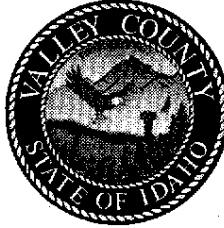


Valley County Board of County Commissioners

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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
November 15, 2021**

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

Commissioner, Dave Bingaman led the Pledge of Allegiance.

Chairman Hasbrouck presented the commissioners' agenda for November 15, 2021. Commissioner Bingaman made a motion to approve the commissioners' agenda for November 15, 2021. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for November 15, 2021.

Chairman Hasbrouck presented the commissioner meeting minutes of November 8, 2021. Commissioner Maupin made a motion to approve the commissioner meeting minutes of November 8, 2021. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes of November 8, 2021.

Commissioner Maupin presented on the Memorandum of Understanding between Idaho Foundation and Valley County and explained the memorandum of understanding grant. Commissioner Bingaman made a motion to sign the MOU between Idaho Foundation and Valley County. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the MOU between Idaho Foundation and Valley County.

Clerk, Douglas Miller presented on Resolution 22-05 Closing of Trusts and explained the reason that the Clerk's Office was requesting approval of the resolution. Commissioner Maupin made

a motion to approve Resolution 22-05 Closing of Trusts. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve Resolution 22-05 Closing of Trusts.

Sheriff, Patti Bolen presented on the agreement for Electronic Transactions and Access for PayPort Electronic Payment to Valley County Sheriff. Commissioner Bingaman made a motion to approve the agreement for Electronic Transactions and Access for PayPort Electronic Payment to Valley County Sheriff. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the Electronic Transactions and Access for PayPort Electronic Payment to Valley County Sheriff.

Chairman Hasbrouck began the workshop with Lake Shore Disposal to discuss the proposed operational plan for the Solid Waste Transfer Site and Recycling Center. Chief Deputy Prosecuting Attorney, Brian Oakey presented on a requirement for the operational plan of the Solid Waste Transfer Site and discussed the need for a workshop to identify proposed modifications. Lake Shore Disposal Manager, Scott Carnes discussed modifications that Lake Shore Disposal would like to have added to the proposed operational plan. The commissioners turned the discussion to the operational hours of the Recycling Center in Lake Fork. Mr. Carnes discussed the current hours of operations of the Recycling Center. The commissioners requested that the hours and days of operation are reviewed on an annual basis and proposed that the review would occur in December each year. Mr. Carnes presented on additional modifications that Lake Shore Disposal would like to have included in the proposed operational plan to include bear proof containers at Warm Lake and the expectations of the upkeep of the Solid Waste Transfer Site. The commissioners asked about the number of employees that Lake Shore Disposal would have at the transfer site. Mr. Carnes advised that there would be three Lake Shore Disposal employees at the Solid Waste Transfer Site. Chief Deputy Prosecuting Attorney, Brian Oakey clarified what additions he wanted to propose for upkeep language in the operational plan. The commissioners also discussed with Lake Shore Disposal who was responsible for the actual cleanup of the Solid Waste Transfer Site. Mr. Carnes also discussed the current condition of the Recycling Center and the road to the Solid Waste Transfer Site during the winter. He also presented on the status of the difficulties of disposing of tires and he discussed the back log of refrigerators that need to be removed. Brian Oakey also proposed an annual environmental audit conducted at the Solid Waste Transfer Site and Mr. Carnes was willing to include a requirement of an environmental audit into the operation plan. Chairman Hasbrouck also presented on concerns regarding the condition of the transfer site prior to major holidays. Mr. Carnes addressed the concerns and felt that Lake Shore Disposal was addressing the issue by hiring on additional employees.

Ms. Anne Westcott with Galena Consulting provided an update related to the Valley County Draft Growth Projections and explained the next steps for the Valley County Impact Fee Study. She provided a graph which reflected the growth within Valley County and explained how the growth projections would be calculated. Commissioner Maupin believed that the population data that was presented for 2021 was inaccurate and asked that the current census statistics be reflected. Ms. Westcott asked about potential commercial impact to Valley County and the commissioners shared their knowledge about potential commercial operations that could be in operation in the future. Ms. Westcott also discussed the calculation that was developed for potential Sheriff Impact Fees, Road & Bridge and Recreation Impact Fees. She also presented on what entity would be collecting the potential impact fees. Ms. Westcott discussed the

challenges that were presented by the Valley County Sheriff's Office and possible needs that were proposed to include four additional patrol deputies to handle recreation areas including waterways and winter recreation. Ms. Westcott advised that during her assessment it was determined that the Valley County Jail would not need to collect impact fees for jail expansion currently. The commissioners agreed that they would not be pursuing impact fees for the Valley County Jail based on the assessment that was conducted. Ms. Westcott reviewed the possibility of impact fees for the Valley County Road & Bridge Department. She believed that the Impact Fee Advisory Committee needed to thoroughly review the data collected during the initial conversations with the Valley County Road & Bridge Department. The commissioners also felt that the data and information collected needed to be analyzed and felt that the Valley County Road Advisory Committee should be included in the analyzation process. Ms. Westcott lastly presented on the data to determine impact fees for the Valley County Recreation Department and advised that impact fees could be utilized to purchase land for recreation purposes. Ms. Westcott proposed completed a recreation master plan which would assist in determining if Valley County should pursue impact fees and she advised that impact fees could be utilized to conduct a recreation master plan. The commissioners advised that there would be a creation of a Valley County Recreation Advisory Committee that could assist with the analysis of impact fees for recreation. Ms. Westcott presented on the next steps that are necessary to proceed to include the advisory committee meetings, briefing of fire commissioners, city councils and county commissions. She also discussed the step for an intergovernmental agreement to be prepared and reviewed by the Valley County Prosecuting Attorney. Ms. Westcott explained the process of a future commissioner board wanted to discontinue the collection of impact fees. The workshop concluded.

