

Valley County Board of Commissioners

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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
September 6, 2022**

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

Planning & Zoning Director, Cynda Herrick led the pledge of allegiance.

Chairman Hasbrouck presented the commissioners' agenda for September 6, 2022. Commissioner Maupin made a motion to approve the commissioners' agenda for September 6, 2022. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for September 6, 2022.

Chairman Hasbrouck presented the commissioner meeting minutes from August 29, 2022. Commissioner Allen made a motion to approve the commissioner meeting minutes from August 29, 2022. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes from August 29, 2022.

Chairman Hasbrouck presented the amendment to Logan Simpson Agreement for the waterways study. Planning & Zoning Director, Cynda Herrick provided testimony to the commissioners regarding the requested extension of the agreement with Logan Simpson. Commissioner Maupin made a motion to extend the consultant agreement for professional services with Logan Simpson but remove the three planning commission presentations and remove the additional fee of \$5,400. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion

passed to extend the consultant agreement for professional services with Logan Simpson but remove the three planning commission presentations and remove the additional fee of \$5,400 from the agreement.

Chairman Hasbrouck presented on the Gem County Memorandum of Understanding for trash services in High Valley. Commissioner Allen made a motion to approve the Gem County Memorandum of Understanding for trash service within High Valley. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the Gem County Memorandum of Understanding for trash services within High Valley.

Chairman Hasbrouck presented the master engagement letter with Clearwater Financial. The commissioners discussed the project that was being proposed by Clearwater Financial. Commissioner Maupin made a motion to approve the master engagement letter with Clearwater Financial. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the master engagement letter with Clearwater Financial.

Facilities Director, Scott Clingan presented two professional services agreement with Granite Excavation to repave the Valley County Courthouse Parking Lot and alleyway. The commissioners had several questions regarding the proposed paving project. Commissioner Allen made a motion to approve the two professional services agreement with Granite Excavation to repave the Valley County Courthouse Parking Lot and alleyway. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the two professional services agreement with Granite Excavation to repave the Valley County Courthouse Parking Lot and alleyway.

Chief Deputy Clerk, Gabrielle Knapp presented on the request to the commissioners to allow employees to conduct highway cleanup during working hours. She informed the commissioners about the mile stretch of highway that Valley County volunteers to cleanup. The commissioners deliberated on the request. Commissioner Maupin made a motion to allow employees to conduct highway cleanup during working hours. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to allow employees to conduct highway cleanup during working hours.

West Central Mountain Economic Development Council Executive Director, Lindsey Harris presented on the West Central Mountain Economic Development Council Economic Summit that was scheduled for October 3, 2022. She presented on request to have Valley County sponsor the event. Chairman Hasbrouck made a motion to approve that Valley County provide a \$2,500 sponsorship to the West Central Mountain Economic Development Council for the Economic Summit scheduled for October 3, 2022. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve that Valley County provide a \$2,500 sponsorship to the West Central Mountain Economic Development for the Economic Summit scheduled for October 3, 2022.

Planning & Zoning Director, Cynda Herrick presented on the Bowman Subdivision Final Plat and provided testimony to the commissioners. Commissioner Maupin made a motion to approve the final plat for Bowman Subdivision; accept the dedicated public right-of-way along Potter LN as shown on the plat; approve the Declaration of Installation of Utilities; and authorize the chairman to sign the final plat. This approval is made with the understanding that

Valley County will set the maintenance level of Potter LN, which may be subject to change. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the final plat for Bowman Subdivision; accept the dedicated public right-of-way along Potter LN as shown on the plat; approve the Declaration of Installation of Utilities; and authorize the chairman to sign the final plat. The approval made with the understanding that Valley County will set the maintenance level of Potter LN, which may be subject to change

Chairman Hasbrouck presented on the 2022 Election Ballot for the Capital Crimes Defense Fund Board Member and discussed the qualifications of the candidates Bob Kunai, Cassia County Commissioner, Bryon Reed, Bonneville County Commissioner, Brent Mendenhall, Madison County Commissioner. The commissioners deliberated on the candidates and their qualifications. Commissioner Maupin made a motion to nominate Madison County Commissioner, Brent Mendenhall to the Capital Crimes Defense Fund. Chairman Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to nominate Madison County Commissioner, Brent Mendenhall to the Capital Crimes Defense Fund At-large Board Member.

