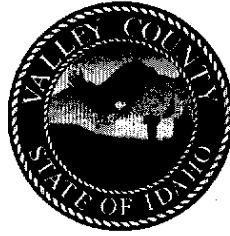


# Valley County Board of County Commissioners

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**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS  
CASCADE, IDAHO  
April 9, 2018**

**PRESENT: BILL WILLEY (COMMISSIONER)  
ELT HASBROUCK (COMMISSIONER)  
GORDON CRUICKSHANK (CHAIRMAN)  
DOUGLAS MILLER (CLERK)**

Meeting called to order by Chairman Cruickshank at 9:02 a.m.

Commissioner Willey led the Pledge of Allegiance.

Chairman Cruickshank presented the commissioner's agenda for April 9, 2018. 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 commissioner's agenda for April 9, 2018.

Senior Deputy Auditor, Christina Shaffer, presented the Commissioners with Claims, Board Order Claims and Junior College Applications.

## Fiscal Year 2018 Claims

|                    |              |
|--------------------|--------------|
| General Fund       | \$143,587.08 |
| Road & Bridge      | \$19,858.12  |
| District Court     | \$970.90     |
| Indigent & Charity | \$23,490.80  |
| Junior College     | \$4,550.00   |

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|                              |              |
|------------------------------|--------------|
| Revaluation                  | \$122.83     |
| Solid Waste                  | \$79,722.85  |
| Tort                         | \$82,899.78  |
| Weeds                        | \$662.53     |
| Waterways                    | \$54.96      |
| McCall-Donnelly Snowmobile   | \$3,110.73   |
| Cascade-Warm Lake Snowmobile | \$1,573.77   |
| Smiths Ferry Snowmobile      | \$125.00     |
| Board Order-Auditors Trust   | \$232.79     |
| OHV Trust                    | \$23.32      |
| Court Facilities Trust       | \$11,128.38  |
| <hr/>                        |              |
| Total:                       | \$372,113.84 |

Commissioner Hasbrouck made a motion to approve the Claims, Board Order Claims and the Junior College Applications that met the eligibility requirements and deny one that did not meet the residence requirements. Commissioner Willey seconded the motion. Motion passed to approve the Claims, Board Order Claims and the Junior College Applications for, Mr. Harley Masterson, Ms. Alexis Ward, Mr. Scott Carr, Mr. Dillon Wilkinison, Ms. Breanna Ellis, Mr. Lyle Nelson, Ms. Remy Sawdy and Ms. Liloyna Wise and deny the one Junior College Application for Ms. Haley Calkins because it did not meet the residence requirements.

Assessor, June Fullmer informed the commissioners that the new plat clerk would be starting on April 10, 2018. She reported on office coverage for the Assessor's Office and she also provided an update related to the work that had been conducted by the appraisers. June informed the commissioners that she would be working on cleanup legislation related to park models.

Clerk, Douglas Miller provided an overview of matters related to the Clerk's Office. He asked the commissioners about the stainless steel toilets that would be removed from the juvenile detention center. The commissioners advised that they would recommend that the equipment be stored to be used for possible replacements.

Treasurer, Glenna Young provided the commissioners with the Treasurer/Clerk Joint Quarterly Report for the commissioners to review and approve. Commissioner Willey made a motion to accept the Treasurer/Clerk Joint Quarterly Report. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to accept the Treasurer/Clerk Joint Quarterly Report.

Glenna Young presented the commissioners with the Solid Waste/Forest Service Permits for Yellow Pine and Warm Lake Transfer Sites. She explained that the Forest Service removed the annual permit fee for the Solid Waste Transfer Sites at Yellow Pine and Warm Lake. Commissioner Willey made a motion to have the chairman sign the Solid Waste/Forest Service Permits for Yellow Pine and Warm Lake Transfer Sites. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve and have the

chairman sign the Solid Waste/Forest Service Permits for Yellow Pine and Warm Lake Transfer Sites.

