

Valley County Board of County Commissioners

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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
April 8, 2013**

**PRESENT: GORDON L. CRUICKSHANK (CHAIRMAN)
ELTING G. HASBROUCK (COMMISSIONER)
BILL WILLEY (COMMISSIONER)
ARCHIE BANBURY, CLERK**

Meeting called to order by Chairman Cruickshank at 9:01 a.m.

The Pledge of Allegiance to the flag of the United States was led by Cynda Herrick.

Chairman Cruickshank asked to add the Cascade Senior Center, as concerns their lease, at 10:00 a.m. to the agenda. Commissioner Willey moved for approval of the agenda as amended. Commissioner Hasbrouck seconded and the motion carried, unanimously.

Commissioner Hasbrouck moved for approval of the claims as presented, \$352,135.45, which included Board Ordered Claims of \$5,113.97. Second by Commissioner Willey and carried unanimously.

Commissioner Hasbrouck moved for approval of two Junior College certifications for Eva Harrower and Logan Crevelt. Commissioner Willey seconded, and the motion carried unanimously.

Anne Guarino, Building Department, reported that two more sets of house plans went out this week, and a couple more are coming in. She has sent out two separate plans for review. She attended the WUI meeting last week as concerns fire mitigation. The building codes regarding fire mitigation were discussed as well. Her office is nearly finished.

Pat Duncan, HR Director reported that Jerry Robinson had submitted his resignation for retirement and his vacancy will be announced May 1st. Commissioner Hasbrouck suggested double encumbrance of that position for one month, and also requested that the Commissioners be provided with a copy of the departmental policies for Road and Bridge. A budget adjustment will be required for double encumbrance of the Road Superintendent's position. She is still working on Sick Leave to Retirement program.

David Crawford, I. T. Director, reported on the mobile device policy for users of the County I. T. resources intended to limit exposure to viruses, etc. He will meet with all departments and explain the need for these restrictions. He will be placing analytics on the web site to track assistance in determining the public's interests.

Cynda Herrick, Planning and Zoning Administrator, reported. She distributed a copy of the letter she asked to be sent to Idaho Transportation Department concerning recreation signage. Commissioner Hasbrouck moved for approval and authorization for the Chairman to sign, second by Commissioner Willey and carried unanimously.

She reported on her attendance the Payette River Scenic Byway meeting. The Scenic Byway Committee is considering revising the plan previously adopted with a plan that is more restrictive.

Cynda noted the status of the gas and oil ordinance. There are environmental concerns regarding cloud seeding and the use of silver iodide to do so.

Larry Laxson, Groomer Coordinator reported that the CATS are being pre-seasoned. The Forest Service is being required to issue a winter recreation plan which may restrict snowmobiling. This will be discussed at the winter recreation meeting tomorrow at 9:30 a.m. Cougar Mountain Snowmobilers have indicated interest in upgrading the Wellington Snow Park with picnic tables, fire pits and other amenities.

Paula Fodrea reported that WICAP has announced applications for an Executive Director which shall remain open until filled. Still receiving lots of requests for help with rent and power costs from residents.

June Fullmer reported the Valley County Assessment information is now available on the State Tax Commission's website. Also, Charles Pickens is returning from his retirement to help in completing the Assessment Roll.

Clerk Banbury reported on the forth coming budget development process. Budget worksheets will be distributed to the department heads and elected officials this week, together with a budgeting calendar.

Treasurer Glenna Young reported she has sent out the tax deed "pre" letters to over 300 property owners to stimulate responses. Almost half have responded that they will be paying. She has also billed the Jughandle LID participants for payments. Commissioner Willey moved for approval of Resolution No. 13-7 directing the closure of Jughandle LID Fund No. 5 and establishing Jughandle LID Trust Fund No. 9105. The Trust fund will include provisions for three accounts (line items for interest, payments and reserve). Second by Commissioner Hasbrouck and carried.

Margaret Yamamoto appeared and discussed the lease of the senior center. She discussed WICAP employees, and inquired if they could have a Valley County employee available to deal with plant and equipment issues at the senior center. She is troubled because their insurer for the property does not offer a liability policy. They have no employees, their funding was cut. CCOA has paid Worker's Compensation for hourly employees.