The commissioners began the discussion related to the Idaho Department of Lands Federal Wildfire Mitigation Grant Administration Transition plan. Stephanie Nelson with Wildland Prevention Associations began the discussion with the commissioners and advised that she has had initial conversations with Idaho Department of Lands regarding the federal wildfire mitigation grants and the transition process. She advised that Idaho Department of Lands was willing to assist within anything that they can during the possible transition. Stephanie Nelson provided the commissioners with an outline of duties that would need to be handled by another individual if a transition plan were developed to replace her role. Chairman Hasbrouck requested clarification regarding the proposed transition and what would the expectations be of a new individual. Stephanie provided an overview of the proposal and expectations that would be required but confined that she did not have anyone in mind to handle the transition. She discussed the responsibility of grant administration that has been handled by the Clerk's Office. Commissioner Allen asked if there was a department within Valley County that could absorb the proposed tasks. Chairman Hasbrouck discussed the existing contract with Wildfire Prevention & Associates and asked how the proposal would impact the existing contract. Commissioner Maupin discussed the responsibility of Valley County to create a position to make sure that it was available to Valley County long term. Chairman Hasbrouck advised that he had been approached by individuals that were interested in the fire mitigation work within Valley County and he was concerned about how to finance an additional individual. Commissioner Maupin asked for clarification to utilize existing grant funds for administration overhead and the actual work that was conducted by Wildfire Prevention Associates. Commissioner Maupin believed that a new Valley County position needed to be created for Fiscal Year 2024. She proposed a Resource Management position that would be a Valley County employee. Stephanie wanted the commissioners to be aware that she was getting close to stepping back and discussed the difficulties that comes with the administration of the grants that have been identified. Mr. John Lillehaug provided guidance to the commissioners and believed that a reorganization should be reviewed by Valley County in the future. The commissioners discussed requiring Human Resource Director, Pat Duncan to see if there are already existing job descriptions for a position of this nature that had been previously proposed or created by another county within the State of Idaho. The commissioners agreed that additional time was needed to research all options that Valley County might have. Commissioner Allen proposed having an additional workshop to

discuss a possible transition. Commissioner Maupin asked about existing projects and what needed to be done to assure that the projects are being completed or applied for future projects. Stephanie provided an update of grants that had been awarded and grant locations that have not been applied for. Chief Deputy Prosecuting Attorney, Brian Oakey provided his legal analysis of creating an agreement for contracted work and guidance if Valley County created a full-time position. The commissioners proposed having a dedicated workshop to discuss the transition of the IDL Federal Wildfire Mitigation Grant Administration in November of 2022.

Road Director, Jeff McFadden presented on the boring reports for repaving that were conducted by Atlas. He informed the commissioners about the final analysis that was completed and advised that he would like the commissioners to authorize the paving to be completed based on the results. Commissioner Allen made a motion to approve moving forward with the contracts for paving for Johnson Lane, Pearson, Heinrich Lane and cabarton. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve moving forward with the contracts for repaving.

Road Director, Jeff McFadden presented on the amended agreement with Payette National Forest Agreement No. 12-RO-11041200-0006. He advised that the agreement had already been signed by there was an amendment that was added.

The commissioners had the opportunity to ask additional questions to Road Director, Jeff McFadden and asked about a workshop to discuss a policy regarding allowing citizens to erect speed bumps on county roads. The commissioners suggested having a workshop within the next couple of months. The commissioners also discussed additional traffic concerns of Highway 55 and the need to continue to voice concerns to Idaho Transportation Department.

Human Resource Director, Pat Duncan presented on the TargetSolutions Learning, LLC Agreement Schedule A and she explained the classes that would be available for Valley County Facilities. Commissioner Maupin made a motion to approve the TargetSolutions Learning, LLC Agreement to be utilized by the Valley County Facilities Department. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the TargetSolutions Learning, LLC Agreement to be utilized for training by the Valley County Facilities Department.

Clerk, Douglas Miller presented on the Fiscal Year 2023 Public Defense Agreement with Erektion Law Office. He advised that the Valley County Contract Routing and Approval Coversheet had been completed. Valley County Public Defender, Scott Erektion also provided the commissioners with an overview of compliance of the requirements from the Public Defense Commission. He informed the commissioners that he was also tasked with providing recommendations to the State of Idaho regarding the overall public defense system that legislation would be reviewing during up coming session. Chairman Hasbrouck made a motion to approve the Fiscal Year 2023 Public Defense Agreement with Erektion Law Office. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the Fiscal Year 2023 Public Defense Agreement with Erektion Law Office.

The commissioners conducted a service award ceremony for Human Resource Director, Pat Duncan, Detention Deputy, Larry Murphy,

The commissioners recessed for lunch at 11:54 a.m.

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

Clerk, Douglas Miller presented on Resolution 22-17 to approve Valley County Fiscal Year 2023 Budget and Levy Amount. Commissioner Maupin made a motion to approve Resolution 22-17. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve Resolution 22-17 Valley County Fiscal Year 2023 Budget and Levy Amount.

Chairman Hasbrouck advised that the commissioners would be recessing as the Valley County Board of County Commissioners and convening as the Valley County EMS District Board. Clerk, Douglas Miller presented on Resolution 22-18 and provided an overview regarding the preparations and public hearing for the Valley County EMS District Fiscal Year 2023 Budget. Commissioner Allen made a motion to approve Resolution 22-18. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve Resolution 22-18 Valley County EMS District Fiscal Year 2023 Budget.

Human Resource Director, Pat Duncan presented on the Fiscal Year 23 Range Chart that she would like the commissioners to review and consider approval. She described the process to determine the ranges for county employees that are not affiliated with law enforcement. The commissioners had the opportunity to ask questions related to the proposed changes. Commissioner Maupin made a motion to approve the Fiscal Year 2023 Range Chart as presented. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the Fiscal Year 2023 Range Chart as presented.