Building Official, Annette Derrick presented to the commissioners that David Marshall had completed his building inspector certification. She advised that she had been working on a policy related to violations that are discovered by the building inspectors.

Juvenile Probation Officer, Dee Dee Phillips provided an update regarding work that she had been conducting. She elaborated on what programs she had been able to develop to reduce recidivism in Valley County. She presented to the commissioners that she had acquired five new juvenile probation cases within the past month. She informed the commissioners that she was also assigned to a sub-committee to work on the Idaho Department of Juvenile Corrections guidelines and standards related to juvenile probation. She provided a brief overview of the process and why there was a need to update the standards and guidelines. She also provided an overview of the changes that would be forthcoming related to Idaho P.O.S.T Academy for Juvenile Probation. Dee Dee explained that she has passed the appropriate testing to become a certified Idaho P.O.S.T. Academy Instructor. She explained that she would also be collaborating with Idaho Federation of Families to provide training related to juveniles who have mental health issues. She further provided the commissioners with an update on other matters that she had been working on related to juvenile probation in Valley County.

University of Idaho Educator, Melissa Hamilton provided an update to the commissioners related to the University of Idaho Extension Office. She thanked her staff for the work that had been conducted while she was out on maternity leave. She provided an update of work that had been completed by Ms. Josie Greenwood who was with Americorp. Melissa again explained how there was a collaborative effort between Valley County, University of Idaho and Palouse Organization to employ Ms. Greenwood for eleven months. Melissa reported that she would be wrapping up the small farms program and advised that there were nine participants. She advised that the status of the master gardener class that she also had been facilitating. Melissa discussed the Inspire Idaho program and provided a brief overview of the program.

Human Resource Director, Pat Duncan provided an overview of the work that she had been conducting as well as the openings that Valley County currently had.

IT Director, David Crawford provided an overview of projects that the IT Department had been working on including the upgrade of the 911 System. He also reported on improvements that were needed at the jail including the intercom system and advised the commissioners about the current status of radios in the patrol vehicles. He provided an update regarding the Key Card Entry System that was implemented for the courthouse.

Planning & Zoning Administrator, Cynda Herrick reported to the commissioners about possible vacation of right of ways on different Valley County roads. She believed that the matter should be reviewed by the Planning & Zoning Commissioners. The commissioners requested that Cynda take the matter to the Planning & Zoning Commissioners. Cynda presented the commissioners with a public right of way near High Valley Road that does not have public access. She advised that the right of way was landlocked. The commissioners believed that the matter also needed to go to the Planning & Zoning Commissioners. She reported on other matters that the Planning & Zoning Department had been working on.

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Parks and Recreation Director, Larry Laxson provided the commissioners with an update of meetings that he had attended for last two weeks. He explained that there needed to be decisions made on several different matters. He reported on maintenance that would need to be done on the snow groomers during the spring and fall. He discussed the Payette Forest Coalition Project 5 programs and advised expansions that would be reviewed. He advised that an environmental assessment would need to be conducted. He reported to the commissioners that there had been a claim submitted to ICRMP for the Francie Wallace building that had been damaged. He reported on the ISSA meeting that would be taking place and matters that would be discussed at the meeting. He also provided a brief update of the status of the campground host at Wellington Campground.

Road Superintendent, Jeff McFadden provided the commissioners with an update of the bid process for the Warren Wagon Road Project. He advised that he had been asked to review the speed limits for West Mountain Road and he explained that it would require a speed study to be completed. He reported that the Valdez Pit expansion would be going through the Planning & Zoning Commissioners for a public hearing. Jeff presented the ID Valley 21(8) Warren Wagon Road, MP 7.6 Match Agreement Federal Lands Access Program. Commissioner Hasbrouck made a motion to approve the ID Valley 21(8) Warren Wagon Road Federal Lands Access Agreement and authorize the chairman to sign. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the ID Valley 21(8) Warren Wagon Road Federal Lands Access Agreement and authorize the chairman to sign.

