00
Revaluation	\$3,471.15
Solid Waste	\$456,707.63

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Weeds	\$17.78
PILT Fund	\$5,388.50
Waterways	\$820.00
McCall Donnelly Snowmobile	\$220.39
Cascade Snowmobile	\$4.99
Smiths Ferry Snowmobile	\$4.99
Title III Funds	\$15,000.00
Extension Agent Fund	\$1,186.10
LATCF	\$3,811.02
American Rescue Plan Fund	\$339.48
Total:	\$930,745.20

Action Item: Commissioner Caldwell 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.

Judge Adam Dingeldien swore in Mr. Brian Oakey as the next Valley County Prosecuting Attorney.

Action Item: Clerk, Douglas Miller presented the certificate of county levies and provided an overview of the process to the commissioners. Commissioner Thompson made a motion to approve the certificate of county levies as presented. Commissioner Caldwell seconded the motion. No further discussion, all in favor. Motion passed to approve the certificate of county levies as presented.

Action Item: Clerk, Douglas Miller informed the commissioners that there was a need for the Board of County Commissioners to designate the polling locations for the November 4th, 2025, election with Cascade being the American Legion, Donnelly being the Donnelly Bible Church and McCall as Idaho First Bank. Commissioner Caldwell made a motion to designate the polling locations as presented by Clerk, Douglas Miller. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to designate the polling locations for the November 4th, 2025, election with Cascade being the American Legion, Donnelly being the Donnelly Bible Church and McCall as Idaho First Bank.

Action Item: Senior Probation Officer, Jacques Lafay presented the agreement between Valley County and Ada County to house juveniles that are charged with crimes at the Ada County Juvenile Detention Facility and explained how the facility was used in Fiscal Year 2025. Commissioner Caldwell made a motion to approve the juvenile detention agreement between Valley County and Ada County. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the juvenile detention agreement between Valley County and Ada County.

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Senior Probation Officer, Jacques Lafay provided an overview of matters related to court services to include statistics of caseloads for probation and pre-trial release.

University of Idaho Extension Educator, Melissa Hamilton provided the commissioners with an update regarding training that she had been attending or would be attending to include pest control training and horticulture training. She advised that the community advisor meeting was scheduled and discussed the survey that would be submitted to the public. She presented on farm to table dinner event that would be occurring. Chairman Maupin asked about the hiring of the new coordinator position and Melissa explained that the specific job duties were being created.

Human Resource Director, Mike Savoie presented on the recruitment that was occurring for Valley County and advised that there are currently 13 positions open. He explained that open enrollment was closing at the end of the day on the 24th of September. Mike reported that the county would be transitioning to bi-weekly payroll beginning in October and he discussed the steps that were being taken.

IT Director, Jeremy Wilcox, explained the involvement of the IT Department related to the counties move to Cascade Annex. He provided the commissioners with an update regarding the recruitment of his open position. Chairman Maupin shared with Jeremy the dates the move schedule to the Cascade Annex to include the date that the State of Idaho would be installing the computers for Department of Motor Vehicles.

Recreation Director, Dave Bingaman presented to the commissioners regarding the Samson Trail Phase II project and shared that progress that had been made. He discussed the cost and changes that were made related to the project. He reported on the collaboration that had occurred to clean up the area that is leased to Valley County and Payette Land Trust. He provided an update regarding maintenance that was occurring on the snow grooming equipment and advised that there had been nine applications to be snow groomers for Valley County. He informed the commissioners that the new recreation planner would be starting next Wednesday.

Fire Mitigation Director, Mara Hlawatschek shared with the commissioners the public relations that have been occurring to educate the community regarding the fire mitigation program. She explained that she had been working with Public Relations, McKenzie Kraemer. She discussed additional work that she was doing to benefit the community related to fire mitigation and she presented that all the fire wise mitigation grants have been satisfied for Fiscal Year 2025, and she would be providing a presentation to the commissioners on all the work that had been completed. She discussed additional work that she had been focusing on to include additional Idaho Department of Lands grants.