Veterans Service Officer, Mike Keithly began his quarterly presentation to the commissioners. He introduced the new proposed Veterans Service Officer, Jamie Coffey-Kelly who would assume the duties on January 1, 2022. Mrs. Coffey-Kelly provided an overview of her background to the commissioners. Major Keithly continued his presentation to the commissioners by providing an overview of services that had been provided to local veterans. He also presented on additional work that had been done by the Post 60 American Legion. Lastly, he thanked the prior county commissioners and prior county clerks for their support during the past several years. Veterans Service Officer, Jamie Coffey-Kelly presented to the commissioners a proposal to transition the existing process to a secure on-line portal to Vetra Spec. She would like the commissioners to consider moving to the new process but did not have a cost associated with the on-line portal access fee. She explained the benefits of transitioning to the process and advised that she would present a cost to the commissioners.

Stephanie Nelson with Wildfire Prevention Associates presented on the Bear Basin Hazardous Fuel Treatment addendum to contracts. She explained the reason for the addendum to the contracts for additional acreage and for additional time to complete the projects. Commissioner Bingaman made a motion to approve the addendums as presented by Wildfire Prevention Associates, Stephanie Nelson. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the addendums as presented by Wildfire Prevention Associates, Stephanie Nelson for the Bear Basin Hazardous Fuel Treatment contracts.

Human Resource Director, Pat Duncan presented on proposals for a Christmas Bonus to Valley County Employees. The commissioners were presented with a few ideas to include gift cards,

food certificates and an additional paid day off. Chairman Hasbrouck made a motion that the commissioners would authorize an additional day off for Valley County Employees as a Christmas Bonus. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed.

Chairman Hasbrouck recognized Valley County Probation Officer, Molly Wilson for 10 years of service with Valley County.

The commissioners recessed at 11:53 a.m.

The commissioners returned at 1:00 p.m.

Valley County Road Advisory Chairman, Paul Hefner began the presentation to the Valley County Board of County Commissioners and the commissioners started the workshop with the commissioners. The Valley County Road Advisory Committee provided a handout which will be appended to the commissioner meeting minutes which are recommendations that were being proposed. The first recommendations were for software to keep records of equipment and other associated tools. The second recommendation was for a temporary moratorium of accepting any new roads for maintenance or snow removal until such time as appropriate. The third recommendation was for the Valley County Road & Bridge Department to continue with lease/purchase plan for equipment and encourage the department to keep the equipment if it is financially feasible. The fourth recommendation was for a formal Valley County Road Communication plan, and it was explained what the communication plan should include. The fifth recommendation was for "carry over" funds to be prioritized based on most valuable locations. The last recommendation was for the commissioners to take foregone and give a portion to the road department to stabilize the general funding. Mr. Hefner also presented on a seasonal priority list which will be appended to the commissioner meeting minutes. The winter priority would be to keep Valley County roads safe and passable during the winter conditions. Create a system of accountability of employees for failure to maintain equipment properly. It was believed that the new software program would aid with the analysis. For the spring it was recommended that the backcountry roads be opened as the reduction in the winter snowpack permits. It was also recommended that during the spring repair damaged asphalt roads prioritized by traffic flow in a timely fashion. The committee also recommended that the road department grade graveled roads at least three times per year. The recommendations for the summer season were to maintain graveled roads, continue asphalt repair, eliminate vegetation along the shoulders of asphalted county roads and restore the graveled shoulders of those paved roads to prevent further asphalt deterioration, stripe main asphalt arteries with centerline dividing paint for safety, maintain sight distance for blind intersections, ongoing maintenance of fleet to insure limited down time and efficiency issues. Mr. Hefner also provided additional thoughts for discussion to include an ongoing maintenance plan to further support prioritization, a thorough management review of back country road grading and maintenance standards should be undertaken. Chairman Hasbrouck felt that the back-country roads should be maintained more often or look at paving the road. Road Director, Jeff McFadden presented on efforts that had been made in the past to preserve the grading. Commissioner Maupin advised that the Road Advisory Committee also provided dedicating funds collected be prioritized for backcountry maintenance. Mr. Kirby Robinson presented on the maintenance of the backcountry roads and the opinion that the road department was not adequately maintaining the roads but would like to set a basic standard. He did not believe that the commissioners had the data to determine

appropriate levels of maintenance. He also indicated that the communication with the public should be improved. Ms. Lorraine Munn presented on the increased amount of traffic that was occurring on the backcountry roads which was impacting the condition of the roads. Mr. Hefner recommended looking at a fee associated with registration fees for Off-Highway Vehicles to assist with the cost of backcountry maintenance. It was recommended that a cost benefit analysis should be done to determine if the Valley County Road Department should be conducting back country work or should the county contract the work out to a private company. Mr. Robinson discussed the use of impact fees and provided his opinion regarding the appropriate use of impact fees for road improvements and cautioned Valley County if they decided to implement impact fees. The Valley County Road Advisory Committee recommended long term analysis regarding efficient use of existing real estate assets and road department buildings. It was recommended that an analysis of vacating and liquidation of the Cascade fairground location should be considered. There was continued discussion about the recommendations that were made by the Valley County Road Advisory Committee and the general focus that had been conducted. It was also shared with the commissioners what the expectations of the committee was. There was also discussion that a Valley County Road Master Plan needed to be developed to assist with the prioritization of improvement of roads or reconstruction of roads. The commissioners discussed the possibility of recreating road development agreements. Mr. Hefner also informed the commissioners that they did have a discussion related to creating a Highway District for Valley County, but it was difficult to support creating a road district. The Valley County Road Advisory Committee advised that they felt that the committee should continue to meet and provided an overview of the oversight that they would be willing to continue to conduct.