Chairman Cruickshank advised that the commissioners would be going into Indigent & Charity at 10:51 a.m.

Chairman Cruickshank brought the commissioners out of Indigent & Charity at 11:23 a.m.

Decision after Indigent & Charity

|          |   |
|----------|---|
| 05-T009  | Request for pay off amount  |
| 11-SW079 | Request for reconsideration of pay off                            |
| 18-GE047 | Request for Decision on Burial/Cremation                          |
| 18-DB052 | Request for Decision on Burial/Cremation                          |
| 18-CW068 | Request for Denial on Burial/Cremation                            |
| 18-KA072 | Request for County Indigent Lien/New Application<br>(Non-Medical) |
| 18-KA072 | Request for Decision (Non-Medical)                                |
| 18-VH062 | Request for County Indigent Lien/New Application                  |
| 18-TC061 | Request for County Indigent Lien/New Application                  |

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18-AS095

Request for County Indigent Lien/New Application

18-KO060

Request for Amended Approval

Mr. Dale Allen and Monty Moore with the Valley County Gun Club presented to the commissioners. Mr. Dale Allen who resides at 914 Chipmunk, McCall, Idaho provided an update to the commissioners on what had been done to establish a shooting range in Valley County. He provided an overview of what the group had done to establish a formal gun club and shooting range in Valley County. He advised that there were currently 105 charter members of the Valley County Gun Club. He recognized individuals who had assisted with the creation of the gun club and the shooting range. Mr. Allen provided a map to the commissioners of the possible location of the shooting range and the gun club. He estimated that the total cost would be approximately \$300,000 and advised that the Valley County Gun Club had applied for grants to fund the project. He described the construction plans of the facility and provided plans to the commissioners for review. He further described the shooting range and the setup of the shooting range. Mr. Allen informed the commissioners about the material that would be used for construction of the ranges. He provided a timeline of the completion of the gun range and advised that their goal was to be open August 18, 2018. He advised that it would be a gun club but also would be available to the general public. He described the membership levels and the requirements. He advised that the local law enforcement would be allowed to use the range and explained that the hunter's education would be able to utilize the range. He requested that the commissioners donate approximately 250 yards of pit run and 500 yards of road base. The commissioners did have questions for Mr. Allen regarding operation hours and if there were any residences near the proposed site. Mr. Allen advised that the hours of operation would be normal business hours and he advised that the nearest residences were one mile away. Commissioner Willey asked about the fee structure and Mr. Allen provided a handout for the commissioners to review. He also informed the commissioners that there might be a possibility for winter use but a decision had not been made. He also informed the commissioners about the signage that would be posted. Mr. Allen described the lease with the Idaho Department of Lands and the bonds that are required. It was advised that the Valley County Gun Club would like to make the gun club a destination location. The presentation concluded from the Valley County Gun Club.

Chairman of the Waterways Committee, Al Wonenberg presented the proposed Waterways Ordinance that was created by the Waterways Committee. He provided an overview of the process that had taken place regarding the creation of the Waterways Ordinance that had been done in the past. He advised that they recently had Valley County Prosecuting Attorney, Carol Brockmann provide guidance regarding the proposed ordinance. Mr. Wonenberg informed the commissioners of the changes that had been made as well as the compromises that had been made after discussions with Payette Lake Protective League. He specifically described the requirement for juveniles to take a boating course when operating certain type of motorized boating equipment. He also described the addition of the no wake zones that were added to the proposed ordinance.

The commissioners recessed for lunch at 12:10 p.m.

The commissioners returned from lunch at 1:00 p.m.