Action Item: Facility Director, Scott Clingan presented the agreement with Valley Wide Cooperative for propane. The commissioners had the opportunity to ask questions and Scott responded accordingly. Commissioner Caldwell made a motion to approve the Valley Wide Cooperative Agreement. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the Valley Wide Cooperative Agreement.

Facility Director, Scott Clingan presented on a request from the Donnelly Bible Church to be able to utilize the Solid Waste Transfer Site to dispose of unusable donated firewood. The commissioners were not comfortable deciding and felt that a consultation with the Prosecuting Attorney needed to occur. Scott provided the commissioners with an update regarding the fire suppression inspection that occurred and advised that repairs were needed at the Valley County Cascade Annex with an estimated cost of \$18,000. The commissioners requested that the expenditure be made from the PILT Fund. Scott provided the commissioners with an update on the progress of the Solid Waste Transfer Site capital improvement project, and he presented on the woody debris pile. He also provided the commissioners with an update on inspections that would be occurring on all the county buildings. Terri informed the commissioners that a new janitor had been hired, and she was still recruiting for the HVAC Journeyman position. She also informed the commissioners that ISCI would be willing to assist with the county's move to the Valley County Cascade Annex and would charge \$250 per hour. Terri shared with the commissioners that the upstairs of the building would not be able to be used for long-term storage. The commissioners discussed alternate solutions for storage and felt that additional conversations needed to occur for long term planning.

Public Relations, McKenzie Kraemer presented on the social media engagement that had been occurring on the Valley County Facebook page. The commissioners requested that McKenzie provide an update to the public regarding the messaging for the move to the Valley County Cascade Annex. The commissioners had questions regarding the proposed contract with Meadowlark Marketing and McKenzie responded accordingly to the questions that were asked.

Action Item: Commissioner Caldwell made a motion to approve the contract with Meadowlark Marketing with an amount of \$3,700 monthly. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the contract with Meadowlark Marketing.

Road Director, Jeff McFadden presented on the inspection that was conducted by Idaho Department of Transportation and Valley County had 12 miles of road that failed and in the future Valley County would not get paid for the maintenance of the 12 miles of road. The commissioners felt that a workshop needed to occur with the Forest Service to discuss the area of roads. He discussed additional maintenance that was occurring within Valley County, and he presented recommendations related to West and East Roseberry.

Action Item: Road Director, Jeff McFadden presented on Lake Fork Village Development Agreement and presented on the proposals that will be requested. The commissioners had questions regarding the proposed development agreement and Jeff responded accordingly. Commissioner Caldwell made a motion to approve the Lake Fork Village Development Agreement as presented. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the Lake Fork Village Development Agreement.

Action Item: Road Director, Jeff McFadden presented the Ashton Corner Development Agreement. The commissioners had questions regarding the proposed development agreement and Jeff responded accordingly. Ms. Amy Holm, representing the developer, was in attendance for questions. Commissioner Thompson made a motion to approve the Ashton Corner

Development Agreement. Commissioner Caldwell seconded the motion. No further discussion, all in favor. Motion passed to approve the Ashton Corner Development Agreement.

Action Item: Road Director, Jeff McFadden presented the Jughandle View Heights Development Agreement. Commissioner Caldwell made a motion to approve the Jughandle View Heights Development Agreement. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the Jughandle View Heights Development Agreement.

Action Item: Road Director, Jeff McFadden presented on Lake Fork Preserve No.2 and Planning & Zoning Planner Lori Hunter provided clarifying information to the commissioners. Commissioner Caldwell made a motion to table the development agreement for Lake Fork Preserve No.2 for October 8, 2025. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve tabling the development agreement for Lake Fork Preserve No.2 for October 8, 2025.

Action Item: Chairman Maupin presented the commissioner meeting minutes from September 2, 2025. Commissioner Caldwell made a motion to approve the commissioner meeting minutes from September 2, 2025. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes from September 2, 2025.

Action Item: Chairman Maupin presented the commissioner meeting minutes from September 10, 2025. Commissioner Caldwell made a motion to approve the commissioner meeting minutes from September 10, 2025. Chairman Maupin seconded the motion. Commissioner Thompson was not in attendance for the September 10, 2025, meeting and did not vote. Motion passed to approve the commissioner meeting minutes from September 10, 2025.

