

# Valley County Board of County Commissioners

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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS  
CASCADE, IDAHO  
January 10, 2022**

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

**VIRTUAL APPEARANCE: DAVE BINGAMAN (COMMISSIONER)**

Commissioner, Sherry Maupin led the Pledge of Allegiance.

Chairman Hasbrouck presented the commissioners' agenda for January 10, 2022. Commissioner Maupin made a motion to approve the commissioners' agenda for January 10, 2022. Chairman Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for January 10, 2022.

Senior Deputy Auditor, Kalyn Mauk presented the commissioners with Fiscal Year 2022 claims and board order claims.

**Fiscal Year 2022 Claims**

General Fund	\$91,330.80
Road & Bridge	\$70,181.74
District Court	\$1,542.07
Revaluation	\$108.53
Solid Waste	\$2,715.80

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Weeds	\$513.85
McCall-Donnelly Snowmobile	\$20,610.25
Cascade-Warm Lake Snowmobile	\$2,506.13
Title III Funds	\$64,421.00
American Rescue Plan Fund	\$2,006.42
Extension Agent Fund	\$786.13
PILT Fund	
<hr/>	
Total:	\$310,918.92

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

Assessor, June Fullmer presented the memorandum of agreement with Idaho State Parks and Recreation and advised that the agreement was for Valley County to sell registrations for snow grooming and boat stickers. Commissioner Maupin made a motion to approve the memorandum of agreement with Idaho State Parks and Recreation. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the memorandum of agreement with Idaho State Parks.

June advised that she had seven appraiser attending winter training at the Idaho State Tax Commission and Riverside Hotel.

Clerk, Douglas Miller provided an overview of matters involving the Clerk's Office. He advised that per Idaho Code 34-301 the Valley County Board of County Commissioners need to determine the county precincts for the upcoming election calendar. Chairman Hasbrouck made a motion to approve the county voting precincts as already established. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the county voting precincts as already established.

Chief Deputy Prosecuting Attorney, Brian Oakey provided the commissioners with an update of matters involving the Prosecuting Attorney's Office. He advised that Prosecuting Attorney, Brian Naugle was preparing for an upcoming trial that was scheduled for January 11, 2022. He reminded the commissioners that there was a contract workshop scheduled for the afternoon and would like guidance from Elected Officials and Department Heads.

Sheriff, Patti Bolen reported that there were numerous slides off that the Sheriff's Office responded to. She advised that the Sheriff's Office was conducting checks on snowmobile registrations. She presented that they also had been receiving complaints about parking on Anderson Creek and around Cascade Reservoir. She advised that there were 31 inmates at the Valley County Jail with 28 state inmates. Sheriff Bolen advised that the Valley County Dispatch would officially go-live on January 18, 2022, with an open house date to be scheduled.

Treasurer, Johanna Defoort advised that Chief Deputy Treasurer, KC Mauk would be starting on January 18, 2022, and the Senior Deputy Treasurer, Kandice would be moving to the Clerk's Office on that date too. She reported that the Treasurer's Office collected twenty-one million in

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tax dollars for the taxing districts for the Clerk's Office to distribute within the next couple of weeks.

Building Director, Annette Derrick reported that they have 163 building permits for last year. She provided an explanation of what the Building Department was doing with older permits to either renew or close out. She also provided an overview of additional work that was being conducted.

Human Resource Director, Pat Duncan requested that employees not come to work if they are ill or if they were in contact with anyone who had tested positive for COVID-19. She informed the commissioners that a new road technician was hired last week who had significant experience. She provided an overview of the staffing at the Valley County Sheriff's Office and discussed that there were applicants currently in background.