Chairman Hasbrouck began the general meeting and discussion with Idaho Office Emergency Manager, Brad Richie, and Mr. Rob Feeley. Valley County Emergency Service Manager, Juan Bonilla was also in attendance at the meeting. Mr. Richie began discussing his assessment of the Stibnite Road and advised that the FEMA Representatives would be conducting another site visit of the location. Mr. Richie discussed the mitigation plan that had been implemented into Valley County and discussed the national funding that was currently available for mitigation projects. He advised that Idaho received \$11,000,000 in mitigation funds available for projects. He explained how the funds could be applied for possible projects. The commissioners also asked about utilizing funds on cybersecurity. Mr. Richie provided a response but advised that he felt that he would bring the topics of discussion back to the decision makers. He also advised that June of 2022 there would be an exercise to determine the impact of a 9.0 magnitude earthquake on the Cascadia Subduction Zone and how Idaho would coordinate the support for the state of Washington and Oregon. He explained how the exercise would work and invited the commissioners to attend. Mr. Richie asked the commissioners if there was anything that Idaho Office Emergency Management could do better and if there was anything FEMA could do better. The commissioners appreciated the services offered by the Idaho Office Emergency Management and discussed areas that impacts Valley County. Mr. Richie concluded his presentation to the commissioners.

Emergency Service Manager, Juan Bonilla presented the 2021 Emergency Management Performance Grant. Commissioner Bingaman made a motion to approve the 2021 Emergency Management Performance Grant. Chairman Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed.

Emergency Service Manager, Juan Bonilla presented the 2021 Homeland Security Program Grant. He explained the grant was utilized to replace mountain top repeaters. Commissioner Maupin made a motion to approve the 2021 Homeland Security Program Grant. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the 2021 Homeland Security Program grant.

Emergency Service Manager, Juan Bonilla presented on the 2021 EMPG ARPA Grant and explained the grant to the commissioners. Commissioner Bingaman made a motion to approve the 2021 EMPG ARPA Grant. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the EMPG ARPA Grant.

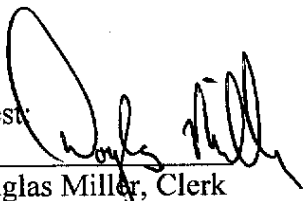
Chairman Hasbrouck began the discussion related to the Valley County Board of County Commissioner Re-Districting Process. Richard Brake from the Democrat party introduced himself. Chairperson of the Valley County Republican Central Committee, Pam Their was also attendance. The commissioners provided the GIS Redistricting Commissioner Districts in Valley County. The commissioners concluded the discussion regarding the Valley County Board of County Commissioner Re-Districting Process.


Mr. Ed Leavitt who resides in Wilder, Idaho presented to the commissioners during the opportunity for the public to present to the commissioners. He was requesting a variance to be able to park a snowmobile at the France Wallace Park and he advised that he was in communication with Recreation Director, Larry Laxson. He advised that he was willing to pay for a permit if needed. The commissioners requested that he continue to work with Recreation Director, Larry Laxson. He also had issues regarding the condition of the existing road back on his place on the South Fork near Warren.

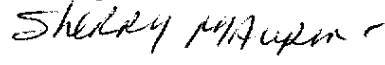
Commissioner Bingaman made a motion to go into Executive Session per Idaho Code 74-206 1(b)-"To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent or public-school student"-Personnel. Commissioner 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(b)-Personnel at 4:14 p.m.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 74-206 1(b)-Personnel at 4:43 p.m. No decision was made as it was for evaluation purposes.

The commissioners adjourned at 4:43 p.m.

Attest: 
Douglas Miller, Clerk


actng Chairman, Elting Hasbrouck



From: Valley County Veterans Service Officer

To: Valley County Board of Commissioners

Date: 15 November, 2021

Subj: Quarterly/Semiannual Veterans Service Officer Report

Commissioners,

I would like to begin this report by introducing your new Valley County Veterans Service Officer, Jamie Coffey-Kelly. She has volunteered to take on this role and I believe, will provide a smooth transition serving the Veterans of Valley County. Jamie is a U.S. Army and Idaho National Guard Veteran; she and Jim Philpott have known each other for many years. She currently works at the Cascade Medical Center as a licensed LCSW-RCA (Counselor/Social Worker) and will provide much-needed insight on mental health issues. Jaime will assume these duties on 1 January, 2022.

Since my last report to you on 5 February, 2021 the following actions have taken place. Jim Philpott and I conducted the following meetings with Veterans at the American Legion Hall in Cascade: we met with 3 Veterans on 11 March; there were 3 Veterans on 1 April; we had 7 Veterans on 14 May (one was a no-show); we saw 2 Veterans on 3 June; there were 3 Veterans on 8 July; we met 3 Veterans on 13 August; there were no Veteran appointments during September and October and we met with 3 Veterans on 4 November. There seemed to be lower outreach appointments in person due to COVID-19 concerns. During this period Jim and I fielded numerous phone calls from Veterans for all sorts of queries; fortunately the majority of them were easily answered and Jim could access VA records via the internet to satisfy their needs. Jim and I take advantage while we meet or via telephone/computer to get caught up on Veterans who have pending claims or appeals. And he brings me up to speed on VA procedures that have changed.

Additional actions taken during this period are listed below. I received numerous phone calls / emails from local Veterans or others who know I advocate for Veterans, casual encounters locally or in social settings where I answered their questions or arranged an appointment for them during one of our scheduled outreach dates in Cascade. I continue to receive referrals from the Idaho Division of Veterans Services, our regional hospitals and members of our American Legion. I follow up on each of them and take the appropriate action. During this time-frame numerous claims for a service-connected disability were opened based on the evidence and documents presented to us that would substantiate a valid claim for health care benefits. We always appeal denied claims if the Veteran can provide the missing documentation, or if we can prove the VA failed to follow their own established rules and regulations.

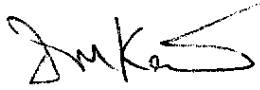
Like everyone else the Pandemic affected the tempo of our activities at Post 60; but when we could we still put on Friday night dinners and leased the Legion Hall for community events. We conducted our normal ceremonies for Memorial Day, Patriot's Day and

Veterans Day. We performed military burial ceremonies for three Veterans from our area and had two other memorials at the Legion Hall. There were three Blood Drives and three elections that also took place at the Hall. In cooperation with the Cascade Medical Center there were seven days where the medical folks came to the Post to administer COVID immunizations and so far, 1 day when COVID Booster Shots have been given.

On this, my last report, I want to express my sincere and deepest appreciation to all past and present County Commissioners, and their County Clerks for their steadfast support of Valley County's Veterans. You have all made a difference, and from one old retired Marine, I say "THANK YOU ALL"!!!