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Heidi Caldwell with WICAP provided a certificate of appreciation to the Valley County Commissioners for the collaborative work that the commissioners have done with WICAP over the years. She also provided an annual report for the commissioners to review. A copy of the handout will be appended to the commissioner meeting minutes. Mary Gauthier with WICAP provided an overview of new programs that would be offered in Valley County for seniors which would partner with the head start program. She discussed some of the challenges that WICAP had been addressing in Valley County. She advised that challenges are bilingual communication and child care for low income family. Heidi presented to the commissioners regarding the homemaker program in Valley County.

Chairman Cruickshank presented the meeting minutes of March 23, 2018 and March 26, 2018. Commissioner Hasbrouck made a motion to approve the commissioner meeting minutes of March 23, 2018 and March 26, 2018. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the commissioner meeting minutes of March 23, 2018 and March 26, 2018.

Chairman Cruickshank advised that the commissioners had received via email a request from the Valley County Snowmobile Committee to accept Vic Greenfield to the Valley County Snowmobile Committee. Commissioner Willey made a motion to accept Vic Greenfield to the Valley County Snowmobile Committee. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to appoint Vic Greenfield to the Valley County Snowmobile Committee.

Human Resource Director, Pat Duncan began the review of the Road Technician wages. She provided her opinion related to the BDPA study that was done related to salaries and believed that the study did not take into consideration for the Road Technician the full job descriptions and the requirements to operate heavy machinery. She believed the commissioners needed to consider moving the road technician position up one level for those employees that operate heavy machinery. She believed that the starting salary should be raised to \$16.52. The commissioners advised that they would not be making a decision today but would be taking the matter under advisement. Road Superintendent, Jeff McFadden advised the commissioners that he was attempting to fill at least two Road Technician II positions.

Human Resource Director, Pat Duncan began the review of the Sheriff's Office wages specifically for the Deputy Patrol position. She informed the commissioners that she conducted an analysis of the Sheriff's Office wages and described the difficulties of attracting applicants. She provided a handout for the commissioners to take into consideration regarding a salary survey that she had conducted. The commissioners again advised that they would be taking the matter under advisement for a possible decision to be made on April 16, 2018.

Human Resource Director, Pat Duncan presented the commissioners with the Department Head Job Descriptions for the commissioners to formally approve. She did not believe that the commissioners had formally approved the job descriptions when these were developed by BDPA. The commissioners reviewed each job description for the Department Head positions. She presented the IT Director, Building Official, Planning & Zoning Administrator, Court Services Director, Recreation Director and Road Bridge Superintendent job descriptions. Commissioner Willey made a motion to approve the Department Head Job Descriptions with

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modifications to the Planning & Zoning Administrator and Recreation Director position. Chairman Cruickshank seconded the motion. No further discussion, all in favor. Motion passed to approve the Department Head Job Descriptions with modifications to the Planning & Zoning Administrator and Recreation Director position.

Commissioner Hasbrouck excused himself at 2:00 p.m.

Human Resource Director, Pat Duncan began the review of the Point Factor Analysis for Department Heads. She explained that the point factor analysis had been completed for employees and the commissioners needed to go through the point factor analysis with the commissioners. The commissioners went through the Point Factor Analysis for the Department Heads but concluded to continue to the process on April 16, 2018.

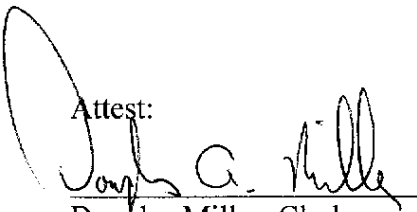
Mr. Cutler Umbach who resides at 23 Sharlie Lane, McCall, Idaho, representing the Payette Lake Protective League Incorporated presented a proposed Waterways Ordinance that they would like the commissioners to consider. He provided a written statement that he read to the commissioners. He referred to the changes that the Payette Lake Protective League Incorporated had made to the ordinance. He advised that they would urge the county commissioners to use the ordinance that had been created by the Payette Lake Protective League Incorporated. Chairman Cruickshank asked Mr. Umbach if he attended the workshops that were conducted by the Waterways Committee. Mr. Umbach advised that he did not attend the meetings but there were members of the Payette Lake Protective League Incorporated who attended to the workshops. Mr. Umbach concluded the presentation.