IT Director, Jeremy Wilcox informed the commissioners that the new website went live on January 8, 2022. He advised that the dispatch moved was pushed back to January 18, 2022, and explained the reasons for the delay. He advised that he was still interviewing for the opening with the IT Department. He discussed the scanning of county documents by departments and advised that he was researching the possibility of having an outside company conduct scanning of all documents. Chairman Hasbrouck asked about the improvements at the Valley County Jail Pod and Jeremy provided an overview of additional work that would be required. Commissioner Maupin asked about phones that needed to be transition to the new system. Jeremy explained that there was a work order that was opened. Jeremy advised that he was also working on scheduling the fleet management program installation.

Planning & Zoning Director, Cynda Herrick requested that the commissioners reappointment Mr. Scott Freeman to the Valley County Planning & Zoning Commission. Chairman Hasbrouck made a motion to reappointment Mr. Scott Freeman to Valley County Planning & Zoning Commission. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to reappoint Mr. Scott Freeman to Valley County Planning & Zoning Commission. Cynda advised that Jody Green would be starting in the Planning & Zoning Office on January 18, 2022. She advised that she had been working on the Tamarack Contribution Agreement. She reported that during legislation the Planning & Zoning Office across the state would be following legislation closely. She informed the commissioners about additional workshops that she would be attending in the next couple of weeks. She reported on the continued public hearing that was scheduled on January 18, 2022. She informed the commissioners that she had submitted a report which provided an overview of the stats and workload of the Planning & Zoning Department and advised that there had been a sharp increase. Cynda advised that it would be priority of Jody Green would be to work on determining the current amount of vacation rentals in Valley County and she would be determining those who are following the existing ordinance.

Recreation Director, Larry Laxson reporting on the snow grooming that was being conducted in Valley County. He informed the commissioners that there were a few issues with the Clear Creek Campground grant with Idaho Department of Parks and Recreation that he was working on with Grant Writer, Mary Rosen. The commissioners requested that they receive a cost estimate for the development of Clear Creek Campground. Larry reported on proposed legislation that were in development for an increase of recreation fees. The commissioners voiced concerns about the

condition of the Anderson Creek parking for snowmobiling. Commissioner Bingaman asked if there was a user count of the Wellington Campground for last year. Larry advised that he did not have an actual count for calendar year 2021 but they would be for calendar year 2022.

University of Idaho Extension Office Educator, Melissa Hamilton reported on the master gardeners' program that had been created for calendar year 2022 and explained the format of the program. She advised that there would be in-person sessions during the weekends. She provided the commissioners with an overview of conferences that she had participated on within the last two weeks. Melissa discussed the afterschool programs that were being facilitated by University of Idaho Extension Office. She advised that there would be 4-H Camp Counselor training. She explained that she would be working different hours and advised that she would be coordinating with staff.

Juvenile Probation Officer, Dee Dee Phillips presented to the commissioners and provided them with an overview of the caseload for the Juvenile Probation Office. She also presented on pending cases that are currently within the court system and advised that there are two automatic waivers into the adult court system. She advised that there were 314 community service hours for juveniles in calendar year 2021. She provided the commissioners with a breakdown of criminal charges for calendar year 2021. She also shared with the commissioners the amount of contact that she had with juveniles on probation in 2021. Dee Dee reported on trainings that she had facilitated and upcoming trainings that she would be offering. She discussed her work at the Cascade High School and presented to the commissioners that it had been a good partnership. She informed the commissioners that she was just nominated as the president of the Youth Advocacy Coalition. She also informed the commissioners that she was nominated to be on the Idaho Juvenile Justice Association Board. She briefly presented on the transition of the Shepherd's Home and the possibility of Idaho Health & Welfare allowing respite care at the Shepherd's Home.

Road Director, Jeff McFadden informed the commissioners that he had been made aware that Valley County might need to purchase right of ways for the Abstein Bridge Project. He provided an update on the Zena Creek repairs that was being discussed with the fisheries and forest service. He explained that there was a possibility of an encroachment with the repairs that were made. He reported that the South Fork was closed for three days and explained that it had been opened on Sunday. He informed the commissioners about equipment repairs that were made during winter maintenance. Jeff provided the commissioners with a breakdown of staffing at the Road Department. The commissioners advised that Facility Director, Scott Clingan had concerns about the county vehicles that were being left in the parking lot and the difficulty of snow removal. The commissioners requested that a vehicle use policy discussion be added to the commissioners' agenda in the future to determine if employees could take county vehicles home. The commissioners also discussed the need to have a person from the Road Department designated to the Campus Planning Committee.