In summary, the issues facing the Senior Center in Cascade are issues concerning liability insurance, worker's compensation for volunteers and trouble shooting by a capable person for problems with the building and the utilities. The seniors don't want to be involved in the management and volunteers are scarce to nonexistent.

Closed session for Indigent and Charity at 10:45 a.m.

- 12-LC070 Hearing Scheduled – No one showed-Final Denial
- 13-BH071 Request for Assistance Denied
- 13-CM090 Request for Assistance Denied
- 13-AC070 Request for Assistance Suspended
- 13-CM056 Request for Lien – New Application
- 13-DV064 Request for Lien – New Application
- 13-JA079 Request for Lien – New Application
- 13-BH071 Request for Lien – New Application
- 13-LD080 Request for Lien Release
- 13-MG064 Request for Lien Release

Reconvene regular session at 11:08 a.m.

Commissioner Hasbrouck moved to authorize any Commissioner to sign subpoenas to be issued for indigent inquiries and/or investigations, as they need to be submitted in a timely manner. Second by Commissioner Willey and carried unanimously.

Cynda Herrick appeared and discussed the selection of the Noise Specialist for the Nisula Gravel Pit issue. She has proposals from Bionomics, Strata and Mullins.

She discussed the proposals, and noted that she is working to reduce the time necessary to do the work, and thereby the cost. She would like more definitive proposals. The Board agreed with Cynda and she will contact the applicants for further clarification.

Commissioner Willey moved for approval of the minutes of April 1, 2013. Second by Commissioner Hasbrouck and carried unanimously.

Commissioner Hasbrouck moved to approve of the first quarter 2013 STAG Grant report and authorize the Chairman to sign the same. Second by Commissioner Willey and carried, unanimously.

A discussion of the proposed recreation director's duties followed. Larry Laxson provided a summary of his proposed activities. He also included an overview of the Cougar Mountain Club's proposal for use of the Wellington Snow Park. Pat Duncan provided a copy of the job description. Commissioner Willey read the job description into the record, and it is incorporated herewith as a part of these minutes.

Rick Certano, McCall Chamber of Commerce and President of Brundage Resort spoke concerning his views of the duties of this position and stated the goal should be clarified in the job description. In his view the goal is already being met. He discussed the effectiveness of the existing McCall Website. He noted that the results should be measurable, as are the snowgrooming efforts. He offered his assistance.

Dennis Marquet spoke concerning the former “event coordinator” previously proposed to avoid two or more events occurring simultaneously, which he feels is detrimental to each of the activities.

Mayor Don Bailey of McCall spoke and suggested the Recreation Director would likely need one or more assistants. He also spoke of his concern that the Department of Commerce Grant opportunity may not match this proposed position. He also suggested the Economic Development Committee be involved in these discussions. He favors a total Economic Development person, not limited to recreation.

Michelle Groenvelt, City of McCall Community Development Director also offered her assistance. She also doesn't feel the position would fit the grant and inquired as to who would be in charge of this position. The position needs a budget to work from.

Recess for lunch at 12:10 p.m.

Reconvene in regular session at 1:05 p.m.

June Fullmer appeared for the purpose of discussing her need for a part time employee to assist at the McCall Annex for DMV responsibilities. She prepared charts to demonstrate the workload in both locations. McCall has one person doing both driver's licenses and registration whereas Cascade divides the work between the Assessor and the Sheriff. McCall is nearly as busy as Cascade, but has only one individual to do the work done by two in Cascade, although the work is not full-time for the Sheriff's employee issuing driver's licenses in Cascade. She will return next week for more questions and answers after collecting more information.

Rob Mason, Frank Church Foundation executive Director appeared to discuss the SW Resource Advisory Committee as a source of funding for the Foundation. Recent impediments to the distribution of Title II RAC funding will impact his ability work in the Frank Church Wilderness area. He has staff in Valley County (2) during the summer months. They are a non-political organization, and have received \$48,000 in the past year from the RAC, which was largely expended on the Indian Creek launch and on trail work in the Pistol Creek drainage. He discussed the funding for his projects in Frank Church Wilderness, and his hopes for continued funding.

