

# Valley County Board of Commissioners

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

Phone (208) 382-7100  
Fax (208) 382-7107



**ELTING G. HASBROUCK**  
*Chairman of the Board*  
[ehasbrouck@co.valley.id.us](mailto:ehasbrouck@co.valley.id.us)

**EDGAR ALLEN**  
*Commissioner*  
[ecallen@co.valley.id.us](mailto:ecallen@co.valley.id.us)

**SHERRY MAUPIN**  
*Commissioner*  
[smaupin@co.valley.id.us](mailto:smaupin@co.valley.id.us)

**DOUGLAS A. MILLER**  
*Clerk*  
[dmiller@co.valley.id.us](mailto:dmiller@co.valley.id.us)

## IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS CASCADE, IDAHO October 24, 2022

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

Treasurer, Johanna Defoort led the Pledge of Allegiance.

Chairman Hasbrouck presented the commissioners' agenda for October 24, 2022. Chairman Hasbrouck advised that an emergency matter needed to be added to the agenda for the Findings & Facts for CUP 22-03 Keegan Freelon & Willow Pulliam. Commissioner Allen made a motion to approve the commissioners' agenda for October 24, 2022, with the requested addition. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioners' agenda for October 24, 2022, with the emergency Findings & Facts for CUP 22-03 Keegan Feelon & Willow Pulliam.

Senior Deputy Auditor, Rheta Clingan presented the commissioners with Fiscal Year 2022 & Fiscal Year 2023 claims and board order claims.

### Fiscal Year 2022 Claims

General Fund	\$103,364.22
Road & Bridge	\$64,927.91
District Court	\$1,570.41
Fair	\$174.90
Revaluation	\$1,222.42

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Solid Waste	\$204,837.41
Weeds	\$2,255.95
Pest Control	\$848.71
Waterways	\$1,287.98
McCall-Donnelly Snowmobile	\$643.58
Cascade Snowmobile	\$21.84
Smiths Ferry Snowmobile	\$29.83
Extension Agent Fund	\$58.43
OHV	\$15,407.75
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<b>Total:</b>	<b>\$396,651.34</b>

Fiscal Year 2023 Claims

General Fund	\$38,550.05
Road & Bridge	\$179,166.18
District Court	\$1,561.40
Junior College Tuition	\$200
Revaluation	\$1,433.44
Solid Waste	\$290.20
Extension Agent Fund	\$1,777.86
PILT Fund	\$40,226.31
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<b>Total:</b>	<b>\$263,205.44</b>

Commissioner Maupin made a motion to approve the Fiscal Year 2022 and Fiscal Year 2023 Claims, Board Order Claims and Junior College Tuition Application. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the Fiscal Year 2023 and Fiscal Year 2023 Claims, Board Order Claims and Junior College Tuition Application for Mr. Hudson Van Middendorp.

Assessor, June Fullmer provided an update regarding the McCall DMV closure. She advised that there are three employees working at the Cascade Department of Motor Vehicles Office. She explained that a third terminal had been approved by Idaho Transportation Department. She reported on the transfer of Assessor Office Employees to the emptied Prosecuting Attorney's Offices.

Clerk, Douglas Miller provided an update regarding matters involving the Clerk's Office to include elections, courts, and property tax levies.

Prosecuting Attorney, Brian Naugle provided a debriefing regarding the move to the AmertiTitle Building. He advised that the space available to the Prosecuting Attorney's Office was acceptable and more conducive to the work environment. He reported on a jury trial that

was scheduled for Wednesday and reported on the conclusion of a criminal case that was before the District Court in which the individual was sent to prison after entering a guilty plea. The commissioners asked about the new Prosecuting Attorney Office, and he responded accordingly.

Sheriff, Patti Bolen reported that a new dispatcher had been hired and currently was in their training phase. She reported on an award of the MDT Grant. She provided an update regarding the recreation patrol deputies and advised that the Sheriff's Office is reviewing internal applicants first for the positions.

Treasurer, Johanna Defoort advised that the Treasurer's Office was still waiting for the state to certify the tax levies to begin the tax drive. She provided the commissioners with an overview of the process to implement new commercial solid waste fees. She discussed the ARPA funding and requested guidance from the commissioners regarding the investment of the funds. She opined that Valley County should consider the different options for investment of the funding and made a recommendation to the commissioners. She provided the commissioners with a balance report for the end of September 30, 2022, that will be added to the commissioners' agenda for next week. The commissioners requested that additional discussions occur regarding the expenditure of the ARPA revenue that had been received. Treasurer, Johanna Defoort proposed a workshop and the workshop had been scheduled for November 14, 2022, at 2:00 p.m.

