Valley County Board of Commissioners

P.O. Box 1350 • 219 N. Main Street Cascade, Idaho 83611-1350

FOF TOMO

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ELTING G. HASBROUCK

Chairman of the Board ehasbrouck@co.valley.id.us

SHERRY MAUPIN

Commissioner smaupin@co.valley.id.us

EDGAR ALLEN

Commissioner eallen@co.valley.id.us

DOUGLAS A. MILLER

Clerk
dmiller@co.vallev.id.us

IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS CASCADE, IDAHO July 5, 2022

PRESENT:

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

Commissioner, Sherry Maupin led the pledge of allegiance.

Chairman Hasbrouck presented the commissioners' agenda for July 5, 2022. Commissioner Maupin made a motion to approve the commissioners' agenda for July 5, 2022. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for July 5, 2022.

Chairman Hasbrouck presented the commissioner meeting minutes from June 27, 2022. Commissioner Allen made a motion to approve the commissioner meeting minutes from June 27, 2022. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes from June 27, 2022.

Chairman Hasbrouck presented the Elkhorn Softscapes bid for 4-H animal pens at the Valley County Fairground and Professional Services Agreement. Commissioner Maupin made a motion to approve the Elkhorn Softscapes bid and have the expenditure taken out of the fairgrounds. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the Elkhorn Softscapes bid and have the expenditure taken out of the fairgrounds expense account.

Board of County Commissioners Meeting July 5, 2022 Page 1

Chairman Hasbrouck continued the discussion with Idaho Headwaters Economic Study Group regarding their proposal. Mrs. Debra Fereday who was a representative from Idaho Headwaters Economic Study Group provided further information to the commissioners about the proposal regarding the Stibnite mine. Mr. Rick Fereday also provided additional information to the commissioners and concerns regarding the impact of the Perpetua Resources mine. He further requested that Valley County pay for an independent study to be made to address the impact on a mine being operational in Valley County. Mr. Jeff Abrams again provided additional requests and provided an opportunity for the commissioners to ask additional questions to Idaho Headwaters Economic Study Group. Mr. Abrams commented on the study that was being conducted by the Perpetua Resources Advisory Committee. He also provided the commissioners with a handout which will be appended to the commissioner meeting minutes. He felt that Valley County has a responsibility to conduct a study to determine the cumulative impact of a large mine operation within Valley County. Mr. Abrams provided the commissioners with a list of potential companies that would be available to conduct an impact study. The list will also be appended to the commissioner meeting minutes. Commissioner Maupin provided her opinion that Valley County should not just be focused on one potential project and should include other expansions of businesses with the region. Mrs. Fereday provided further testimony to the commissioners and felt that a broad-based impact study should be conducted. Chairman Hasbrouck provided his opinion regarding how he would have reservations having an impact study for each expansion of local businesses. Commissioner Maupin felt that an independent study could be conducted by the Perpetua Resources Advisory Committee. Mr. Abrams and Mr. Fereday provided additional testimony to the commissioners for consideration. Commissioner Allen provided his opinion regarding the proposal that has been submitted and utilizing the Perpetua Resources Advisory Committee. He felt that there would be good reason to approve an impact study. Mrs. Fereday provided further testimony to the commissioners regarding the supplemental EIS Study. Commissioner Allen made a motion to pursue an impact study with Valley County taking a lead with reviewing the opportunity for partnership for funding moving forward to conduct a Request for Proposal for an impact study to be completed to include an overall economic picture of the expansions with the amount Valley County. Commissioner Maupin seconded the motion. Clerk, Douglas Miller reread the motion that was made a Commissioner Maupin rescinded her second. The motion was pulled from the floor.

Commissioner Allen made a motion to initiate the impact study proposed by Idaho Headwaters Economic Group with the focus being on the impact of the mining project by Perpetua Resources. Chairman Hasbrouck seconded the motion. Commissioner Hasbrouck and Commissioner Allen voted in favor. Commissioner Maupin voted against. Motion passed with a 2-1 vote to initiate the impact study proposed by Idaho Headwaters Economic Group with the focus being on the impact of the mining project by Perpetua Resources.

Human Resource Director, Pat Duncan presented on a request to offer a new patrol deputy a higher wage based on his experience. She provided the commissioners with an overview of the certifications that the new employee has obtained. She proposed starting salary of \$38 per hour. Commissioner Maupin made a motion to approve the proposed starting salary of \$38 per hour for the newly hired patrol deputy. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the proposed starting salary of \$38 per hour for the newly hired patrol deputy.