This concludes my report and I will answer any questions you may have. I have included Jaime's contact information below.

Respectfully,



Mike Keithly Maj USMC (Ret)
Valley County Veterans Service Officer

Jaime Coffey-Kelly
LCSW-RCA
208-880-8727
Jaimecoffeykelly@gmail.com

Valley County Road Advisory Board

Valley County Road Advisory Board Meeting Minutes - April 7, 2021

Present in person: Paul Hefner Chairman, Gary Swain, Kirby Robertson, Sherry Maupin, Jeff McFadden, Mary Rosen, Lorraine Munn, Ed Allen, Mickee Ellis

1. Ed Allen makes a motion to recommend to the Board of County Commissioners to purchase the needed software to keep records and other associated tools (electronic equipment). Kirby Robertson seconds the motion. Motion to recommend to the BOCC to purchase the needed software to keep records and other associated tools (electronic equipment) carried.

Valley County Road Advisory Board Meeting Minutes - May 19, 2021

Members present - Ed Allen, Steve Hull, Kirby Robertson, Paul Hefner, Gary Swain, Lorraine Munn
Nonmembers included – Jeff McFadden, Commissioner Sherry Maupin, Commissioner Elt Hasbrouck, Mary Rosen, Doug Miller, Cynda Herrick

1. Kirby Robertson made a motion to make recommendation to County Commissioners to place a temporary moratorium of accepting any new roads for maintenance or snow removal until such time as appropriate funding is available. Gary Swain 2nd. Motion carried. Paul will work with clerk's office to get on the agenda.
2. Gary Swain made a motion that the Road & Bridge Department continue with the 5-year lease/purchase plan for equipment and encourage the department to keep the equipment as long as it is financially feasible. Ed Allen 2nd. Motion passed.

Valley County Road Advisory Board Meeting Minutes - June 2, 2021

Members present - Ed Allen (TEAMS), Steve Hull, Kirby Robertson, Paul Hefner, Gary Swain, Lorraine Munn
Nonmembers included – Jeff McFadden, Commissioner Sherry Maupin, Mary Rosen, Doug Miller

1. Paul Hefner asked if there were any further comments on Valley County Road Communication Plan. Hearing none, Kirby Robertson moved to recommend the Valley County Road Communication Plan for approval by Valley County Commissioner's. Paul Hefner 2nd. All approved and motion passed.

Valley County Road Advisory Board Meeting Minutes - July 7, 2021

Members present - Ed Allen, Steve Hull, Paul Hefner, Gary Swain, Lorraine Munn
Nonmembers included – Jeff McFadden, Commissioner Sherry Maupin, Mary Rosen

1. Paul Hefner made a motion to recommend that 2.5 million dollars of the "carry over" funding be implemented by the Valley County Road & Bridge Department. Projects should be prioritized based on most valuable locations as determined by Jeff McFadden. Ed Allen seconded the motion. All approved. Motion carried.

Valley County Road Advisory Board Meeting Minutes - August 4, 2021

Members present - Ed Allen, Steve Hull, Paul Hefner, Gary Swain, Lorraine Munn Nonmembers included – Jeff McFadden, Commissioner Sherry Maupin

2. The 2022 budget was discussed. The Rd Advisory board will make a recommendation to the Commissioners to take foregone and give a portion to the Rd Department to stabilize their general funding.

Valley County Road Advisory Board Meeting Minutes – November 10, 2021

Members present - Kirby Robertson, Steve Hull, Paul Hefner, Ed Allen, Lorraine Munn Nonmembers included – Jeff McFadden, Commissioner Sherry Maupin, Mary Rosen

1. Paul Hefner made a motion to recommend to the Valley County Board of Commissioners that Valley County Grant Writer explore potential recreation grants possible for rebuilding of eligible roads. Kirby Robertson seconded the motion. After hearing no discussion. Motion carried.
2. Kirby Robertson made a motion to present Valley County Board of Commissioners with the Seasonal Priorities list created by the Valley County Road Advisory Board as a recommendation for Valley County Road & Bridge Department. Paul Hefner seconded. Hearing no further discussion. Motion carried.
3. Kirby Robertson made a motion to recommend to the Valley County Board of Commissioner that Valley County Road & Bridge Department bid out backcountry maintenance to determine if 3rd party contracting is most efficient. Lorraine Munn seconded the motion. After no further discussion. Motion passed.

SEASONAL PRIORITY LIST FOR THE VALLEY COUNTY ROAD DEPARTMENT (VCRD)

These items listed below shall be accomplished first and foremost during the seasons identified prior to other additional commitments being undertaken by VCRD except in emergencies. Each season's list is numbered by priority.

WINTER:

1. Keep Valley County roads safe and passable during winter conditions.
2. Create a system of accountability of employees for failure to maintain equipment properly, abuse of equipment and low productivity. This can be accomplished with the new software programs we have recommended where the superintendent knows who maintains and operates each asset of the VCRD.

SPRING:

1. Open up backcountry roads as the reduction in the winter snow pack permits.
2. Repair damaged asphalt roads prioritized by traffic flow including but not limited to potholes, shoulder "break off", depressions and ridges from the effects of winter freezing and heaving as weather permits.

(The number one complaint from voters I surveyed is damaged asphalt not repaired in a timely fashion. It creates dangerous conditions for traffic flow and damages vehicles.)

3. Grade county maintained graveled roads. The first of three times (minimum) that these roads shall be graded during the year. The roads shall either have natural moisture or water added by the road department to insure proper compaction. Graveled roads shall be graded so as to eliminate all of the "washboard" effect created by traffic. Material shall be pulled back into the main portion of the roadway and compacted to the best of the grader's ability.
4. Stage for and initiate any pre-budgeted and approved large projects.

SUMMER:

1. Grade County maintained graveled roads again. The second of three times under the guidelines mentioned above.
2. Continue asphalt repair. Fill cracks using hot liquid sealer to prolong the life of existing asphalt.
3. Eliminate vegetation along the shoulders of asphalted County roads and restore the graveled shoulders of those paved roads to prevent further asphalt deterioration.

