

# Valley County Board of County Commissioners

PO Box 1350 • 219 N Main Street  
Cascade, Idaho 83611-1350



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## SHERRY MAUPIN

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## KATLIN CALDWELL

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## NEAL THOMPSON

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## GABRIELLE KNAPP

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IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS  
CASCADE, IDAHO  
May 4, 2026

**PRESENT:**

**NEAL THOMPSON (COMMISSIONER)**  
**KATLIN CALDWELL (COMMISSIONER)**  
**GABRIELLE KNAPP (CLERK)**

Commissioner Thompson led the Pledge of Allegiance.

**Action Item:** Commissioner Thompson presented the commissioners' agenda for May 4, 2026. Commissioner Caldwell made a motion to approve the commissioners' agenda for May 4, 2026 as amended. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for May 4, 2026 as amended.

**Action Item:** Commissioner Caldwell made a motion to approve the commissioners' meeting minutes from April 20, 2026. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' meeting minutes from April 20, 2026.

**Action Item:** Commissioner Caldwell made a motion to amend the commissioners' agenda for May 4, 2026 to add director report for extension back on the agenda. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to amend the commissioners' agenda for May 4, 2026 to add director report for extension back on the agenda.

**Action Item:** Planning and Zoning Director, Cynda Herrick presented the commissioners' request from the petitioner to extend and set new hearing date on petition to vacate and validate two short segments of Old Council Road (to realign the road's connection to West Mountain Road. Commissioner Caldwell made a motion to approve extension and set the new hearing date to June 22, 2026, at 1:00 PM for the petition to vacate and validate two short segments of Old Council Road. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve extension and set the new hearing date to June 22, 2026, at 1:00 PM for the petition to vacate and validate two short segments of Old Council Road.

Board of County Commissioners Meeting  
May 4, 2026

**Action Item:** Building Director, Annette Derrick requested the commissioners give her department another cell phone for her new employee. Commissioner Thompson made a motion to approve the Building Department getting another cell phone for the new employee. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the Building Department getting another cell phone for the new employee. Director Derrick gave a report on her department. She reported that from January 1<sup>st</sup> until end of April, the building department has issued 104 permits, compared to last year at 61. The commissioners asked her to explain the FAA permit changes.

Dee Dee Phillips, Court Service Director gave the commissioners an update on her department. She reported on the training that her staff attended on the first amendment auditors. She informed the commissioners that she will be doing her staff evaluation this week. She reported on the alive at 25 classes she puts on. The most recent class she held had 12-13 kids in attendance. She informed the commissioner about the Idaho Gives event she participated in.

**Action Item:** Alysson Statz introduced the commissioner to the extension office's new employee. Alysson requested the commissioners approve the estimate for the swine stalls. Commissioner Thompson made a motion to approve the estimate for the swine stalls for 12 pens. Commissioner Caldwell seconded the motion. No further discussion, all in favor. Motion passed to approve the estimate for the swine stalls for 12 pens.

Information Technology Director Jeremy Wilcox gave a report on his department. He reported on the new employees he is onboarding and the Treasurer's office carpet job. He discussed the upgrade on the audio. He explained to the commissioners that when he asked for quotes, he gave them a list of everything the commissioners wanted. The quotes that have come back were around \$80,000. He informed he commissioners that his department is working on getting sheds cleared out to be torn down.

**Action Item:** Planning and Zoning Director, Cynda Herrick gave a report on her department. She informed the commissioners that the next two planning and zoning meetings will start at 4 pm instead of 6 pm to have more time. She reported on the responsible person certification training. Director Herrick presented the commissioners with the proportionate share cost estimate guideline adoption survey for size limitations. Commissioner Caldwell made a motion to approve resolution 2026-09 the proportionate share cost estimate guideline adoption survey for size limitations. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve resolution 2026-09 the proportionate share cost estimate guideline adoption survey for size limitations. Director Herrick asked the commissioners if they would like a survey to go out to ask if the public how they feel about size limitations and the commissioners didn't want to do it at this time.

**Action Item:** Parks and Recreation Director, Dave Bingaman requested that Patrick Morgan get appointed to the recreation advisory council. Commissioner Caldwell made a motion to approve Patrick Morgan being appointed to the recreation advisory council. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve Patrick Morgan being appointed to the recreation advisory council. Director Bingaman requested the commissioners approve a cellphone for the new campground coordinator. The commissioners were in favor however tabled it to next week due to being listed on the agenda incorrectly. Director Bingaman gave a report on his department. He gave an update on Horsethief. He also

gave an update on the water testing his office is doing. Director Bingaman explained the conferences that he spoke at recently.