Chief Deputy Prosecuting Attorney, Brian Oakey presented on a response to the City of McCall regarding the area of impact. He felt that scope of the letter should be developed by the commissioners and touched on the requirement for a ten-year review. He advised that he would like to schedule a meeting with the local cities to discuss the areas of impact. Commissioner Maupin commented on the response that was being discussed to the cities. Planning & Zoning Director, Cynda Herrick presented to the commissioners regarding the work that was being conducted. Commissioner Maupin made a motion to approve the response to the City of McCall regarding the area of impact. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the response to the City of McCall regarding the area of impact.

Treasurer, Johanna Defoort requested that the authority to obtain a debit card for the Weed Department for the purchase of dry ice at Alberton's. Commissioner Allen made a motion to approve the Weed Department to obtain a debit card with a credit limit of \$1,000. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to allow the Weed Department to obtain a debit card with a credit limit of \$1,000.00.

Chairman Hasbrouck presented on the Noxious Weed Control Agreement for the Boise National Forest. Commissioner Maupin made a motion to approve the Noxious Weed Control Agreement between Valley County and the Boise National Forest. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the Noxious Weed Control Agreement between Valley County and the Boise National Forest.

Drew Skiftun representing McPaws requested that the local thrift stores be able to utilize the Solid Waste Transfer Site at no cost for items that are unsellable at the thrift stores. He explained that it would be for Toby's Place, McCall Memorial Hospital, McPaws. Commissioner Maupin made a motion to continue the waiving of the Solid Waste Transfer Site for McPaws as the other thrift stores were not included on the agenda. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to allow the waiving of solid waste transfer fees for McPaws Thrift Store.

Idaho Department of Parks and Recreation Director, Susan Buxton provided a presentation to the commissioners regarding the improvements that were being proposed by the state parks operated by Idaho Department of Parks and Recreation. The commissioners had the opportunity to ask questions to members of IDPR. Director Buxton presented on environmental impact studies that would be conducted before allowing any new marinas being constructed. City of Cascade Mayor, Judith Nissula commented to the commissioners. Director Buxton provided additional comments to the commissioners about the need to communicate more in the future with local government. Planning & Zoning Director, Cynda Herrick referred to the local land use ordinances which does require the State of Idaho to comply with Idaho Code 67-6528. Director Buxton advised that the lands being proposed are federal lands and would not follow under the local land use ordinances. The commissioners suggested scheduling a workshop with Idaho Department of Parks and Recreation in the future.

Cameron Aerial with Clearwater Financial provided a presentation regarding the proposed master facility plan and comprehensive financial plan that was being proposed to be conducted by Valley County. A copy of the formal presentation will be appended to the commissioner meeting minutes.

Recreation Planner, Dave Bingaman presented the letter of support for grant for a Vault Toilet at Brush Creek Lot off Warren Wagon Road. Chairman Hasbrouck made a motion to approve the letter of support for a grant to provide vaulted toilets at Brush Creek. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the letter of support for a grant to provided vaulted toilets at Brush Creek.

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

The commissioners returned from lunch at 1:10 p.m.

Chairman Hasbrouck began the discussion and presentation regarding CUP 21-27 Timber Creek Subdivision-Road Development Agreement Conditions of Approval #14. Must have an agreement with the Board of County Commissioners concerning off-site road improvements developed through the Road Department. Commissioner Maupin declared that she had a conflict of interest related to the matter and recused herself. Planning & Zoning Director, Cynda Herrick provided a staff report to the commissioners regarding CUP-21-27 Timber Creek Subdivision. She provided options to the commissioners to consider regarding road improvements. Road Director, Jeff McFadden provided considerations to the commissioners. Applicant, CP Shannon representing North Lake Durham for the Timber Creek Subdivision presented to the commissioners and advised that they understand the options but did not plan for the costs being proposed. He advised that the number of costs had decreased from 82 lots to 71 lots. He asked if the cost or improvement could be done in phases which would cost approximately \$133,000 per phase. Road Director, Jeff McFadden informed the commissioners that the area could be improved in phases. Commissioner Allen requested clarification regarding the proposals that were presented. Road Director, Jeff McFadden & CP Shannon provided clarification. Planning & Zoning Director, Cynda Herrick advised that building permits would not be issued until the developer followed the conditional use permit. Cynda advised that once the developer commits to an option the matter would be included in the final plat. Chairman Hasbrouck made a motion to approve CUP 21-27 Timber Creek Subdivision-Road with the two options as presented. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve CUP 21-27 Timber Creek Subdivision-Road with two options as presented.