Chairman Hasbrouck made a motion to go into Executive Session per Idaho Code 74-206 1(d)-"To consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code"-Indigent and Charity. Commissioner Maupin seconded the motion. No further discussion, by roll call vote all commissioners voted "aye". The commissioners went into Executive Session per Idaho Code 74-206 1(d)-Indigent and Charity at 11:36 a.m.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 74-206 1(d)-Indigent and Charity at 11:40 a.m.

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

21-GS059 DENIAL

21-JK075 RELEASE OF LIEN

Chairman Hasbrouck presented the Fiscal Year 2021 Public Defense Expense Report for Public Defense Commission. Clerk, Douglas Miller provided an overview of the full expenses that were expended for Public Defense in Fiscal Year 2021 and the reporting requirements for grant dollars that were received. Commissioner Maupin made a motion to approve the Fiscal Year 2021 Public Defense Expense Report as presented. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the Fiscal Year 2021 Public Defense Expense Report as presented.

Chairman Hasbrouck presented Resolution 22-08 to Adopt a Redistricting Plan for Establishing Valley County Commissioner Districts in compliance with Idaho Code 31-704. Commissioner Bingaman provided comments related to concerns that were brought to the attention of the commissioners regarding a specific area that was proposed on the GIS map. He advised that he had discussed with GIS Analyst, Kara Utter, and explained that there might be adjustments that need to be made. The commissioners advised that they would like to table the signing of the resolution until discussed with Chief Deputy Prosecuting Attorney, Brian Oakey.

McCall City Planner, Brian Parker presented on the recommendation from the McCall Planning & Zoning Commission to appoint Tom Milfith to the Area of Impact to the McCall Planning and Zoning Commission. Chairman Hasbrouck made a motion to appoint Mr. Tom Milfith to the McCall Planning and Zoning Commission Area of Impact. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to appoint Mr. Tom milfith to the McCall Planning and Zoning Commission Area of Impact.

Chief Deputy Prosecuting Attorney, Brain Oakey presented to the commissioners the deadline requirements for redistricting plan for establishing Valley County Commissioners in compliance with Idaho Code 31-704 and advised that it would need to be completed by end of January of 2022. Commissioner Bingaman again presented on the concerns that were raised about the proposed boundaries. Chief Deputy Prosecuting Attorney, Brian Oakey advised that if any changes were made it would require additional public hearings. Chairman Hasbrouck made a motion to approve Resolution 22-08 Adopt a Redistricting Plan for Establishing Valley County Commissioner Districts. CM seconded the motion. No further discussion, Chairman Hasbrouck and Commission Maupin voted in favor. Commissioner Bingaman voted against. Motion passed 2-1 in favor of approving Resolution 22-08 Adopt a Redistricting Plan for Establishing Valley County Commissioner Districts.

The commissioners recessed for lunch at 12:10 p.m.

The commissioners returned from lunch at 1:05 p.m.

Chief Deputy Prosecuting Attorney, Brian Oakey began the workshop with Elected Officials and Department Heads related to contracts and agreements. He discussed specific contracts and agreements that he was having to review and the amount of time that it takes to review the contracts. He presented on the indemnification requirements that a few of the contracts require and advised of his opinion regarding the terms that he questions. He explained the concerns that he had with specific language of contracts and discussed his options for request for proposals with Valley County standard requirements. He provided a handout to the commissioners regarding standard terms that he would like to implement in contracts. He also discussed appropriation requirements that he would like to implement in the contracts. He also advised that he propose that in the contracts it specifies that they would agree to a choice of law in the State of Idaho. IT Director, Jeremy Wilcox discussed the negotiations of IT related contracts. The commissioners discussed the different type of contracts and agreements that Valley County has and the different requirements that are necessary. The commissioners would also like to potentially develop new policy related to the process of renewed agreements.