Action Item: Chairman Maupin presented the commissioner meeting minutes from September 11, 2025. Commissioner Caldwell made a motion to approve the commissioner meeting minutes from September 11, 2025. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes from September 11, 2025.

Action Item: Chairman Maupin presented the memorandum of understanding between Valley County and Ignite Idaho Family Resource Center to operate the Cascade Community Center. Commissioner Caldwell made a motion to approve the memorandum of understanding between Valley County and Ignite Idaho Family Resource Center to operate the Cascade Community Center. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the memorandum of understanding between Valley County and Ignite Idaho Family Resource Center to operate the Cascade Community Center.

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

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

Action Item: Chairman Maupin opened the Public Hearing for CUP-24-02 Pilgrim Cove Camp-Campus Master Plan Update at 1:00 p.m. and asked for a staff report. McCall City Planner, Meredith Todd provided a staff report to the commissioners and explained that the matter would be tabled for October 29, 2025.

Chairman Maupin asked to hear testimony from proponents. The record would reflect that there was no testimony from anyone who was a proponent.

Chairman Maupin asked to hear testimony from anyone who was undecided. The record would reflect that there was no testimony from anyone who was undecided.

Chairman Maupin asked to hear testimony from opponents. Mr. Fred Shoemaker who owns property near the Pilgrim Cove Camp provided testimony to the commissioners in opposition of CUP-24-02 Pilgrim Cove Camp-Campus Master Plan Update. Chairman Maupin had questions regarding an easement agreement for use of the roads. Mr. Shoemaker responded to the questions that had been asked.

Ms. Judith Liester, who owns property near Pilgrim Cove Camp provided testimony to the commissioners CUP-24-02 Pilgrim Cove Camp.

McCall City Planner, Meredith Todd provided testimony to the commissioners regarding the use of the roads and ownership of surrounding lots. Chairman Maupin felt that there were unanswered questions regarding the lack of easement agreements regarding use of roads. Commissioner Thompson had questions for Mr. Shoemaker, and he responded accordingly.

Ms. Tricia Soper, who was representing Ms. Judith Liester provided additional testimony to the commissioners regarding the concerns that they had presented during the Public Hearing before the McCall Planning & Zoning Commission.

Chairman Maupin advised that CUP-24-02 Pilgrim Cove Camp would be tabled until October 29, 2025, at 1:30 p.m.

Chairman Maupin began the workshop with Forestir Company to discuss the Valley County Biomass Program. Ken Holland, who is the owner of Forestir introduced himself to the commissioners. Valley County Fire Mitigation Director, Mara Hlawatschek provided an overview of the existing Valley County Woody Biomass program. Mr. Holland provides a presentation to the commissioners regarding the operations of Forestir to establish a circular products production center. Fire Mitigation Director, Mara Hlawatschek shared potential sites that Valley County could lease for the establishment of the production center. Those in the audience had the ability to ask questions to Mr. Holland regarding the proposed program and he responded accordingly. Members of the (Brian Davis) U.S. Forest Service were in attendance to provide an overview of a possible collaboration. Chairman Maupin shared that Valley County needs to continue to have the conversations regarding the technology that was being presented, and long-term sustainability needs to be identified. Facility Director, Scott Clingan, had an opinion that Valley County does not really have the option to burn the wood debris pile any longer because of the current volume. Emergency Services Manager Juan Bonilla had questions regarding the required protocols that would be in place by the state of Idaho related to the

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establishment of the circular products production center. The commissioners appreciated the presentation and advised that they were interested in continuing conversations. There were multiple sites proposed to include the Solid Waste Transfer Site, Gold Dust, Round Valley and Lake.