Chairman Hasbrouck 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 1:35 p.m.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 74-206 1(b)-Personnel at 2:35 p.m. No decision was made as it was for evaluation purposes.

McKenzie Kramer began her presentation regarding the survey that was conducted related to the American Rescue Plan Act Survey. The commissioners had the opportunity to ask questions and decided that a formal public hearing would take place in the Fall or Winter of 2023.

Chairman Hasbrouck began the budget workshop for snow grooming operations for Fiscal Year 2023. A copy of the budget worksheet will be available upon request at the Valley County Clerk's Office.

The commissioners adjourned at 3:27 p.m.

Douglas Miller, Clerk

VALLEY COUNTY

Master Facilities Planning
&
Comprehensive Financial Planning

July 5, 2022





OUR MISSION, VISION & VALUES



MISSION

Helping individuals and governments achieve their potential

VISION

Go to for government support

- Established in 2015
- First and only Idaho headquartered municipal advisory firm
- Over 30 years of combined experience
- MSRB REGISTERED

VALUES - C.A.R.E.

Connection: Consider the customer in all you do.

- Exceed expectations of all customers surprise and delight them.
- Build long-term relationships, over short-term gains.
- Give back meaningfully to the communities we serve.

Accountability: Do what you say you will do.

- Be accountable for, and proud of, your conduct and work product.
- · If things change, let people know.
- Know what you are talking about. Know your numbers.

Respect: Respect and seek to understand differences:

- · Listen and seek to understand before speaking.
- · Build trust in every relationship.
- Take advantage of and learn from different perspectives.
- Leverage innovation as a competitive advantage.

Ethics: Maintain the highest standard of integrity:

- Value open, honest, and two-way communication.
- Avoid any actual or perceived conflict of interest.
- Comply with the letter and the spirit of the law.

SUITE OF SERVICES





SOCIAL MEDIA, INTERGOVERNMENTAL SURVEYS, MARKETING, MESSAGING, SOLUTIONS, REGIONALIZATION PUBLIC RELATIONS - ELECTIONS,



SELECTION, ENTITLEMENT, PLAN REVIEW DEVELOPMENT SERVICES - STRATEGIC AND COMP PLANNING, P&Z, SITE AND INSPECTION



REVIEWS, FINANCIAL ANALYSIS, COMPREHENSIVE FINANCIAL PLANNING FINANCIAL POLICIES, WHAT IF, ACCOUNTING - GASB, BUDGET, AUDIT



DEVELOPMENT RFP, HIGHEST-BEST-USE, RENEWAL, P3, DOWNTOWNS, ECONOMIC DEVELOPMENT - URBAN MARKET ANALYSIS, ECONOMIC IMPACT



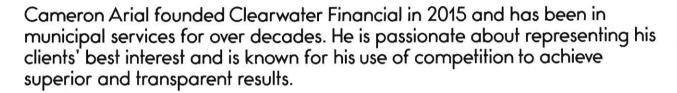
FUNDS, PROCESS/SYSTEM BANKING SERVICES - RFP, LATENT INNOVATION, BOND FUND INVESTMENT



ARPA, IMPACT FEES, GRANT ADMIN

CAMERON ARIAL





Cameron is a pioneering municipal advisor, public & private executive, presented at numerous municipal conferences, and mentored other municipal advisors. He has a unique understanding of strategic & comprehensive planning, economic development, finance, and commercial development, working in both the private and public sectors. He has developed municipal & commercial projects in multiple states and his expertise spans the entire development process.

Cameron earned his Ph.D. in Public Administration and a certificate in Community Planning from Boise State University. He serves on the boards of the Urban Land Institute and Idaho Technology Council. He is a registered Municipal Advisor Principal and holds Series 50, 52, and 54 licenses.