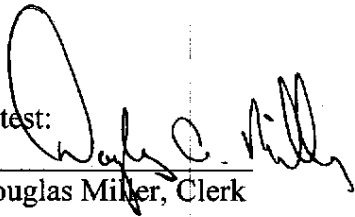
Chairman Hasbrouck began the discussion/decision related to the supervision of Directors by the Valley County Board of County Commissioners. Commissioner Maupin made a motion to approve the supervision of directors as discussed in the meeting. Commissioner Bingaman seconded the motion. No further discussion, all in favor. Motion passed to approve the supervision of directors as discussed.

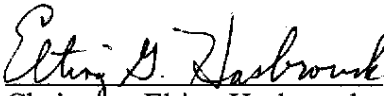
Commissioner Maupin made a motion to go into Executive Session per Idaho Code 74-206 1(b)- "To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student." Commissioner Bingaman seconded the motion. No further discussion, by roll call vote all commissioners voted "aye". Commissioners went into Executive Session per Idaho Code 74-206 1(b)-Personnel at 2:43 p.m.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 74-206 1(b)-Personnel at 3:51 p.m. No decision was made as it was for evaluation purposes.

The commissioners adjourned the meeting at 3:52 p.m.

Attest:

  
Douglas Miller, Clerk

  
Chairman, Elting Hasbrouck

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## VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday January 10, 2022

**Valley County adheres to ADA requirements. If anyone requires an accommodation, please contact the County Clerk, Douglas Miller prior to the meeting.**

**PROPOSED AGENDA** Note: Any item(s) in need of a motion will be described in the agenda under the appropriate section.

9:00 Call to Order – Pledge of Allegiance – Approve Agenda

9:05 **Action Item:** Claims, Board Order Claims & Junior College Tuition- Senior Deputy Auditor, K.C. Mauk

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

Assessor – June Fullmer

**Action Item:** Memorandum of Agreement with Idaho State Parks and Recreation

Clerk – Doug Miller

**Action Item:** Establish County Precincts

Prosecutor – Brian Naugle

Sheriff – Patti Bolen

Treasurer – Johanna Defoort

**Department Head Reports - 5 Minutes each**

Building Department – Annette Derrick

Extension Office- Melissa Hamilton

Human Resources/Risk Management – Pat Duncan

Information Technology – Jeremy Wilcox

Planning and Zoning-Cynda Herrick

**Action Item:** Reappointment of Scott Freeman to P&Z Commission

Parks and Recreation- Larry Laxson

10:30 Buildings and Grounds / Solid Waste- Scott Clingan

10:45 Court Services – Dee Dee Philips

11:00 Road & Bridge Presentation- Jeff McFadden

- 11:30 **Action Item:** Executive Session per Idaho Code 74-206 1(d)-“to consider records that are exempt from disclosure as provided in Chapter 1, Title 74, Idaho Code”-Indigent & Charity
- 11:45 Commissioner Discussion  
**Action Items:** Meeting Minutes of January 3, 2022  
Fiscal Year 2021 Public Defense Expense Report for Public Defense Commission  
Sign Resolution 22-08 to Adopt A Redistricting Plan for Establishing Valley County Commissioner Districts in Compliance with Idaho Code 31-704
- 11:45 **Action Item:** Appointment of Area of Impact Representative to the McCall Area Planning and Zoning Commission
- 12:00 Recess for Lunch
- 1:00 Presentation from Idaho Department of Parks & Recreation-Teresa Perry
- 1:30 Contract Workshop with Chief Deputy Prosecuting Attorney, Brian Oakey
- 2:30 **Action Item:** Determine Which Directors Report to Which Commissioners
- 2:45 **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

COMMISSIONERS FUTURE MEETING DATE  
Tuesday January 18, 2022