

Valley County Board of County Commissioners

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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
March 2, 2026**

PRESENT: **SHERRY MAUPIN (CHAIRMAN)**
 NEAL THOMPSON (COMMISSIONER)
 KATLIN CALDWELL (COMMISSIONER)
 Gabrielle Knapp (INTERM CLERK)

Chairman, Sherry Maupin led the Pledge of Allegiance.

Action Item: Chairman Maupin presented the commissioners' agenda for March 2, 2026. Commissioner Caldwell made a motion to approve the commissioners' agenda for March 2, 2026. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for March 2, 2026.

Action Item: Commissioner Thompson made a motion to approve the commissioners' meeting minutes from February 17, 2026. Commissioner Caldwell seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' meeting minutes from February 17, 2026.

Action Item: Chairman Maupin made a motion to approve the commissioners' meeting minutes from February 23, 2026. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' meeting minutes from February 23, 2026.

Action Item: The commissioners discussed setting the commissioner meeting dates for April, May and June 2026. Commissioner Caldwell made a motion to set the commissioners' meeting dates for April 6, 13, 20 and 27, May 4, 11, 18, 26 and June 1, 8, 15, 22 and 29 reserved for BOE. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion

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February 23, 2026

passed to set the commissioners' meeting dates for April 6, 13, 20 and 27, May 4, 11, 18, 26 and June 1, 8, 15, 22 and 29 reserved for BOE.

Building Director, Annette Derrick gave a report on the workload for the building department. She gave an update on Cloudpermit and explained how she will market it.

Juvenile Probation Officer, Nikki Buys gave a report on juvenile probation case load.

Extension Office Director, Melissa Hamilton gave a report of the activities going on at the extension office. She informed the commissioners that she has offered two people the open positions in her department. She informed the commissioners on the trainings that she plans to have her staff attend.

Information Technology Director, Jeremy Wilcox gave a report on the IT department. He informed the commissioners that he had a new hire start last week. They discussed using our contract format. They discussed the new ticketing system.

Planning and Zoning Director, Cynda Herrick gave a report on her department. She informed the commissioners of the upcoming Redridge working session. Cynda discussed how the impact area is affecting the planning and zoning department.

Parks and Recreation Director, Dave Bingaman gave a report on his department. He also clarified his signing abilities. He gave an update on his staffing levels and open job positions.

Wildfire Mitigation Director, Mara Hlawatschek gave a report on her department. She gave an update on the firewise grant process. She informed the commissioners about her summit. She gave an update on her open job position.

Action Item: Assessor Sue Leeper discussed with the commissioners the DMV hybrid model project. Request that we slow down the plan for the hybrid. Motor vehicles back to the old space to help fix the issue parking large trailers at the annex. It takes 90 days for the state to do the move. Commissioner Caldwell made a motion to approve the DMV moving back to the courthouse. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the DMV moving back to the courthouse.

Buildings and Grounds Director, Terri Kenneda gave a report on the facilities department. She informed the commissioners that she wasn't ready to do the auction items that were on the agenda. She also informed the commissioners that she has recently hired a new custodian. She also informed the commissioners about a leak on the roof.

Public Relations representative, McKenzie Kraemer gave a report regarding public relations. The commissioners requested McKenzie help with launching CloudPermit.

Road and Bridge Director, Kerstin Dettrich gave a report on the road department. The commissioners reviewed the changes to the job duties for shop foreman. Commissioner Caldwell made a motion to approve the revisions to the shop foreman job description. Commissioner

Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the revisions to the shop foreman job description.

Action Item: Commissioner Thompson made a motion to approve the change order request # 5 Gold Dust facility from Stroth General. Commissioner Caldwell seconded the motion. No further discussion, all in favor. Motion passed to approve the change order request # 5 Gold Dust facility from Stroth General.

Action Item: Commissioner Caldwell made a motion to approve and sign letter of support for FY2026 build for grant for West Mountain Corridor project. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve and sign letter of support for FY2026 build for grant for West Mountain Corridor project

The commissioners recessed for lunch at 11:58 a.m.

The commissioners returned from lunch at 1:02 p.m.

Chairman Maupin asked if there was any conflict of interest or ex-parte communication. All commissioners advised that they did not have any conflict of interest or ex-parte communication. Chairman Maupin asked for a staff report. Planning & Zoning Director, Cynda Herrick provided a staff report related to Development: PUD-23-02, CUP-23-11, DR-23-28, SR-23-18 Alpine Storage (Echanis) at 450 South Samson Trail.

Action Item: Planning and Zoning Director, Cynda Herrick presented the commissioners with the final development of PUD-23-02, CUP-23-11, DR-23-28, SR-23-18 Alpine Storage (Echanis) at 450 South Samson Trail. Commissioner Caldwell made a motion to approve the final development of PUD-23-02, CUP-23-11, DR-23-28, SR-23-18 Alpine Storage (Echanis) at 450 South Samson Trail, subject to a development agreement. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the final development of PUD-23-02, CUP-23-11, DR-23-28, SR-23-18 Alpine Storage (Echanis) at 450 South Samson Trail.