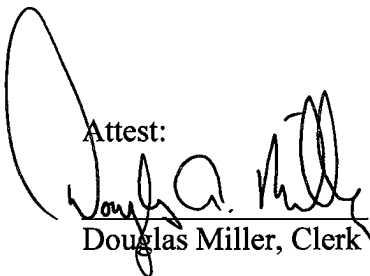
Action Item: Chairman Maupin made a motion to go into Executive Session per Idaho Code 74-206 1(f)-“To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy the requirement.”-Litigation 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(f) at 3:28 p.m.

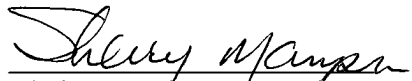
Chairman Maupin brought the commissioners out of Executive Session per Idaho Code 74-206 1(f)-Litigation at 4:00 p.m.

Action Item: Chairman Maupin advised that the commissioners would be convening as the Board of Equalization. Commissioner Caldwell made a motion to approve the amended facts and conclusions for Quaker Hill Conference Center. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the amended facts and conclusions for Quaker Hill Conference Center.

Action Item: Prosecutor, Brian Oakey presented a training opportunity for Idaho Employment Lawyers Proposal and explained the opportunity for the commissioners to consider and advised that there was a cost of \$7,000. The commissioners discussed the specific training that was offered and made suggested recommendations for the training that they would like to see. Commissioner Caldwell made a motion to approve the proposed training with the cost not to exceed \$3,500. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the proposed training with the cost not to exceed \$3,500 from Idaho Employment Lawyers.

The commissioners adjourned at 4:21 p.m.

Attest:

Douglas Miller, Clerk


Chairman, Sherry Maupin

9:00 **Action Item:** 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 **Action Item:** Oath of Office for Valley County Prosecuting Attorney, Mr. Brian Oakey

9:10 **Action Item:** Certify County Levies for Valley County Taxing Districts
Designate Polling Locations for the November 4th Election – Clerk,
Douglas Miller

9:10 **Department Head Reports -**
Building Department – Annette Derrick
Court Services – Dee Dee Phillips
Extension Office- Melissa Hamilton
Human Resources/Risk Management – Mike Savoie
Information Technology – Jeremy Wilcox
Parks and Recreation- Dave Bingaman
Wildfire Mitigation Program – Mara Hlawatschek

10:30 Break

10:45 Buildings and Grounds / Solid Waste- Scott Clingan
Action Item: Sign Valley County Facilities Building and Grounds Agreement
and Specification with Valley Wide Cooperative

11:15 Public Relations – McKenzie Kraemer

11:30 Road & Bridge Presentation- Jeff McFadden

Action Items: Lake Fork Village Development Agreement
Ashton Corner Development Agreement
Jughandle View Heights Development Agreement
Lake Fork Preserve No.2

11:55 Commissioner Discussion

Action Items: Meeting Minutes of September 2, 2025
Meeting Minutes of September 10, 2025
Meeting Minutes of September 11, 2025
Sign Memorandum of Understanding Between Valley County
and Ignite Idaho Family Resource Center
Sign FY2025-26 Cascade Community Center Lease Agreement
Sign Marketing Services Contract Meadowlark Marketing

12:00 Recess for Lunch

1:00 **Public Hearing/Action Item:** CUP-24-02: Pilgrim Cove Camp – Campus Master Plan Update – McCall Impact Area

An application for an updated Conditional Use Permit to account for updates to the Camp Master Plan. The property is zoned R4 – Low Density Residential, and is more particularly described as:

Lots 1-32 and Common Areas A & B of the Glen Cove Subdivision and Pilgrim Cove Subdivision Lots 1-3 of Block 1, situated in Sections 2 and 3, T18N, R3E, B.M., Valley County, Idaho

2:00 Working Session with Forestir to Discuss Woody Biomass Program-Fire Mitigation Director, Mara Hlawatschek

3:30 **Action Item:** Executive Session per Idaho Code 74-206 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

3:30 **Action Item:** Convene as Board of Equalization Discussion/Decision Amended Facts And Conclusions for Quaker Hill Conference Center

4:00 **Action Item:** Training Opportunity: Idaho Employment Lawyers Proposal – Prosecutor, Brian Oakey

Adjourn

COMMISSIONERS FUTURE MEETING DATE
Wednesday October 8, 2025