Building Director, Annette Derrick reported on the amount of building permits that had been received. She advised that there had been 388 building permits issued for the calendar year. She presented on training that she had attended last week.

Court Services Director, Skip Clapp reported that three employees attended training at the Idaho Department of Juvenile Corrections. He informed the commissioners that the Court Services Department has seen an increase of cases order to supervised probation. He reported to the commissioners that there are two juveniles being held at the Ada County Juvenile Detention Center and he reported on one committed to the Idaho Department of Juvenile Corrections. Skip reported to the commissioners that the McCall Annex landscaping had been started. He also presented on additional use of force training that would be required for the probation department and provided a breakdown of the training hours.

University of Idaho Extension Educator, Melissa Hamilton provided the commissioners with an update involving the University of Idaho Extension Office. She reported on the horticultural conference she attended and discussed the important aspects of the conference. She discussed gardening projects that could develop after attending the conference. She advised that she presented at the Extension Educator award ceremony. She presented on additional conference she attended. She advised that she would be working with University of Idaho students on campus to save the land know your land conference and explained that it was for evasive weed training. She reported that she was meeting with Idaho Department of Arts and discussed the meeting topics. She advised that they were also testing the seasonality of the arts walks with an auction at the conclusion of the actual art walk. She presented on regional classes that she was attempting to develop and implement. She advised that the national educator committee would be coming to Idaho, and she was trying to coordinate a presentation from them. She also described the University of Idaho together series. Melissa reported that it was her week for

annual reporting and annual evaluations that was her priority. She discussed the transition of the University of Idaho Extension office to the new office. She also presented on a workshop that will be held between the community and University of Idaho. Chairman Hasbrouck asked about the farm tours that occurred and Melissa provided an overview of the tours.

Human Resource Director, Pat Duncan presented on the Flex Plan and Resolution. Commissioner Maupin made a motion to approve the Flex Plan and Resolution. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the Flex Plan and Resolution.

Pat reported on the community job fair that would be occurring on November 9, 2022. Pat provided an overview of openings within Valley County and the positions that have been filled.

IT Director, Jeremey Wilcox provided an update involving the IT Department. He informed the commissioners that the fiber would not be installed at the Lake Fork Shop in March of 2023. He advised that he was attempting to expediate the work order but did not know if it could be done. The commissioners discussed moving the Recreation Department to the north end of the courthouse until the Lake Fork Shop could have fiber installed.

Planning & Zoning Director, Cynda Herrick provided the commissioners with an overview of matters involving the Planning & Zoning Commission. She advised that they are continuing their discussion involving the impact area. She reported that she attended the Mountain Resort Summit in Colorado and provided her opinion to the commissioners regarding ideas that could be implemented in Valley County. She informed the commissioners that the Payette Scenic Byway Committee would be meeting on Thursday. Cynda advised that Valley County needed an updated Master Transportation Plan. The commissioners discussed the need to identify options for replacement of the bridge on West Roseberry Drive. She provided the commissioners with statistics regarding building permits and available lots.

Recreation Director, Larry Laxson provided the commissioners with an update involving the Recreation Department activities. He reported on the improvements that were made at the Cabarton Boat Launch. He reported the maintenance of the Wellington Snow grooming Hut. He reported that Dave Bingaman would be attending a training on grant applications. Larry proposed having a workshop with the commissioners to discuss the operations of the Snow Grooming Advisory Committee. He advised that he would begin the process to hire snow groomers and reported on potential applicants. Commissioner Allen asked about parking near Stonebreaker Lane. Larry reported that he was still involving with the creation of the parking area.

Facility Director, Scott Clingan reported on maintenance that had been occurring at the Valley County Courthouse. He provided an update on the remodel of the new University of Idaho Office. He explained the work that had been done for the Assessor's Employees to move to the old Prosecuting Attorney's Office. He reported on the condition of the new Facility Office. He advised that the backup boiler was being utilized and advised that they had identified the issue of the old boiler. He reported on issues on the recycling bailer and advised that the technician who inspected the bailer said that it would need to be replaced within a year. He briefly discussed the plans for Fiscal Year 2024 to improve recycling operations. He reported on the

vandalism that had occurred on the Warm Lake Transfer Site but reported that the site looks like they are keeping it clean. He discussed the conditional use permit with the Forest Service for the transfer site. Scott reported on the condition of the city road that had a geothermal leak and advised that it does not appear that it was going to be repaired during this year. The commissioners discussed having the Prosecuting Attorney get involved with the situation. He reported on the landscaping that was being done at the McCall Annex and the Valley County Courthouse.

