

**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
February 24, 2014**

**PRESENT: GORDON L. CRUICKSHANK (CHAIRMAN)
ELTING G. HASBROUCK (COMMISSIONER)
BILL WILLEY (COMMISSIONER)
DOUGLAS MILLER (CLERK)**

Meeting called to order by Chairman Cruickshank at 9:06 a.m.

Paula Fodrea led the pledge of allegiance.

Commissioner Hasbrouck made a motion to approve the agenda as presented. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the agenda as presented.

Valley County Deputy Auditor, Alysa Morrison presented the Commissioners with Junior College Tuitions, Claims and Board Order Claims totaling \$136,070.53. Commissioner Willey made a motion to approve Claims and Board Order Claims as presented and to have Alysa Morrison contact the colleges regarding the Junior College Tuition Claims. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve Claims and Board Order Claims totaling \$136,070.53 and to have Deputy Auditor, Alysa Morrison contact the colleges regarding the Junior College Tuition.

Valley County Assessor, June Fullmer reported that the move for the McCall Department of Motor Vehicles will be done on March 5, 2014. She reported that the McCall DMV will be closed on that day. She explained that the driver's license portion will be transferred on the March 12, 2014. The staff of the McCall DMV will only be able to do registrations until March 13, 2014 and at that time they will be able to do drivers licenses. Commissioner Hasbrouck wanted to know if there will be signs showing the location of the DMV? June advised that all of the signs have been purchased and a notice in the paper has been published.

Valley County Clerk, Douglas Miller presented Resolution 14-04 related to the Destruction of County Records. Commissioner Hasbrouck made a motion to sign Resolution 14-04. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to sign Resolution 14-04 related to the Destruction of County Records.

Valley County Treasurer, Glenna Young reported that the transient property roll has been mailed. She reported that the occupancy taxes were being reviewed by the tax programmers and should go out next week. On January 29, 2014, the Treasurer's Department sent out 520 letters to people who have not paid there 2010 taxes. She reported that 266 of those properties are Tamarack Properties.

Valley County Building Official, Anne Guarino reported that she had numerous calls regarding builders who want to build in the spring of 2014. Anne had a question regarding the resolution for destruction of County records? It was explained to her that any county records in need of destruction must be first compared to the county records retention schedule and there must be a resolution that would need to be signed by the Valley County Board of Commissioners.

Valley County Court Service Director, Skip Clapp reported that there are no residents at the juvenile detention center. He reported that Juvenile Court will be on March 12, 2014. Skip reported that Steve Jett with Canyon County Juvenile Detention Center will be conducting a Prison Rape Elimination Act audit of the Valley County Juvenile Detention Center. Commissioner Hasbrouck asked if Skip has been working with Facilities Supervisor, Ralph McKenzie on the remodel of the area that will be vacated by the Department of Motor Vehicles? Skip advised that he has been working with Ralph and advised that he is also working with Information Technology Director, David Crawford regarding the moving of the computer equipment. Skip informed the Commissioners that there was a slight flood at the McCall Annex and Ralph McKenzie is attempting to rectify the issue. Skip reported on the Prevention of Underage Drinking conference that will take place on March 5, 2014 and March 6, 2014.

Valley County Human Resource Director, Pat Duncan reported that she will be conducting interviews for University Of Idaho Extension Administrative Assistant position. She reported that there are two other openings for the County, part time Court Clerk Deputy and Dispatcher. She also reported that she will start recruiting for the Waterways seasonal positions. She stated that she is working on job descriptions for the proposed Grant Writer position. Commissioner Hasbrouck asked if there are any more trainings scheduled for departments? Pat advised that she has not scheduled anything but is planning on creating future trainings.

County Clerk, Doug Miller provided a reminder to all Elected Officials and Department Heads that when using the County Debit Cards; an itemized receipt must be turned in to the Auditor's office. He informed everyone that it is imperative that this is being done by all departments. Valley County Treasurer, Glenna Young advised that the bank statements are not receipts. Chairman Cruickshank informed the departments that if they have a situation where they do not have a receipt, the Department Head and or Elected Officials would need to make a presentation to the Board of Commissioners for the Commissioners to make a decision if the claim would be paid.

Valley County Prosecuting Attorney, Jay Kiiha reported on two trainings that will be coming up regarding trial preparation. Mr. Kiiha reported that he is beginning preparation for the Fiscal Year 2015 budget. He reported on House Bill 0454 related to Public Defender Contracts. He advised that he is watching this bill closely and will continue to advise the Commissioners if the bill is passed. He believed that if this bill is passed, the County will have to decide how to handle the Public Defender contract. Mr. Kiiha reported that he will be meeting with Lori Anderson of the Cascade Food Pantry regarding the possible lease at the Cascade Senior Center.