Human Resource Director, Pat Duncan presented on the Fiscal Year 2023 Sheriff Ranges Chart and would like the commissioners to review and consider approval. She further described the process to determine the salary ranges for the Valley County Sheriff's Office. The commissioners had the opportunity to ask detailed questions to Human Resource Director, Pat Duncan and she responded accordingly. Chairman Hasbrouck made a motion to approve the Fiscal Year 2023 Sheriff Ranges Chart as presented. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the Fiscal Year 2023 Sheriff Ranges Chart as presented.

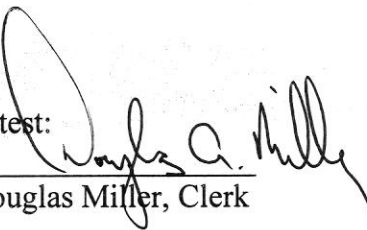
Human Resource Director, Pat Duncan presented on the new positions that were created for Fiscal Year 2023 and wanted the commissioners to formally approve the new positions. The commissioners also had the opportunity to ask detailed questions to Human Resource Director, Pat Duncan and she responded accordingly. Commissioner Allen made a motion to approve the new positions as presented by Human Resource Director, Pat Duncan. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the newly created positions as presented by Human Resource Director, Pat Duncan.

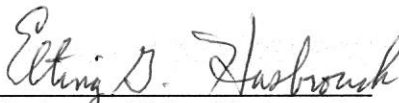
Human Resource Director, Pat Duncan presented on a request to convert one position. Commissioner Maupin made a motion to approve the conversion of the Jail Tech position to Detention Deputy position. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the conversion of Jail Tech position to Detention Deputy position.

Human Resource Director, Pat Duncan presented on the proposed county employee salary increases. The commissioners again had the opportunity to ask questions to Human Resource Director, Pat Duncan and she responded accordingly. Commissioner Maupin made a motion to approve the proposed county employee salary increases as presented. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the proposed county employee salary increases as presented.

Chairman Hasbrouck began the workshop between the commissioners and the department heads to discuss a variety of concerns and issues. The department heads/directors that were present were Planning & Zoning Director, Cynda Herrick, IT Director, Jeremy Wilcox, Human Resource Director, Pat Duncan, Recreation Director, Larry Laxson, Road Director, Jeff McFadden, Facilities Director, Scott Clingan, Court Services Director, Skip Clapp, Building Director, Annette Derrick.

The commissioners adjourned the meeting at 2:54 p.m.

Attest: 
Douglas Miller, Clerk


Chairman, Elting Hasbrouck

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VALLEY COUNTY COMMISSIONERS MEETING AGENDA Tuesday September 6, 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 Commissioner Discussion
Action Items: Meeting Minutes of August 29, 2022
Approve Amendment to Logan Simpson Agreement
Approve Gem County Trash Memorandum of Understanding
Approve Master Engagement Letter with Clearwater Financial
- 9:15 **Action Items:** Sign Two Professional Service Agreement with Granite Excavation Inc. – Facilities Director, Scott Clingan
- 9:25 **Action Items:** Request for Employees to do Highway Cleanup During Working Hours – Social Committee Chairman, Gabby Knapp
- 9:30 **Action Item:** Request for Sponsorship for West Central Mountain Economic Development Council Economic Summit Scheduled for October 3, 2022-Economic Director, Lindsey Harris
- 9:45 **Action Item:** Bowman Subdivision Final Plat – Planning and Zoning Director, Cynda Herrick
- 9:50 **Action Item:** Vote on Capital Crimes Defense Ballot
- 10:00 IDL Federal Wildfire Mitigation Grant Administration Transition – Stephanie Nelson

- 11:00 **Action Items:** Boring Reports for Repaving
Sign Schedule A Summary Valley County/Payette National Forest Agreement No. 12-RO-11041200-0006 – Road Superintendent, Jeff McFadden
- 11:30 **Action Item:** Sign TargetSolutions Learning, LLC Agreement Schedule A – Human Resources Director, Pat Duncan
- 11:45 **Action Item:** Approval of Public Defense Agreement with Erektion Law Office
- 11:55 Service Awards
- 12:00 Recess for Lunch
- 1:00 **Action Item:** Resolution 22-17 to approve Valley County Fiscal Year 2023 Budget
- 1:00 **Action Item:** Convene as Valley County EMS Board Resolution 22-18 to approve EMS Fiscal Year 2023 Budget
- 1:15 **Action Item:** Approve FY23 Range Chart – HR Director, Pat Duncan
Approve FY23 Sheriff Ranges Chart – HR Director, Pat Duncan
Approval of Creation of New Positions for FY23 - HR Director, Pat Duncan
Approval of Converting 1 Positions- HR Director, Pat Duncan
Approval of County Employee Salary Increases - Chief Deputy Clerk, Gabrielle Knapp
- 1:45 Workshop with Commissioners and Department Heads
- Opportunity for General Public to Present to Commissioners
- Adjourn

COMMISSIONER'S FUTURE MEETING DATE

Monday September 12, 2022