(Items 2 & 3 are simple preventative maintenance procedures to insure our asphalted roads last longer.)

4. Stripe main asphalt arteries with centerline dividing paint for safety.
5. Grade backcountry roads as needed.
6. Maintain sight distance for blind intersections.
7. Ongoing maintenance of fleet to insure limited down time and efficiency issues.

FALL:

1. Final grade of county graveled roads as per guidelines stated above.
2. Continue asphalt repair.

While I concur with the additional priorities Kirby Robinson stated in his 10/27/21 email the Road and Bridge Director's job description clearly states that he/she is to 'Supervise and schedule road and bridge maintenance and construction, snow removal, weed and pest abatement, and vehicle equipment maintenance and repairs. Ensure sufficient resources are available for projects at commencement. Knowledge of vehicle maintenance and knowledge of methods, materials, procedures and standard practices of road, bridge, and right-of-way maintenance and construction.' If these issues are not being satisfied then that is an HR issue for commissioners to address and resolve.

The priority list above are the issues I feel are being ignored or identified as low priority. Without this list being implemented and satisfied I believe the voters of Valley County will never give a positive vote for additional funding to the road department needed in the near future but the VCRD must first prove they are adequately addressing voters' concerns before more tax money will be allocated.

This list gives the commissioners a short termed tool to grade the VCRD by. This list can easily be accomplished with a twelve-month period once implemented.

MISC ADDITIONAL THOUGHTS FOR DISCUSSION:

- The Board has not received a copy of the County analysis and assignment of road types (grades?). This document should be reviewed and incorporated into ongoing maintenance plan to further support prioritization. Management of the road department should make this planning a priority. I had asked for the document that the FS uses to identify and prioritize road types when they were part of one of our meetings via phone but have not received that information. Not sure if the County got it and incorporated that data in their process.
- A thorough management review of back country road grading and maintenance standards should be undertaken. Roads should be prioritized based on travel volume. A written plan for maintenance schedules should be put in place with focus placed on main access roads while maintaining the minimum standard on secondary and tertiary roads to meet funding requirements.
- Management should expedite completion of back country road cost benefit analysis to determine value of using County staff and equipment versus contracting the work out. Analysis should include payroll, per diem, travel time, fuel, hours / miles added to equipment, related maintenance cost factor, cost of maintaining trailers for back country employee housing and damage repair costs related to managing these roads. If numbers for contracting this work discussed in our August meeting are accurate, I suspect that our ultimate costs closely match or exceed what it would cost to contract this out. Additionally, if we keep staff in the back country we may find that we can reduce employee count and related expense by contracting the work out which would permit management to weed out his weakest employee (s) and move the more qualified staff to maintenance on the valley floor.
- As discussed during our October meeting, it appears that the result of some of the backcountry grading / maintenance may be resulting in further deterioration of condition as surface material is pushed off the road. As with the road to Warren, repair of the Lick Creek and other road

surfaces may benefit from contracting to pull the material back to the roadbed permitting appropriate drainage, grading and maintenance.

- As a longer-term issue, further discussion should be had regarding efficient use of existing real estate assets. Analysis of vacating and liquidation of the Cascade fairground location should be undertaken. If the county has other yard locations, shop space and vacant office space, it stands to reason that consolidation would likely result in better efficiency and mitigate cost for tax payers. Sale of the fairground location to the other users (fair / rodeo / 4H) may be a viable option which could result in additional capital that could be used to improve infrastructure at other existing locations. Ongoing lease of three partially covered spaces from Long Valley Feed in Donnelly when the County owns another nearby location with available space south of Donnelly should be included in this analysis.

List of priorities per Paul Heffner

Heinrich

Farm to Market - chip seal needed. Per Jeff will need to phase the project. 17 miles in length. Culvert replacement, chip sealing. Need to protect major collectors. Need right of way not simply easements.

Johnson Lane

Norwood – Middle paving.

West Mountain

Culvert replacement Paddy Flat Rd, East Roseberry, Farm to Market,

Nasula – North of Heinrich. Resurface

Spring Valley/Wagon Wheel. Repaving

W. Roseberry S bridge. Replacement and straightening.

Additional notes from November 10th meeting:

Per Jeff: Contract out 2 million in work for next summer.

Pierson – Grant funding need. Will require ½ overlay until funding is found.

Commissioner Maupin-SRS funding secured for next 3 years 2021, 2022, 2023. another 1.6 million/year for 3 years.

ETK Veterans' Benefits

Vetra Spec



STREAMLINE PROCESSES

Case management functionality expedites eligibility and benefits processing.



MEET VA REQUIREMENTS

Automated forms and letters reduce errors and speed acceptance.



COLLABORATE SECURELY

Work across regional offices and remote locations, to reduce delays.

REDUCE ADJUDICATION TIME, ACCELERATE BENEFITS DELIVERY

The demand for Veterans' services has never been greater. With so many individuals in need of healthcare, education, employment, and claims assistance, Veterans Service Organizations (VSOs) require case management systems to expedite every stage of the benefits process, from claim creation to benefits processing.

BETTER SERVICE FOR THOSE WHO SERVED

Many VSOs find they spend too much time manually filling out forms and shuffling through paper files and not enough time reaching out to Veterans in need.

With 40 years of experience serving health and human services agencies, including the Department of Veterans Affairs (VA), Tyler Technologies understands the challenges related to entitlement benefits case management. Tyler Technologies' ETK Veterans' Benefits is designed to efficiently manage all aspects of administration, from outreach activities and initial referral through claim submission, adjudication tracking, enrollment, and benefits processing.

FULLY COMPLIANT CLAIMS

Designed to meet the acceptance requirements of the VA, the automated forms and letters eliminate errors, omissions, and duplicate data entry. Official claim forms and correspondence are pre-populated with claimant information, including the Veteran's personal information, detailed medical history, and associated medical conditions where applicable. The result is well-developed, fully compliant claims that can reduce adjudication times and accelerate the delivery of benefits to Veterans and their dependents.