Commissioner Maupin made a motion to approve an additional claim for ICRMP Premium. Chairman Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed.

Road Director, Jeff McFadden presented the Christen/United Oil Credit Application. It was advised that Christen/United Oil Credit Application needed to be postponed until October 31, 2022.

Road Director, Jeff McFadden presented on the RAC Grant Application and advised that he had been working with Grant Writer, Mary Rosen to apply for the Southwest Idaho Resource Advisory Grant. Commissioner Allen asked about the grant application and who would be completing the work. Jeff reported that he had planned that Valley County would conduct the work. The commissioners asked when the completion of the project would be, and Jeff advised that it would be ideal to know at least 6 months in advance. Chairman Hasbrouck had questions regarding the priority of Lick Creek Road. Chief Deputy Prosecuting Attorney, Brian Oakey provided his legal opinion to the commissioners regarding the RAC Grant Application. Commissioner Maupin provided her input regarding the need to prioritize roads. She asked Jeff about the Master Transportation Plan that was being completed by Parametrix. The commissioners continued deliberations on the RAC Grant Application for Lick Creek Road Improvement. The commissioners determined that they would reach out to Parametrix to schedule a time for a workshop to be conducted. Commissioner Maupin made a motion to approve the RAC Grant Application for Lick Creek Road Improvements. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the RAC Grant Application.

Chairman Hasbrouck began the fuel bid opening. Road Director, Jeff McFadden advised that there was just one bid received from Diamond Fuel & Feed Inc. Chairman Hasbrouck opened the bid that was received and read into the record that amounts that were bid for fuel. Commissioner Allen made a motion to accept the bid from Diamond Fuel & Feed Inc. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to accept the bid from Diamond Fuel & Feed Inc.

Jeff discussed the implementation of the Valley County CIP program and he advised that Chief Deputy Prosecuting Attorney, Brian Oakey recommended that a public hearing take place before the commissioners implement a CIP program but believed that Planning & Zoning should be providing recommendations but a formal Public Hearing should be conducted by the Valley County Board of County Commissioners.

Jeff reported the completion of the road projects to include Cabarton, Pierson, Heinrich.

IT Director, Jeremy Wilcox presented on the Tyler Technologies Software Agreement for Eagle Software and Incode Software. The commissioners had questions regarding the capability of the software that was being considered and Clerk, Douglas Miller and IT Director, Jeremy Wilcox responded accordingly. Chairman Hasbrouck made a motion to approve the Tyler Technologies Software Agreement for Eagle Software and Incode Software. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the Tyler Technologies Software Agreement for Eagle Software and InCode Software.

Chairman Hasbrouck presented the commissioner meeting minutes of October 17, 2022. Commissioner Maupin made a motion to approve. Chairman Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes of October 17, 2022.

Chairman Hasbrouck presented the grant letter of support for NZ Youth Conservation Corps. Commissioner Maupin made a motion to approve the letter of support for the NZ Youth Conservation Corps. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the letter of support for NZ Youth Conservation Corps.

Chairman Hasbrouck presented the grant letter of support for Idaho Trails Association. Commissioner Allen made a motion to approve the grant letter of support for Idaho Trails Association. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the letter of support for Idaho Trails Association.

Chairman Hasbrouck presented grant letter of support for Selway Bitterroot Frank Church Wilderness. Commissioner Maupin made a motion to approve the grant letter of support for the Selway Bitterroot Frank Church Wilderness. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to approve the grant letter of support for the Selway Bitterroot Frank Church Wilderness.

Chief Deputy Prosecuting Attorney, Brian Oakey presented the findings of facts for CUP 22-02. Commissioner Allen made a motion to approve the findings of facts for CUP 22-02. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the findings of facts for CUP 22-02.

The commissioners recessed at 12:04 p.m.

The commissioners returned at 1:04 p.m.

Chairman Hasbrouck advised that the Treasurer, Johanna Defoort had two parcels that gone through the Tax Deed process and today was the day to auction the properties. He provided an overview of the process. Treasurer, Defoort provided a brief description of each parcel to the commissioners and those in attendance.

Chairman Hasbrouck began the Tax Deed sale for parcel# RP15N03E029010. Chairman Hasbrouck offered the parcel at the minimum bid. Mr. Eric Bowen bid the minimum bid. Chairman Hasbrouck made a motion to accept the bid from Mr. Eric Bowen for \$526.88. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to accept the bid from Mr. Eric Bowen for \$526.88 for parcel# RP15N03E029010.