Wildfire Mitigation Director, Mara Hlawatchshek gave an update on her department. Her new hire started today. Director Hlawatchshek reported on Wildfire preparedness event that was last weekend and had 80 people in attendance. She reported on upcoming events. She reported to the commissioners that on May 15<sup>th</sup> they were going to decide on what firewise grant to apply for and then bring those to the commissioners for approval.

**Action Item:** Buildings and Grounds Director, Terri Kenneda asked the commissioners to approve the courthouse roof repair invoice. Commissioner Caldwell made a motion to approve the courthouse roof repair. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the courthouse roof repair.

**Action Item:** Director Kenneda asked the commissioners to approve AC repair at the Cascade Annex. Director Kenneda asked the commissioners to approve the pay rate on HVAC Journeyman position. Commissioner Caldwell made a motion to approve the \$38 payrate on HVAC Journeyman. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed approve the \$38 payrate on HVAC Journeyman. Commissioner Caldwell made a motion to request the contract amended for Valley County transfer station improvements. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to request the contract amended for Valley County transfer station improvements.

Commissioner Thompson presented the commissioners with the Stroth General Pay App. Commissioner Caldwell made a motion to approve the Stroth General Pay App. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the Stroth General Pay App.

The commissioners recessed for lunch at 11:03 p.m.

The commissioners returned from lunch at 1:01 p.m.

Eld Ranch development agreement got postponed.

**Action Item:** Planning and Zoning Director, Cynda Herrick presented the commissioners a development agreement CUP 25-029 for Yellow Pine Fuel. Commissioner Caldwell made a motion to approve the development agreement CUP 25-029 for Yellow Pine Fuel. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the development agreement CUP 25-029 for Yellow Pine Fuel.

Planning and Zoning Director, Cynda Herrick presented the commissioners' a waiver of development agreement for CUP's and SUB's if she and the director of road and bridge don't feel like anything is needed. Commissioner Caldwell made a motion to approve the waiver of development agreements for CUP and SUBs that are listed on our agenda. Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve the waiver of development agreements for CUP and SUBs that are listed on our agenda.

Cortney Bayuk gave the commissioners McPaw's annual service report.

**Action Items:** Assessor Sue Leeper tabled Elk Creek Church to May 18th, Pilgrim Cove Foundation to May 11th and Cascade Golf Association Inc. to May 18<sup>th</sup>.

Kristi Hamilton presented the commissioners with tax exemptions applications 63-602b.

Commissioner Caldwell made a motion to approve a full exemption RPM0171004020A

McCall Community Congregational Church. Commissioner Thompson seconded the motion.

No further discussion, all in favor. Motion passed to approve a full exemption

RPM0171004020A McCall Community Congregational Church.

Commissioner Caldwell made a motion to approve a full exemption of church building and .22

acres land for RPM00000164245 Hi-Way Chapel. Commissioner Thompson seconded the

motion. No further discussion, all in favor. Motion passed approve a full exemption of church

building and .22 acres land for RPM00000164245 Hi-Way Chapel.

Commissioner Caldwell made a motion to approve 22 days assessed and 343 days exemption

on RP11N03E102299, RP11N03E107200 and MH11N03E102300 Central Valley Baptist.

Commissioner Thompson seconded the motion. No further discussion, all in favor. Motion

passed to approve 22 days assessed and 343 days exemption on RP11N03E102299,

RP11N03E107200 and MH11N03E102300 Central Valley Baptist.

Commissioner Caldwell made a motion to approve 18 days assessed and 347 days exemption

on RP19N03E268145 Southern ID Conference of Seventh Day Adventists. Commissioner

Thompson seconded the motion. No further discussion, all in favor. Motion passed to approve

18 days assessed and 347 days exemption on RP19N03E268145 Southern ID Conference of

Seventh Day Adventist.

Commissioner Caldwell made a motion to approve a full exemption of RPC0027007008B

Shepherd of the Mountain Lutheran Church. Commissioner Thompson seconded the motion.

No further discussion, all in favor. Motion passed approve a full exemption of

RPC0027007008B Shepherd of the Mountain Lutheran Church.

Commissioner Caldwell made a motion to approve 37 days assessed and 328 days exemption

on RP19N03E231370 Protestant Episcopal Church. Commissioner Thompson seconded the

motion. No further discussion, all in favor. Motion passed to approve 37 days assessed and 328

days exemption on RP19N03E231370 Protestant Episcopal Church.