...continued on back

COMPREHENSIVE BENEFITS ADMINISTRATION

- Outreach management
- Evidence gathering
- Claim generation and submission
- Adjudication tracking
- Enrollment
- Benefits processing
- Post claim tracking

SECURE, WEB-BASED COLLABORATION

Because ETK Veterans' Benefits is web-based, any authorized user with an internet connection can access the system. Access to information is controlled by role-based security definitions for internal users, claimants, dependents, and external parties such as powers of attorney. Using a secure, shared database to manage Veterans' services enhances collaboration between regional offices, county locations, and posts by making claim details and other information available online in real time.

EFFICIENCY AND CONNECTIVITY

To make the claim submission process easier for both ETK Veterans' Benefits users and the Veterans themselves, the solution includes support for two APIs.

- The Benefits Intake API allows for delivery of forms directly to the VA.
- The Benefits Claims API supports fast, enhanced reporting connecting with the VA's Veterans Benefits Management System (VBMS).

ETK Veterans' Benefits also supports electronic signatures, further streamlining the process to get Veterans the benefits they've earned.

POWERFUL AND EFFICIENT REPORTING CAPABILITIES

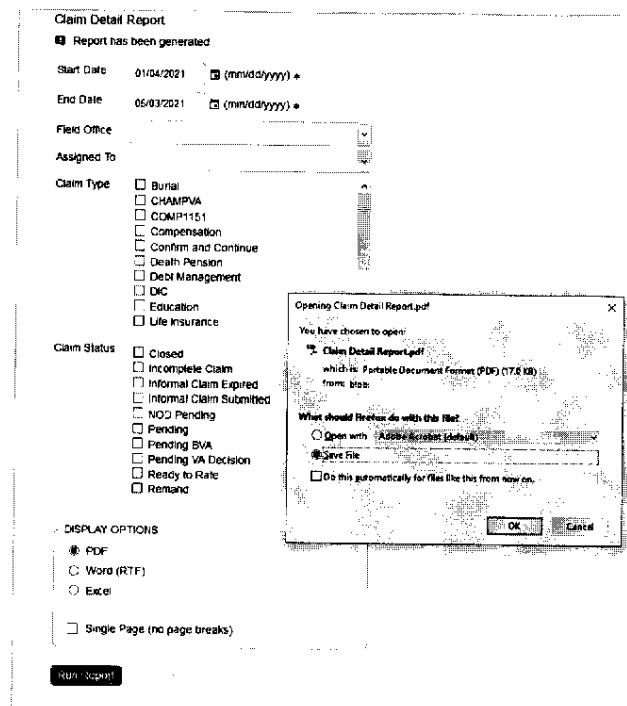
Quickly get detailed insights on every aspect of case administration through comprehensive pre-loaded and ad-hoc reports that you can save, edit, and share.

ACCESS, VISIBILITY, AND CONTROL

ETK Veterans' Benefits is pre-configured for efficient, comprehensive management of the entire Veteran relationship — everything is built-in.

TIME-SAVING FEATURES

- Electronically submit claims to the VA via API
- Intuitive, modern web interface
- Create, assign, and manage tasks and claims
- Auto-generate and store VA forms and letters, including VA 21-526EZ
- Central document, image, and media repository
- Pre- and post-claim alerts and reminders
- Outreach documentation and tracking



The screenshot shows a web-based reporting interface for 'Claim Detail Report'. It includes fields for Start Date (01/04/2021) and End Date (05/03/2021), a dropdown for Field Office, and an 'Assigned To' field. Under 'Claim Type', there are checkboxes for Burial, CHAMPVA, CDM/P1151, Compensation, Confirm and Continue, Death Pension, Debt Management, DIC, Education, and Life Insurance. Under 'Claim Status', there are checkboxes for Closed, Incomplete Claim, Informal Claim Expired, Informal Claim Submitted, NOJ Pending, Pending, Pending BVA, Pending VA Decision, Ready to Rate, and Remand. At the bottom, there are 'DISPLAY OPTIONS' for PDF (selected), Word (RTF), and Excel, and a checkbox for 'Single Page (no page breaks)'. A 'Run Report' button is at the bottom left. An overlay window titled 'Opening Claim Detail Report.pdf' is open, showing a message: 'You have chosen to open: "Claim Detail Report.pdf" which is Portable Document Format (PDF) (172 KB) from: p123.' It offers options to 'Open with (Adobe Acrobat (default))' or 'Save file', with a 'Do this automatically for files like this from now on' checkbox.

Easily select reporting options and output formats

The following tasks from the impact fee analysis and capital improvement plan development scope of work have been completed in draft form:

1. Growth projections have been prepared for all jurisdictions in Valley County including McCall Fire & EMS and the Cascade Rural Fire Protection District.
2. Draft capital improvement plans have been developed for all jurisdictions in Valley County including McCall Fire & EMS and the Cascade Rural Fire Protection District.
3. Impact Fee Advisory Committees have been established for both fire districts and will meet twice in November. These committees will provide input and amend the growth projections/CIPs as needed, and advance their advisory recommendations regarding the adoption of the proposed fees to the Commissioners of each fire district, McCall City Council, Cascade City Council, Valley County Board of Commissioners for consideration.
4. The Impact Fee Advisory Committee for Valley County has been identified and will meet once the County feels comfortable with the draft CIPs.

The following next steps are necessary to proceed:

1. Valley County provides direction to Galena Consulting on the CIPs for Sheriff, Jail, Roads & Bridges and Recreation (November 15)
2. Advisory Committee meetings are held in November and December and recommendations are submitted to the Fire Commissioners, City Councils, and County Commission.
3. Galena Consulting briefs the Fire Commissioners, City Councils, and County Commission on the final impact fee studies, capital improvement plans and proposed impact fees.
4. If the elected bodies choose to move forward, the Planning & Zoning Commission of each body will hold a public hearing to amend the appropriate CIPs into their Comprehensive Plans as required by statute.
5. The elected bodies will then hold public fee hearings to consider the adoption of the fees.
6. Where jurisdictions will need to collect impact fees for another jurisdiction (i.e., fire/EMS, Sheriff and Jail) Intergovernmental Agreement will be drafted and adopted.
7. Fees can begin being collected 30 days after adoption.