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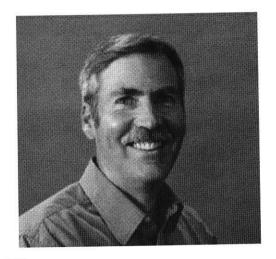
www.clearwaterfinancial.biz

RUSS PHILLIPS LA / AIA/ Principal Architect



Inspired by growing up with a family history of construction, Russ approaches architecture with a sense of reality. Russ is the principal architect for Insight and has assisted Ada County with its Master Facility Plan, Washington County's Courthouse Master Plan, and a number of master plans for the City of Boise. Russ's work with Ada County consisted of coordinating 22 buildings, analyzing over 1 million square feet of facilities and projecting facilities to targets in 2025 and 2040. This required working with all 7 of the 9 elected officials and 23 department heads and staff. Russ is an expert facility planner and space organizer.

Russ received his Architecture degree from the University of Oregon, and he participated as an International Rotary Exchange Student in Goteborg, Sweden. He is a Licensed Architect in Idaho, Oregon, and Arizona and holds the NCARB certification.



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COMPREHENSIVE FINANCIAL PLAN MASTER FACILITIES PLAN



WHY DO A MFP & CFP?

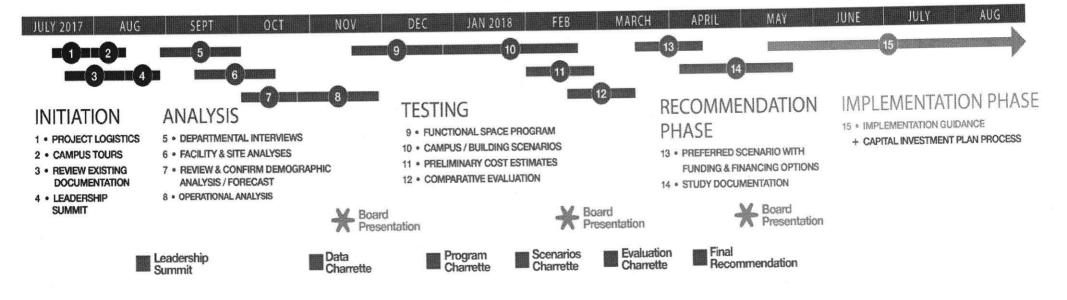
- Forecast facility needs and the necessary funding over a 5-10 year period.
- Does not predict future, but creates awareness of financial challenges and opportunities.
- Informs financial and operational decision making to account for a range of possibilities.
- Serves as an education and public engagement tool where citizens can know where their tax-payer dollars are intended to be spent.
- Serves as a financial planning document for the finance officer. They are able to invest in a timely manner and ensure funds are available when needed.
 - · Aides finance officer in complying with internal investment policies and best practices.

The Wheels on the Bus





HOW IT WORKS?



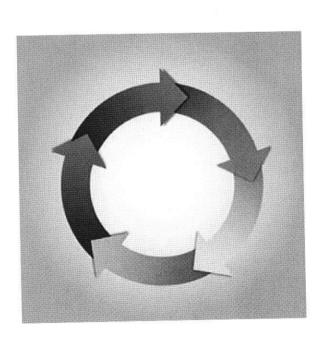


BENEFITS OF A MFP & CFP

- Creates a long-term outlook into other planning processes like budgeting, capital planning, and revenue forecasting
- Helps diagnose potential risks and causes of fiscal distress
- · Stimulates "big-picture thinking" and requires the County to set and adjust vision
- Provides a tool for evaluating long-term compliance with financial policies
- Allows for pre-emptive action to mitigate forecasted financial distress
- · Defines parameters for decision-making
- Communicates current successes and long-term financial position to residents and other stakeholders
- It is a credit factor to rating agencies & investors. Determinant in credit ratings.

DEVELOPING MFP & CFP

- Identify and engage stakeholders
- Inventory assets
- Establish priority ranking criteria Prepare financial forecasts
- Prepare project requests
- Prioritize projects Finalize the plan
- Update the plan annually



IDENTIFYING & ENGAGING STAKEHOLDERS

- Determine who will be involved and what are their responsibilities.
 - Plan Director One person, such as the chief administrative officer or an outside consultant, leads the process.
 - Elected Officials Set policy and fund the process.
 - Department Heads Major inputs into facility needs.
 - Citizen's Advisory Committee Encourage involvement and helps establish credibility and support of the plan long-term.
 - Consultants Municipal advisor, engineers, and other consultants assist in evaluating project and in providing project cost estimates.
- Once stakeholders are identified, the Plan Director conducts regular meetings to outline and drive the process and define responsibilities.