Valley County Information Technology Director, David Crawford presented the Open DNS license agreement that was previously approved by the Commissioners. He reported that Valley County Website is progressing but there was an issue with the menu structure that is being worked on. David reported that when he contacted eCivis, he was provided a different cost that was provided to Road Superintendent, Curtis Bennett. David was informed that two licenses would cost \$2,200. It was suggested by the Commissioners that David and Curtis contact eCivis to determine the actual cost of this product and report back.

Valley County Planning & Zoning Administrator, Cynda Herrick reported that David Crawford helped her get the list of the vacant lots in Valley County. Cynda reported that on March 1, 2014, at the American Legion there will be a presentation on the Payette Lakes River Games. She reported that the Board of Commissioners will need to have a public hearing regarding the business A.S.A.P. Portables. She reported that the Planning & Zoning Commission informed the business that they needed to side the buildings. The public hearing for the appeal was set for April 7, 2014, at 1:00 p.m. She reported on the Grose Conditional Use permit north of Donnelly, Idaho, where the A.S.A.P. Portables and the Inland Marine sign are at. A.S.A.P. Portables is required to remove the porta potties and Inland Marine will be applying for a Conditional Use Permit. The Grose permit was revoked by the Planning & Zoning Commission. Cynda reported on House Bill 480 related to design guidelines and the State wanting to prohibit them for commercial and industrial uses. Cynda stated that she is trying to obtain a scholarship for the Association of State Flood Plain Managers conference June 1, 2014, through June 6, 2014 in Seattle, Washington. Commissioner Hasbrouck commented that Cynda should attend the conference. Cynda informed the Commissioners that there is a new flood plain map in the Donnelly area. She also reported that in Colorado, there is a case where the government is using Imminent Domain to secure open space.

Larry Laxson, Valley County Recreation Director reported that all of the snow grooming equipment is running well. He reported that the snowmobile trails are a little soft. He indicated that he is working with Idaho Department of Parks Recreation on getting the Snow Groomer Operators avalanche training. He reported that Warren Crab Feed is on March 1, 2014 and the Wounded Warrior Ride is on March 8, 2014. He indicated that he has a meeting with Glenna Young regarding snowmobile registration sales.

Paula Fodrea with WICAP reported that this is the last week for the energy assistance program. She reported that Idaho Power has a moratorium not to turn off the electricity for the months of December through February. She reported that this needs to be applied for through Idaho Power. She reported on the Advisory Board meeting on February 27, 2014. Paula presented her annual report on programs and services offered at WICAP. This reported will be appended to the Commissioner meeting minutes.

Commissioner Willey made a motion to approve the Commissioner meeting minutes from February 17, 2014. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve the Commissioner meeting minutes from February 17, 2014.

Laila Kral with Idaho Technology Transfer Center conducted a presentation regarding the Roads Scholar Program. There were four employees from the Valley County Road Department who have completed the program. The employees who have completed the program were Sam St. Clair, Sam Clemens, Don Huston and Jeff McFadden. It was shared that these individuals were the first four to have completed the program in Valley County. The second step would be the Road Master's program. It was encouraged that the new Road Scholars continue with the Road Master's program.

Jane Cropp, Recreation Program Manager from the Payette National Forest presented two grants that the Payette National Forest Service would be submitting to the Resource Advisory Committee. The first grant is for the Payette National Forest 2014 Youth Conservation Program. The second grant is for 2014 Forest-Wide Trail Maintenance Program. Ms. Cropp is requesting support letters from the Valley County Board of Commissioners for the two grants. Chairman Cruickshank advised that the Commissioners will be reviewing all of the support letters that are coming in and making a decision which applications to support on March 10, 2014.

Chairman Cruickshank advised that the Commissioners would be going into closed hearing for Indigent and Charity at 11:24 a.m.

Commissioner Cruickshank brought the Commissioners out of Indigent and Charity at 11:35 a.m.