Galena Consulting developed the draft growth projections for the impact fee study from a variety of sources including Census data, the American Community Survey, County and City building permit history, parcel and tax data from the Valley County Assessor, Idaho Power planning and demographic data, and input from staff. These draft projections have not yet been reviewed by the Development Impact Fee Advisory Committee for the County or the Fire Districts. We anticipate some revisions will be made as recommended by the advisory committees.

**Valley County Land Use Projections, 2021-2031
Unincorporated County and Incorporated Cities**

	2021	2031	Net Growth	Net Growth in Square Feet ⁽¹⁾	Percent of Total Growth in SF
Population	9,677	11,999	2,322		
Residential (in units)	11,379	14,110	2,731	6,827,400	93%
Nonresidential (in square feet)	2,855,404	3,391,011	535,607	535,607	7%
Total Square Footage Growth =				7,363,007	100%

These growth projections are used for the calculation of any Jail Impact Fees as the Jail serves all population in the County including the cities, and the cities do not also provide jail services. Estimated annual growth is 2.5% which is higher than the Unincorporated County only due to projected annual growth of 3.1% in the City of McCall.

Unincorporated County plus Cascade

	2021	2031	Net Growth	Net Growth in Square Feet ⁽¹⁾	Percent of Total Growth in SF
Population	6,839	8,305	1,466		
Residential (in units)	7,746	9,373	1,627	4,068,122	98%
Nonresidential (in square feet)	451,100	545,222	94,122	94,122	2%
Total Square Footage Growth =				4,162,244	100%

These growth projections are used for the calculation of Sheriff Impact Fees as the Cascade contracts with the County for law enforcement services. Estimated annual growth is 2.1%

Unincorporated County Only

	2021	2031	Net Growth	Net Growth in Square Feet ⁽¹⁾	Percent of Total Growth in SF
Population	6,118	7,439	1,322		
Residential (in units)	7,108	8,608	1,500	3,749,122	98%
Nonresidential (in square feet)	355,400	430,382	74,982	74,982	2%
Total Square Footage Growth =				3,824,104	100%

These growth projections are used for the calculation of Road & Bridge and Recreation Impact Fees. Estimated annual growth is 2.1%.

Valley County Sheriff's Office

The following issues pose a challenge for the Sheriff's Office as growth in the County continues and the number of visitors increase:

- Increased calls for service, particularly during the summer and winter months
- Increased traffic enforcement demands
- Relying on reserve staffing may become more difficult in the future

One strategy being considered is the deployment of a STEP division of approximately 4 deputies to manage traffic enforcement as well as increased demands in recreation areas including waterways and winter sports areas. This strategy would effectively continue the current level of service of 2.92 deputies per 1,000 population as the County grows. If the County were to fund the operating costs of these 4 FTEs over the next 10 years, the capital costs (office space, radios and weaponry) could be funded by impact fees.

The following CIP reflects the office space and equipment needed to support these 4 deputies. Vehicles are not included as they do not meet the required life span of 10 years.

Type of Capital Infrastructure	Square Footage	CIP Value	Growth Portion	Amount to Include in Fees
Facilities				
Additional office space for 4 growth-related patrol deputies	1,600	\$ 800,000	100%	\$ 800,000
Vehicles/Equipment				
Radios for 4 patrol deputies		\$ 12,810	100%	\$ 12,810
Weaponry for 4 patrol deputies		\$ 36,472	100%	\$ 36,472
		\$ 849,283		\$ 849,283
Plus Cost of Fee-Related Research Impact Fee Study		\$ 10,000	100%	\$ 10,000
TOTAL		\$ 859,283		\$ 859,283

Questions: Is this staffing strategy consistent with the Board's vision?

Does the County foresee being able to fund the additional 4 deputies as growth occurs? If not, the CIP should be reduced to only include the amount of space and equipment related to the number of deputies that can be funded.

Note: This CIP assumes the County will be able to collect the Sheriff fee within Donnelly and Cascade via Intergovernmental Agreement or as part of the service contract.

Valley County Jail

The Jail currently has detention capacity, primarily due to COVID protocols and current practice of releasing non-violent/non-felony inmates. Even if detention levels go back to usual levels, it is possible that the Jail will be able to manage the increased demands of detentions due to growth for another 5+ years.

Therefore, it may be premature to collect impact fees for growth-related expansions at the Jail. However, if the Jail were already close to or at capacity the following expenditures would be eligible for impact fee funding:

Type of Capital Infrastructure	Square Footage	CIP Value	Growth Portion	Amount to Include in Fees	Amount from Other Sources
Facilities					
Additional detention space for growth	4,442	\$ 2,665,152	100%	\$ 2,665,152	\$ -
Vehicles/Equipment					
Radio for 1 Growth-Related FTE		\$ 2,700	100%	\$ 2,700	\$ -
Weaponry for 1 Growth-Related FTE		\$ -	100%	\$ -	\$ -
Plus Cost of Fee-Related Research Impact Fee Study		\$ 2,667,852		\$ 2,667,852	\$ -
TOTAL		\$ 10,000	100%	\$ 10,000	\$ -
		\$ 2,677,852		\$ 2,677,852	\$ -

The Valley County Jail CIP is based on continuing the current level of service of detention space per population/development units. Projected growth in the entire County necessitates the addition of 4,442 square feet of detention space, and equipment for 1 additional FTE. Cost per square foot for this space (either expansion of existing facilities or sub-station) is \$600 per square foot.

Question: Does the County and the Sheriff foresee the need for additional detention space over the next 5-10 years? Does the County and the Sheriff foresee hiring an additional deputy for the jail as growth occurs? If not, the CIP should be reduced to only include the amount of space and equipment related to the number of deputies that can be funded.

Note: This CIP assumes the County will be able to collect the Jail fee from growth within McCall, Donnelly and Cascade via Intergovernmental Agreement. Growth in all of the incorporated cities directly and indirectly contributes to the need for additional detention space.