**Action Items:** Kristi Hamilton presented the commissioners with tax exemptions applications

63-602c. Commissioner Caldwell made a motion to approve a full exemption on


RPC0032030001C and RPC0032030001D American Legion. Commissioner Thompson

seconded the motion. No further discussion, all in favor. Motion passed to approve a full

exemption on RPC0032030001C and RPC0032030001D American Legion.

Assessor Sue Leeper gave the commissioners an update on the meeting with Idaho Transportation Department on the DMV hybrid remodel.


The commissioners adjourned at 2:13 p.m.

  
Commissioner Neal Thompson

Attest:

Board of County Commissioners Meeting

May 4, 2026

  
Gabrielle Knapp, Clerk

Board of County Commissioners Meeting  
May 4, 2026

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## VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday May 4, 2026

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

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

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

9:00 Commissioner Discussion

**Action Items:** Meeting Minutes of April 20, 2026

Approve Extension and Set New Hearing Date on Petition to Vacate and Validate Two Short Segments of Old Council Road (to Realign the Road's Connection to West Mountain Road)

9:05 **Department Head Reports**

Building Department – Annette Derrick

**Action Item:** Request for Another Cell Phone

Court Services – Dee Dee Phillips

Extension Office- Melissa Hamilton

**Action Item:** Request to Approve Estimate for Swine Stalls

~~Human Resources/Risk Management – Mike Savoie~~

Information Technology – Jeremy Wilcox

Planning and Zoning-Cynda Herrick

**Action Item:** Proportionate Share Cost Estimate Guideline Adoption

Survey for Size Limitations

Parks and Recreation- Dave Bingaman

**Action Items:** Appoint Patrick Morgan to Vacant Seat on Recreation Advisory Council

Request for Cell Phone for Campground Host

Wildfire Mitigation Program – Mara Hlawatschek

10:30 Break

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

**Action Items:** Approve Courthouse Roof Repair

Discussion on AC Repair for Cascade Annex  
Approve Pay Rate on HVAC Journeyman Position  
Request Contract Amendment Valley County Transfer Station  
Improvements

11:15 Public Relations – McKenzie Kraemer

11:30 Road & Bridge Presentation- Kerstin Dettrich  
**Action Item:** Approve Stroth General Pay App

12:00 Recess for Lunch

1:00 **Action Item:** Development Agreement - CUP 25-013 Eld Ranch Estates  
Waiver of Development Agreements for CUPs and SUBs  
22-51 Mountain Meadow Rentals - 319 W Tamarack Falls RD  
25-002 Cougar Mountain Lodge Event Venue  
25-014 McCall Tree Equipment Storage - 236 Maki LN  
SUB 25-0016 South Ranch  
25-016 Harvey Property Management - 13976 Rustic Road  
SUB 25-021 Hummingbird Haven  
25-023 Restoration Pro - 2 Garden LN  
C.U.P. 26-003 Lamon Solar - Corral Creek RD  
Development Agreement CUP 25-029 Yellow Pine Fuel  
– Planning and Zoning Director, Cynda Herrick

1:30 McPaws Annual Services Review – Cortney Bayuk

1:45 **Action Items:** Property Tax Exemptions Applications – Assessor, Sue Leeper  
**63-602B Applications:**  
RP18N03E282104 Elk Creek Baptist Church  
RPM0171004020A McCall Community Congregational Church  
RPM00000164245 Hi-Way Chapel  
RP11N03E102299 Central Valley Baptist (Smith Ferry)  
RP11N03E107200 Central Valley Baptist (Smith Ferry)  
MH11N03E102300 Central Valley Baptist (Smith Ferry)  
RP19N03E268145 Southern ID Conference of Seventh Day Adventists  
RPC0027007008B Shepherd of the Mountain Lutheran Church  
RP19N03E231370 Protestant Episcopal Church  
RP00095000032A Pilgrim Cove Foundation  
RP00196001003A Pilgrim Cove Foundation  
RP18N03E030575 Pilgrim Cove Foundation

**63-602C Applications:**  
RPC0032030001C American Legion  
RPC0032030001D American Legion  
RPC00000350615 Cascade Golf Association Inc

LRC00000261805 Cascade Golf Association Inc

2:00 **Action Item:** Update on Meeting with Idaho Transportation Department on DMV Hybrid Remodel

2:15 Opportunity for General Public to Present to Commissioners

Adjourn

COMMISSIONERS FUTURE MEETING DATE  
Monday May 11, 2026