Decision after Indigent and Charity:

14-HP064 Request for Approval for Cremation

14-WY050 Request for Approval for Burial

13-CS075 Request for order of Dismissal

14-MG051-3 Amended Determination of Approval

13-PN050 Release of County Indigent Lien

14-GM052 Release of County Indigent Lien

13-RS054 Release of County Indigent Lien

14-JM092 Final Determination of Denial

14-JC076 Final Determination of Denial

Mary Faurot with the Boise National Forest provided an update on the extra snowmobile trail mileage and moving forward with completing the analysis. She reported that she received some critical comments from the Idaho Conservation League and a few support letters from Mr. Ron

Board of County Commissioners Meeting

February 24, 2014

Page 4

Julian and Ms. Sandra Mitchell. Ms. Faurot reported that she is expecting a draft of the analysis by late spring 2014. She informed the Commissioners that at the Van Wyck Bridge, it was discovered that several people are not using the detour for the snowmobile trail that was built. It appeared that some individuals are using a trail bridge to cross. She advised that they are working on this issue with Road Superintendent, Curtis Bennett and Recreation Director, Larry Laxson. Ms. Faurot would like to accompany a snow groomer out in the field to see the work that is being done on the snowmobile trails in the Boise National Forest. She would also like to conduct a meet and greet with the general public who are recreating on the snowmobile trails. She reported that the Boise National Forest is working with Stephanie Johnson on a fuel reduction project at French Hazard. She explained that the Forest Service is excited for the project. Ms. Faurot reported on four grant proposals that the Boise National Forest would be submitting through the Resource Advisory Council and is requesting support letters from the Commissioners. Chairman Cruickshank explained that the Commissioners will be reviewing all support letters for the RAC grants on March 10, 2014.

Commissioners adjourned for lunch at 12:04 p.m.

Commissioners returned from lunch at 1:00 p.m.

Valley County Road & Bridge Superintendent, Curtis Bennett discussed the eCivis grant software and advised that he would inquire further about the cost. Curtis provided a proposal for Parametrix to complete a Transportation plan. The proposal that was submitted would cost \$10,000. Commissioner Hasbrouck asked if some of the roads are secondary routes and would the roads stay on the plan? Curtis advised that these roads would still remain on the plan. Curtis believed that if there are emergency routes identified, it might be easier to apply for grants. Curtis stated that Parametrix would also work with the Planning & Zoning Administrator. Chairman Cruickshank believed that the secondary roads need to be included in the plan. Curtis advised that he has also requested a proposal from Horrocks Engineering.

Curtis advised that a few people from Yellowpine have contacted him regarding drainage issues. He advised that the best solution is for Yellowpine community is to pursue a grant to get the funding for the engineering and construction of a project specifically for drainage.

Curtis submitted a letter for the Commissioners to review regarding snow removal of High Valley. The letter attempted to answer the concerns of the residents of High Valley. The Commissioners approved the content of the letter.

Curtis advised that with the weather conditions that are forecasted, he will be enforcing spring break up limits on effected county roads.

Curtis advised that he is working with Human Resource Director, Pat Duncan on preparing a Road Safety manual.

Valley County Sheriff's Department Captain, John Coombs presented on the proposed Communication Tower that would be built behind the Emergency Operation Center. Captain Coombs advised that the Cascade Fire Department and Cascade Police Department have had trouble communicating with Valley County Dispatch. Captain Coombs stated that there are funds available through Bureau of Homeland Security for the construction of the project.

Captain Coombs indicated that he can pay for the entire project with Bureau of Homeland Security funds but does not have funds available for the fencing around the proposed tower. Captain Coombs estimated that the cost of the fencing would be \$5,000. The Cascade Planning & Zoning would be requesting through the Cascade City Council to waive the restrictions in order for the tower to be built at the location. Captain Coombs explained that the County would gift the other existing towers to the City of McCall and to the City of Cascade. Captain Coombs advised that two separate communication firms have advised the County to raise the antenna for better communication. Captain Coombs advised that there is \$10,000 in the Sherriff's Department contingency account to pay for the fencing. Commissioner Hasbrouck suggested that Captain Coombs talk with the City of Cascade to see if they would be willing to assist with the cost of the fence. Captain Coombs has also talked with Curtis Bennett about doing some of the excavating work that would need to be done. Captain Coombs reported that the Planning & Zoning Commission would require that if any trees are cut down, trees would need to be replanted on County property. They would also want the County to pay for the cost of painting the tower. Captain Coombs reported that there is no funding available to pay for the painting of the tower. It was also asked if any other agencies could use the Communication Tower and Captain Coombs explained that the only agencies that would be able to use the tower would be emergency services or law enforcement. Captain Coombs is hoping that this project will start in the near future.

Solid Waste/Facilities Supervisor, Ralph McKenzie reported that the water heater at the McCall Annex is failing and the replacement cost is \$6,000. Ralph reported that this cost would include the installation. Ralph discussed the damage at the Lake Fork Shop and reported that he was able to repair the garage door. He reported that the counter for the McCall Department of Motor Vehicle that is being built would be moved on February 27, 2014.

Commissioners adjourned meeting at 2:20 p.m.

Gordon Cruickshank, Chairman

Attest:

Douglas A. Miller, Clerk