Valley County Road & Bridge

Impact fees cannot be used to improve or address existing deficiencies, or to maintain existing assets. For this reason, most of the projects listed below are not impact fee eligible. West Lake Fork is listed as 50% impact fee eligible because the road is being widened for growth. East Lake Fork is also being widened for growth, but the growth-related portion will be collected in exactions versus impact fees. A proportional share of the proposed new shop is also impact-fee eligible.

		Total Cost	Percent Attributed to Growth	Contributions & Exactions	Amount from Impact Fees	Amount from Other Sources
Roadway Projects						
E Roseberry Rd	Reconstruct	\$ 400,000	0%		\$ -	\$ 400,000
Heinrich Ln	Reconstruct	\$ 400,000	0%		\$ -	\$ 400,000
Johnson Ln	Reconstruct	\$ 100,000	0%		\$ -	\$ 100,000
Spring Valley Rd	Reconstruct	\$ 400,000	0%		\$ -	\$ 400,000
Cabarton Rd	Reconstruct	\$ 500,000	0%		\$ -	\$ 500,000
West Lake Fork Rd	Widen/Repave	\$ 400,000	50%		\$ 200,000	\$ 200,000
East Lake Fork	Widen/Repave	\$ 400,000	0%	\$ 320,000	\$ -	\$ 80,000
Clear Creek Rd	Repave	\$ 300,000	0%		\$ -	\$ 300,000
Farm to Market Rd	Reconstruct	\$ 4,000,000	0%		\$ -	\$ 4,000,000
West 4 Lane/Daystar	Reconstruct	\$ 300,000	0%		\$ -	\$ 300,000
Crushing		\$ 300,000	0%		\$ -	\$ 300,000
Chip Sealing		\$ 5,000,000	0%		\$ -	\$ 5,000,000
Equipment						
Equipment Deferred Maintenance and Replacement		\$ 2,000,000	0%		\$ -	\$ 2,000,000
Equipment Scheduled		\$ 3,000,000	0%		\$ -	\$ 3,000,000
New Shop and Offices		\$ 1,800,000	20%		\$ 360,000	\$ 1,440,000
SUBTOTAL		\$ 19,300,000		\$ 320,000	\$ 560,000	\$ 18,420,000
Plus Cost of Capital-Related Research						
Impact Fee Study		\$ 10,000	100%	\$ -	\$ 10,000	\$ -
Transportation Master Plan Update		\$ 30,000	100%	\$ -	\$ 30,000	\$ -
TOTAL		\$ 19,340,000		\$ 320,000	\$ 600,000	\$ 18,420,000

This CIP is based on the continuation of current practice, which does not include a well-funded ROW program. Therefore, many roads that need to be widened or reconstructed for growth are either not included on the CIP, or not scoped with widening included as it was assumed that the County would not be able to afford to acquire the additional right-of-way necessary.

The cost of acquiring right of way is impact fee-eligible. If the County would like pursue ROW acquisition in order to widen streets/bridges to support the demands of growth, it can be included in the cost of the projects. We would re-scope the projects on the CIP to include the cost of ROW, and impact fees would capture the growth-related share of these costs.

Question: Does the County wish to include right-of-way acquisition in the cost of its projects, and re-scope the CIP projects to include widening where needed?

Note: Clearly, growth in McCall, Donnelly and Cascade is driving the need for improvements and/or expansion to the County's road system. However, unless the cities would agree to collect for the needed improvements roads and bridges outside of their city limits, roadway fees would only be collected for growth in the unincorporated County. This is consistent with current practice in Gem County where both the County and the City of Emmett have roadway infrastructure.

Valley County Recreation

The Unincorporated County currently has approximately 16.56 acres of County-owned recreation facilities. This equates to approximately 2.5 acres per 1,000 population. To continue this current level of service as the unincorporated County grows, and additional 4 acres would need to be acquired and/or developed. The Parks Department has identified the development of the Clear Creek RV Campground as necessary to accommodate future growth. As this project is 5.5 acres and only 4 acres can be developed with impact fees, 75% of the total cost is calculated as impact fee eligible.

Type of Capital Infrastructure	Acres	CIP Value	Growth Portion	Amount to Include in Fees	Amount from Other Sources
Facilities					
Develop Clear Creek RV Campground	5.50	\$ 300,000	75%	\$ 225,000	\$ 75,000
Plus Cost of Fee-Related Research					
Impact Fee Study		\$ 10,000	100%	\$ 10,000	
TOTAL		\$ 310,000		\$ 235,000	\$ 75,000

Note: It is assumed that parks fees would only be collected for growth in the unincorporated County.

Valley County Board of County Commissioners

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VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday November 15, 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 Commissioner Discussion
Action Items: Meeting Minutes of November 8, 2021
Sign MOU: Imagine Idaho Foundation and Valley County
Sign Resolution 22-05 Closing Trusts
Sign 1st Amendment to Addendum F to the Service Level Agreement for Electronic Transactions and Access for PayPort
Electronic Payment to Valley County Sheriff
- 9:05 Workshop with Lake Shore Disposal to Discuss Operational Plans
- 10:00 Impact Fee Workshop to Discuss Capital Improvement Projects-Anne Westcott
- 11:00 Veteran Service Officer Report-Major, Mike Keithly
- 11:30 **Action Item:** Bear Basin HFT Addendum to Contracts – Stephanie Nelson
- 11:45 **Action Item:** Christmas Bonus Discussion/Decision
- 11:55 Service Award Presentation
- 12:00 Recess for Lunch
- 1:00 Workshop with the Valley County Road Advisory Committee
- 2:00 General Meeting/Discussion with Idaho Office Emergency Manger Brad Richie and Juan Bonilla

3:00 **Action Item:** 2021 Emergency Management Performance Grant, 2021 Homeland Security Program Grant, 2021 Supplemental Emergency Management Performance Grant—Emergency Service Manager, Juan Bonilla

3:15 Discussion on Valley County Board of County Commissioner Re-Districting Process

3:45 **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”-Personnel

Opportunity for General Public to Present to Commissioners

Adjourn

COMMISSIONER’S FUTURE MEETING DATE

Monday November 22, 2021