Jay Kiiha appeared for the purpose of discussing the Prosecutors office. He is considering Sergei Dravinski a graduate of Columbia University and a former New York City Police Officer, who is now a licensed attorney. He has offered him a job at \$58,000 per year.

Motion by Commissioner Hasbrouck, second by Commissioner Willey and carried to enter executive session as provided by Idaho Code 67-2345(1)(b) and (f) . Roll Call Vote: Commissioner Hasbrouck, “aye”, Commissioner Willey, “aye” and Chairman Cruickshank, “aye”.

Convene executive session at 2:10 p.m.

2:27 p.m. Reconvene regular session. No decision made.

2.28 p.m. Convene executive session per IC 67-2345(1)(f) pending litigation.

2:45 p.m. Resume regular session. No decision made

Ralph McKenzie appeared to discuss solid waste volumes and other solid waste matters. He provided a drawing depicting the traffic pattern, scales and other facilities to be constructed. He is having the plans reviewed to better fit the site. He discussed the north court house building repairs, and noted that he is awaiting an engineering report. He has received a preliminary estimate on costs. He asked for and received permission to renew the Courthouse/Sheriff's Landscaping contract.

Jerry Robinson appeared and discussed validation of Warren Wagon Road. Cynda Herrick joined him and the Board reached a decision to proceed with a public hearing and road validation. The public hearing is to be held in June. Approximately 1 hour will be needed, should be scheduled in the afternoon

He provided documentation from Custer County to support a "piggyback" bid situation. Commissioner Hasbrouck moved to approve a piggyback bid from North American for dust abatement control. Second by Commissioner Willey and carried.

Forest Road and Trails Act (FRTA) easements on the National Forest, presently in place and planned for the future were reviewed from maps that Jerry provided for both the Boise and Payette National Forest and generally approved as drawn. Commissioners provided their input and asked Jerry to move forward with the routes suggested that do not have FRTA easements, however a detailed list must be prepared and submitted to the Board for final approval

Adjourned at 4:05 p.m.



Gordon L. Cruickshank, Chairman

Attest:



Archie N. Banbury, Clerk

AB/akm4-11-13



Valley County Job Description

Job Title: Recreation Director
Reports to: Commissioners or their designee
Pay Class:

Date Last Revised: April, 2013
FLSA Status: Exempt

Job Summary

Under the direction of the Valley County Commissioners or their designee the Recreation Director will seek out and maintain programs and opportunities to grow the recreation industry in Valley County. The primary purpose of this position is to look for ways to improve the economics of Valley County through recreation.

Duties and Responsibilities

- Seeks out opportunities to grow recreational programs.
- Develops and maintains new recreational programs.
- Works with Economic Advisory Council on ways to improve the recreational industry for Valley County.
- Provides awareness of the various opportunities available for recreation in Valley County.
- Coordinates with volunteer groups or individuals to enhance recreational programs in Valley County.
- Manages and oversees Valley County public parks.
- Oversees, coaches, and develops recreation department employees.
- Ensures employees are working safely and proper safety procedures are being followed by employees.
- Annually, aids and assists in development of the budget for the ensuing fiscal year.
- With input from Economic Council and other stakeholders creates 3 year strategic plans.
- Manages and oversees snow grooming program.
- Must be able to develop and maintain working relationships with the public, fellow employees, and supervisors.
- Must be reliable and arrive to work on time.
- Other duties as assigned.

Qualifications

- Bachelor degree in related field or equivalent experience.
- Ability to effectively work with the public.

- Conflict management skills.
- Proficient understanding of business and economic development models.
- Valid Idaho Driver License with class A CDL preferred.
- Ability to be on call after hours when needed.
- Ability to work independently.
- Must live and work in Valley County.

Working conditions and physical demands

- Exposure to winter out of door temperatures.
- Ability to walk, stoop, stand, sit, lift, reach, see, hear, and talk.
- Exposure to petroleum fuels and lubricants.

Employee Signature:

Date:

Signature:

Date:

Chairman, Commissioners