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Chairman Hasbrouck began the Tax Deed sale for parcel# RP0032700024A. Mr. David Spurgeon offered a minimum bid of \$435.27. Chairman Hasbrouck made a motion to accept the minimum bid of \$435.27 for parcel#RP0032700024A. Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to accept the bid from Mr. David Spurgeon for \$435.27 for parcel #RP0032700024A.

The Valley County Board of Commissioners conducted through quarterly inspection of the Valley County Jail.

Chairman Hasbrouck began the discussion with Southern Valley County Recreation District request to utilize the Valley County Fairgrounds to create a public outdoor ice rink. Members of the Southern Valley County Recreation District presented to the commissioners and discussed their vision of a proposed ice-skating rink. It was presented that the Southern Valley County Recreation District would maintain the rink, maintain the parking, and provide liability insurance as required. Road Director, Jeff McFadden presented on the concerns that he has regarding the use of the area because of the road department equipment that frequently are moving in and out of the area. He had concerns with kids being unsupervised near the equipment and snow piles. He explained that he was in support of the use of the fairgrounds but believed that there were specific matters that needed to be addressed. The commissioners appreciated the possibility of a collaborate effort with Southern Valley County Recreation District. Commissioner Allen made a motion to approve the Southern Valley County Recreation District ice rink proposal at the Valley County Fairgrounds with the understanding that Southern Valley County Recreation District would be responsible for liability insurance, paying for the use of electricity and maintaining parking area. Commissioner Maupin seconded the motion. No further discussion, all in favor. Motion passed to approve the Southern Valley County Recreation District ice rink proposal at the Valley County Fairgrounds with the understanding that Southern Valley County Recreation District would be responsible for liability insurance, paying for the use of electricity and maintaining parking area.

Chairman Hasbrouck made a motion to go into Executive Session per Idaho Code 74-206 1(b)-“To consider the evaluation dismissal or discipling of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.” Commissioner Allen seconded the motion. No further discussion, all in favor. Motion passed to go into Executive Session per Idaho Code 74-206 1(b)-Personnel. The commissioners went into Executive Session per Idaho Code 74-206 1(b)-Personnel at 3:00 p.m.

Chairman Hasbrouck brought the commissioners out of Executive Session per Idaho Code 74-206 1(b)-Personnel at 4:30 p.m. No decision was made as the purpose of the Executive Session was for evaluation purposes.

The commissioners adjourned at 4:30 p.m.

Elting H. Hasbrouck  
Chairman, Elting Hasbrouck

Attest:

Douglas Miller  
Douglas Miller, Clerk



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## VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday October 24, 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, Rheta Clingan

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

Assessor – June Fullmer

Clerk – Doug Miller

Prosecutor – Brian Naugle

Sheriff – Patti Bolen

Treasurer – Johanna Defoort

**Department Head Reports** - 5 Minutes each

Building Department – Annette Derrick

Court Services – Skip Clapp

Extension Office- Melissa Hamilton

Human Resources/Risk Management – Pat Duncan

**Action Item:** Sign Flex Plan Documents and Resolution

Information Technology – Jeremy Wilcox

Planning and Zoning-Cynda Herrick

Parks and Recreation- Larry Laxson

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

11:00 Road & Bridge Presentation- Jeff McFadden

**Action Item:** Approve Christensen/United Oil Credit Application

Approve RAC Grant Application for Lick Creek Road Improvement

11:30 **Action Item:** Open and Award Fuel Bid – Jeff McFadden

11:45 Commissioner Discussion

**Action Items:** Meeting Minutes of October 17, 2022

Sign Tyler Technologies Software as a Service Agreement for Eagle Software

Sign Tyler Technologies Software as a Service Agreement for Incode Software

Approve Letter of Support for NZ Youth Conservation Corps Grant Application

Approve Letter of Support for Idaho Trails Association Grant Application

Approve Letter of Support for Selway Bitterroot Frank Church Foundation Grant Application

*Approve Facts & Conclusions 20-03*

12:00 Recess for Lunch

1:00 **Action Item:** Tax Deed Sale

RP15N03E029010 SELLMAN W E 106 COUGAR RIDGE DR LENORE ID 83541  
TAX NO 15 IN SE SE AKA 50' CENTER IRRIGATION DIST ROW S2 T15N R3E

RP00327000024A TERTELING LAND CO PO BOX 1350 CASCADE ID 83611  
HARRIS COVE SUBDIVISION PART OF LOT 24

Treasurer, Johanna Defoort

1:30 Valley County Jail Walk Through

2:30 **Action Item:** Discussion/Decision on Southern Valley County Recreation Districts Proposal to Use Valley County Fairgrounds for Public Ice Rink

3:00 **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

Monday October 31, 2022