INVENTORY ASSETS

- Assess the condition of capital assets already owned, controlled or maintained.
 - Consider an asset manager for larger governments
 - Most governments rely on department heads and consulting engineers to complete.
- Plan Director generally prepares forms setting forth the information to be provided.
- Information should include:
 - Description of the asset
 - Name of the department controlling the asset
 - Location of the asset
 - · Purpose or use of the asset
 - · When the asset was acquired or constructed
 - Expected life
 - Description and date of major renovations
 - Description of the condition of the asset.
 - Discussion of any renovations or upgrades required over the period the CFP and the year the asset should be replaced.







- · Guidelines for prioritizing project funding.
- Adopt by policy and distribute to stakeholders.
- · Criteria should facilitate ranking projects on a high, medium or low priority basis.

High

- Required by law
- Required by contract
- Improve public safety
- Reduce expenses
- Increase revenues
- Contribute to job retention
- Benefit majority of residents

Medium

- Prevent deterioration of assets
- Improve delivery of services to the public
- Contribute to job creation
- Are non-essential but have a high degree of public support

Low

- Support delivery of a service for which there is a declining demand
- Enable the provision of a new service not currently provided
- Improve the quality of life but are nonessential



PREPARE FINANCIAL FORECASTS

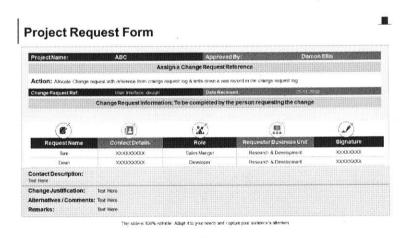
- Form Economic Forecast Committee. Meets quarterly to access national and local economy. Adjust growth assumptions.
- Determine level of capital expenditures over 5-10 years.
- Analyze each fund general, enterprise(s), consider historical operating results and future revenues or expenditures.
 Project net income (revenues, less expenditures, less existing debt service). Net income is available cash for projects (payas-you go) or for debt service payment on bonds.
- Forecasts consider proposed new revenue sources including taxes, bonds, or fees.
- Include O&M and capitol needs in this analysis. Informs elected officials and the public on how projects will be funded and ensures proper funding.





PREPARE PROJECT REQUESTS (1)

- Preparation of requests for the repair, upgrading or replacement of assets.
- · Requests for construction or acquisition of new capital.
- Completed by each department and submitted to the Plan Director.
- The Plan Director or a committee reviews the requests for completeness.
- Compilation of the requests is often similar to a wish list.
- The information included in the requests should facilitate the prioritizing of projects.





PREPARE PROJECT REQUESTS (2)

- Requests include the following:
 - <u>Project Description</u>: Description of the proposed construction project or the vehicles or equipment to be acquired.
 - Existing Condition: Description of the existing condition to be alleviated.
 - · Goals and Benefits: Goals & benefits derived from completion project.
 - · Funding Schedule: Estimated cost and timing for the project.
 - Project Funding: Identify how the project is to be funded.



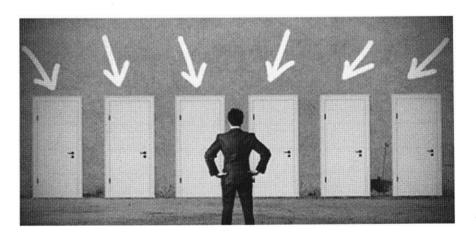
PREPARE PROJECT REQUESTS (3)

- More sophisticated MFP & CFPs include the impact of capital acquisition a new facility will have on the overall budget.
- This analysis would generally include:
 - Annual O&M costs
 - Annual reductions in current O&M costs
 - Additional staffing, particularly when a new service is involved



PRIORITIZE PROJECTS

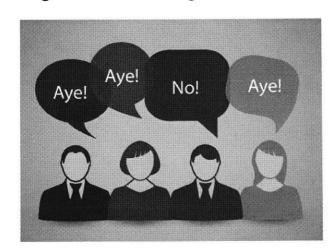
- Funds are finite and rarely are in excess of requests.
- Based on the priority ranking criteria, projects are ranked based from highest priority to lowest priority.
- Projects or services that are unable to be funded can be pushed into the next year or removed. Importance of annual adjustments.