The commissioners had a discussion on Brown Construction Yard Development Agreement Negotiation. This matter has already been approved. The commissioners were discussing the development agreement.

Cody Janson, engineer from Parametric, spoke about the impact on the roads.

Kerstin Dettrich from the road department spoke on behalf of the road department.

Kendra and Cody Brown, the homeowner, spoke to what they would like to have in the development agreement. The commissioners and the Browns discussed the details of the development agreement.

Action Item: Commissioner Caldwell moved to table the discussion until next Monday March 9th at 3:30 PM. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to table the discussion until next Monday March 9th at 3:30 PM.

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Action Item: Chairman Maupin opened the Public Hearing at 2:14 p.m. related to the petition to vacate and validate two short segments of Old Council Road and asked if there was any conflict of interest or ex-parte communication. All commissioners advised that they did not have any conflict of interest or ex-parte communication. Chairman Maupin asked for a staff report. Planning & Zoning Director, Cynda Herrick provided a staff report related to the petition to vacate and validate two short segments of Old Council Road.

Christopher Myer from Givens Pursley gave a report on behalf of the applicant Hartsell Creek LLC.

Monte Post, who owns property affected by the petition gave testimony.

Leo Stoddard, who is a user of the road in the petition gave testimony.

Dawn Swenson gave testimony.

Dylan Martin from Idaho Power gave testimony.

Kerstin Dettrich spoke on behalf of the road department.

Dave Bingaman spoke on behalf of the recreation department.

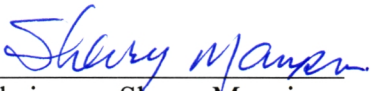
Chairman Maupin expressed that she is not interested in this petition as it is right now but she is open to it being worked on more and revisited. Commissioner Caldwell agreed. The Commissioners tabled this matter till May 18th at 1:00 PM.

Chairman Maupin advised that the commissioners would be conducting interviews for the next Valley County Clerk. The first applicant to be interviewed was Gabby Knapp and the commissioners had the opportunity to ask Mrs. Knapp questions, and she responded to each question that was asked.

Chairman Maupin began the next interview with the next candidate Carrie Potter. The commissioners had the opportunity to ask Mrs. Potter interview questions, and she responded to each question that was asked.

Action Item: Chairman Maupin began the deliberation process of selection of the Valley County Clerk. Commissioner Thompson provided his opinion regarding the applicants. Commissioner Caldwell provided her opinion regarding the applicants. Chairman Maupin provided her opinion regarding the applicants. Commissioner Thompson made a motion to appoint Gabby Knapp as the next Valley County Clerk. Commissioner Caldwell seconded the motion. No further discussion, all in favor. Motion passed to appoint Gabrielle Knapp as the next Valley County Clerk.

The commissioners adjourned at 3:58 p.m.


Chairman, Sherry Maupin

Attest:


Gabrielle Knapp, Interim Clerk

Valley County Board of County Commissioners

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VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday March 2, 2026

Valley County adheres to ADA requirements. If anyone requires an accommodation, please contact the County Clerk's Office 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 **Action Item:** Call to Order – Pledge of Allegiance – Approve Agenda

9:05 Commissioner Discussion

Action Items: Meeting Minutes of February 17, 2026
Meeting Minutes of February 23, 2026
Set April, May and June 2026 Commissioner Dates

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
Planning and Zoning-Cynda Herrick
Parks and Recreation- Dave Bingaman
Wildfire Mitigation Program – Mara Hlawatschek

10:30 **Action Item:** Discussion Regarding the DMV Hybrid Model project – Assessor, Sue Leeper

10:45 Buildings and Grounds / Solid Waste- Terri Kenneda

Action Items: Discussion/Decision Regarding Proposal by Idaho Correctional Industries for Modifications to Commissioners Room Furniture and Bench Area
Domestic Hot Water Install
Boiler Flue Demo and Replace
Jail Washer Dryer Replacement

- 11:15 Public Relations – McKenzie Kraemer
- 11:30 Road & Bridge Presentation- Kerstin Dettrich
Action Item: Approval of Revisions to the Shop Foreman Job Description
Approval of Change Order Request# 5 Gold Dust Facility from Stroth General
Approval and Sign Letter of Support FY26 Build Grant for West Mountain Corridor Project
- 12:00 Recess for Lunch
- 1:00 **Action Item:** Final Development: PUD-23-02, CUP-23-11, DR-23-28, SR-23-18 Alpine Storage (Echanis) at 450 South Samson Trail – Planning and Zoning Director, Cynda Herrick
- 1:30 **Action Item:** Brown Construction Yard Development Agreement Negotiation – Planning and Zoning Director, Cynda Herrick
- 2:00 **Public Hearing/Action Item:** Petition to Vacate and Validate Two Short Segments of Old Council Road (to Realign the Road’s Connection to West Mountain Road) – Planning and Zoning Director, Cynda Herrick
- 3:00 **Action Item:** Interviews and Appointment of Valley County Clerk
- 3:00 **Action Item:** Oath of Office for Valley County Clerk
- 3:30 Opportunity for General Public to Present to Commissioners
- Adjourn

COMMISSIONER’S FUTURE MEETING DATE

Monday March 9, 2026