Clerk, Douglas Miller presented to the commissioners Fiscal Year 2019 Budget Workshops. He suggested that the commissioners schedule the Budget Workshops as were done last year. The commissioners agreed that they would again have numerous budget workshops at the end of each day of the commissioner meetings.

Commissioner Hasbrouck returned to the meeting at 3:45 p.m.

Assessor, June Fullmer presented to the commissioners a request to obtain additional monitors for the appraisers. Statistician, Anthony Franseconi presented to the commissioners research that he had conducted regarding the benefits he had found related to employees having dual monitors. IT Director, David Crawford provided an overview of his position and what he has been hired to do as the IT Director.

Commissioners adjourned the meeting at 4:47 p.m.

Attest:  
  
Douglas Miller, Clerk

  
Chairman, Gordon Cruickshank

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## VALLEY COUNTY COMMISSIONERS MEETING AGENDA Monday, April 9<sup>th</sup>, 2018

**DOUGLAS A. MILLER**  
*Clerk*  
dmiller@co.valley.id.us

**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 Claims, Board Order Claims & Junior College Tuition- Senior Deputy Clerk, Christina Shaffer
- 9:10 **Elected Official Reports/Discussion**  
Assessor – June Fullmer  
Clerk – Doug Miller  
Juvenile Detention Equipment Discussion/Decision  
Prosecutor – Carol Brockmann  
Sheriff – Patti Bolen  
Treasurer – Glenna Young  
Treasurer/Clerk Joint Quarterly Report

### **Department Head Reports** - 5 Minutes each

- Solid Waste-  
Approval of Solid Waste/Forest Service Permits  
WICAP  
Building Department – Annette Derrick  
Court Services – Dee Dee Phillips  
Extension Office- Melissa Hamilton  
Human Resources/Risk Management – Pat Duncan  
Information Technology – David Crawford  
Planning and Zoning-Cynda Herrick  
Parks and Recreation- Larry Laxson  
Road & Bridge- Jeff McFadden  
ID Valley 21(8) Warren Wagon Road, MP 7.6 Match Agreement Federal Lands  
Access Program

- 10:30 Indigent and Charity



- 11:05 Commissioner Discussion (Correspondence)  
Meeting Minutes of March 23, 2018  
Meeting Minutes of March 26, 2018  
Acceptance of Vic Greenfield to Donnelly Snowmobile Committee  
Approval of Forest Service Special Use Permits for Warm Lake Transfer Site &  
Yellow Pine Transfer Site
- 11:15 Valley County Gun Club Presentation-Mr. Dale Allen and Mr. Monty Moore
- 11:30 Request from Assessor, June Fullmer for IT Equipment
- 11:45 Proposed Waterways Ordinance Presentation- Mr. Al Wonenberg, Waterways Committee
- 12:00 Recess for Lunch
- 1:00 WICAP Presentation
- 1:30 Review of Road Technician Wages – Human Resource Director, Pat Duncan
- 1:45 Review of Sheriff's Office Wages – Human Resource Director, Pat Duncan
- 2:15 Department Head Job Description Approval – Human Resource Director, Pat Duncan
- 2:30 Review of Point Factor Analysis for Department Head Positions by Commissioners –  
Human Resource Director, Pat Duncan
- 3:15 Cascade Chamber of Commerce Update – Ms. Sharon Bixler
- 3:30 Proposed Waterways Ordinance Presentation-Payette Lake Protective League  
Incorporated-Mr. Cutler Umbach
- 3:45 Fiscal Year 2019 Budget Workshop Schedules-Clerk, Douglas Miller

Adjourn

COMMISSIONERS FUTURE MEETING DATE  
Monday, April 16, 2018