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FINALIZE THE PLAN

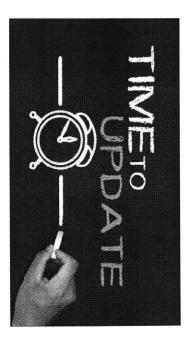
- Bring all prioritized requests together.
- Present to the government's decision-making body prior to budget setting.
- GFOA Best Practice:
 - MFP & CFPs are the "starting point for capital planning, developing operating budgets, estimating revenue, and other planning processes."



UPDATE THE PLAN ANNUALLY



- Critical step in the process.
- MFP & CFP are living documents that communicate the County's priorities.
- Forces the County to look at its services and align them with its vision.
- **GFOA Best Practice**
- "The plan should be reviewed on an annual basis and updated as needed or as major assumptions change.





BEST PRACTICE

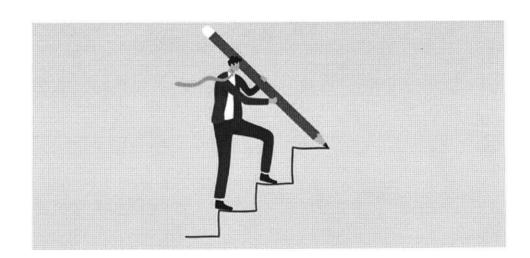
Primary Planning Purpose	Long Term Financial Planning	Strategic Planning	Developing Financial Policies	Capital Improvement Planning	Budgeting
Establish an organizational vision		x	×		
Achieve organizational alignment	X	x	×	X	Х
Forecast long-term revenue	X			X	
Forecast long-term expenses	Х			X	
Setting utility rates	Х				
Identify unfunded liabilities(including pension- related issues)	х			X	
Assessing infrastructure condition				X	
Determine long-term debt capacity	х				
Conduct a general environmental scan		х			
Conduct analysis of the external economic environment	х	х			
Conduct analysis of the fiscal environment	Х		×		
Prioritize services, initiatives, and programs and set goals		×			
Determine long-term financial impact of priorities and goals	X			X	
Allocate resources to address priorities and accomplish goals				х	×
Set short-term service-level goals based on priorities and long-term goals					х

CFPs are best completed in with:

- Strategic planning
- Developing financial policies
- Capital improvement planning
- Master facility planning
- Budgeting



DISCUSSION AND NEXT STEPS



Valley County Board of Commissioners

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DOUGLAS A. MILLER

Clerk dmiller@co.valley.id.us

VALLEY COUNTY COMMISSIONERS MEETING AGENDA Tuesday July 5, 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 June 27, 2022

Approve Elkhorn Softscapes Bid for 4-H Animal Pens at the Valley County Fairground and Professional Services Agreement

- Action Item: Continued Discussion/Decision on Idaho Headwaters Economic Study 9:15 Group Requests
- Action Item: Approval of Hiring Patrol Deputy Higher Than Starting Wage Human 9:30 Resources Director, Pat Duncan
- Action Item: Approval of a Response Letter to the City of McCall Regarding Impact 9:35 Area Questions
- Action Item: Approval of Steve Anderson in the Weed Department to Have a Debit Card 9:50 - Treasurer, Johanna Defoort
- 10:00 Action Item: Sign Noxious Weed Control Agreement for the Boise National Forest -Steve Anderson
- 10:15 Action Item: Review and Approve MCPAWS Thrift Store Dump Privileges
- 10:30 Discussion on Idaho Department of Parks and Recreations Plan for a Marina on Cascade Lake - Troy Elmore, Deputy Director

- 11:00 Clearwater Financial Presentation on Outline of Proposed Master Facility Plan & Comprehensive Financial Plan
- 11:55 **Action Item:** Sign Letter of Support for a Grant for a Vault Toilet at Brush Creek Lot off Warren Wagon Rd Dave Bingaman
- 12:00 Recess for Lunch
- 1:00 **Action Item:** CUP 21-27 Timber Creek Subdivision Road Development Agreement: (COA #14) Must have an agreement with the Board of County Commissioners concerning off-site road improvements developed through the Road Department.
- 2:00 Budget Workshop Fair Board Budget Review Cassie Carnes
- 2:30 Presentation on American Rescue Plan Act Survey Results McKenzie Kraemer
- 2:45 Budget Workshop for Fiscal Year 2022-Clerk, Douglas Miller
 39-00 McCall Donnelley Snowmobile
 40-00 Cascade-Warm Lake Snowmobile
 - 41-00 Smith's Ferry Snowmobile
- 3:15 **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 July 11, 2022