

**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS
CASCADE, IDAHO
April 7, 2014**

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

Meeting called to order by Chairman Cruickshank at 9:07 a.m.

Commissioner Willey led the pledge of allegiance.

Commissioner Willey made a motion to approve the agenda has presented for April 7, 2014. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve the Commissioners agenda for April 7, 2014, as presented.

Commissioner Hasbrouck made a motion to approve the Commissioner Minutes from March 31, 2014. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the Commissioner Meeting Minutes from March 31, 2014.

David Crawford, Valley County Information Technology Administrator presented the Barracuda License Renewal and the Boise Office Equipment maintenance agreement. Commissioner Hasbrouck made a motion to approve the Boise Office Equipment maintenance agreement and the Barracuda License Renewal. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to approve the Boise Office Equipment maintenance agreement and the Barracuda License Renewal.

David also presented the Xerox contract renewal that is through Boise Office Equipment. Commissioner Willey made a motion to approve the Xerox contract renewal through Boise Office Equipment. Commissioner Hasbrouck seconded the motion. No further discussion, all

in favor. Motion passed to have the Chairman sign the Xerox contract renewal agreement through Boise Office Equipment.

Chairman Cruickshank discussed with the Commissioners the possibility of having the Recreation Director, Larry Laxson attend the Idaho Department of Parks and Recreation Board meeting in Lewiston, Idaho on May 20th and May 21st, 2014. The Commissioners agreed that it would be beneficial to have Valley County Recreation Director, Larry Laxson attend the Idaho Department of Parks and Recreation meeting in Lewiston, Idaho on May 20th and May 21st, 2014.

Chairman Cruickshank presented the Recreation Boating Safety grant through Idaho Department of Parks and Recreation. This is an acceptance of an agreement between Valley County and IDPR for the Recreational Boating Service. Commissioner Willey made a motion to have the Chairman sign the Recreation Boating Safety grant. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to have the Chairman sign the Recreation Boating Safety grant acceptance letter.

Building Ground Supervisor, Ralph McKenzie presented the landscaping proposal from The Cutting Edge to perform ground maintenance at the Valley County Courthouse and at the Valley County Sheriff's Office. Commissioner Hasbrouck made a motion to have The Cutting Edge perform ground maintenance at the Valley County Courthouse and at the Sheriff's Office. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to have The Cutting Edge perform ground maintenance at the Valley County Courthouse and at the Valley County Sheriff's Office.

Ralph McKenzie presented a request for proposal for the Valley County Courthouse roof. This request for proposal would be posted in the local paper initially. Commissioner Hasbrouck made a motion to accept the request for proposal for the roof at the Valley County Courthouse. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to have Ralph McKenzie submit the request for proposal for the Valley County Courthouse roof to the local newspaper.

Mr. Dan Hand with Sustainable Engineering presented on geothermal energy. He advised that he is has been working with the Cascade School geothermal system for the past year. Mr. Hand advised that there are three wells at the Cascade School. Mr. Hand provided a diagram which will be appended to the meeting minutes. Mr. Hand reported that the Valley County Courthouse along Spring Street sits in drainage field. He felt that the notion that someone in this drainage could set up a geothermal system is wishful thinking. He believed that getting the water off site is a solution that would work. Mr. Hand advised that there is enough water to service both the Cascade School and the Valley County Courthouse. Mr. Hand reported that he has met with Idaho Department of Environmental Quality and has received verbal approval for the construction. He advised that there would be a need to increase the speed of the pump if the Valley County Courthouse connects to the existing system. Mr. Hand indicated that this resource is indigenous to this area of Valley County. Mr. Hand is offering to examine the Valley County Courthouse to determine if there is an opportunity to build a geothermal system. Commissioner Hasbrouck believed that Valley County should continue to investigate to see if the county could build a geothermal system. Chairman Cruickshank would like Mr. Hand to investigate and determine if there is a value to Valley County to move to the type of system

that was presented. Mr. Hand believed that there needs to be open communication between the Cascade School and Valley County regarding the cost of running the pumps. The Commissioners agreed to allow Mr. Hand to conduct a preliminary investigation of the possibility of a geothermal system and present back to the Commissioners regarding his findings.

Pat Duncan, Valley County Human Resource Director presented on the Job Descriptions for the positions that report directly to the Commissioners. The job descriptions that have not been formally approved are for the Building Official, Planning & Zoning Administrator and Information Technology Administrator. Pat presented the Building Official job description first. Pat advised that she worked with the Anne Guarino the current Building Official on the job description. Anne Guarino provided a brief description of her daily responsibilities to the Commissioners. Commissioner Hasbrouck asked if there is a safety policy for the building inspectors to follow? Anne advised that safety procedures are reviewed during training of employees. Pat then presented the job description for the Information Technology Administrator. David Crawford advised that he reviewed this job description with Pat and he agreed with the prepared job description. Pat presented the job description for the Planning & Zoning Administrator. Cynda Herrick reported that she reviewed the job description with Pat and agreed with the prepared job description for Planning and Zoning Administrator. Pat presented the job description for the Recreation Director. Pat advised that the job description for this position was developed when hiring for this position. Chairman Cruickshank suggested a change in the job description that previously stated that the position was under the direction of the Valley County Commissioners or their designee. He suggested that this should be amended to reflect that the position is solely under the direction of the Valley County Commissioners. Commissioner Willey referred the Commissioners to the Qualifications section which states that this position must live and work in Valley County. It was decided that this qualification would be removed from the job description. Pat presented the job description for Director of Court Services. Commissioner Hasbrouck suggested that under the qualifications section that it should reflect Bachelor Degree in related field or equivalent experience. The next job description presented was the Road and Bridge Superintendent. Commissioner Willey suggested one modification under the qualifications section to stay consistent with the other positions should reflect Bachelor Degree in related field or equivalent experience. Chief Deputy Clerk, Trudy Eiguren suggested that there should be some wording in the job description which reflects that the position oversees the Pest Control Department and the Motor Vehicle Pool. The Commissioners agreed that the job description should reflect these specific departments as being the responsibility of the Road Superintendent to supervise. Pat presented the Facilities Manager job description. Commissioner Hasbrouck made a suggestion to add verbiage to the job description related to presenting request for proposals. Trudy Eiguren suggested that the Facilities Manager and Solid Waste Supervisor positions be combined. The Commissioners agreed that these positions should be combined and presented back at a later date. It was suggested that Pat Duncan will make the recommended changes by the Commissioners regarding the job descriptions and again present the job descriptions to the Commissioners at a later date.

Pat presented her exemption status audit to the Commissioners. She advised that her audit has not been reviewed by the Valley County Prosecuting Attorney, Jay Kiiha. Pat advised that her audit is based on the Fair Labor Standard Act criteria. Commissioner Willey asked what the potential savings would be if these positions were moved to an exempt status? Pat stated that

she did not know at this time but could work with payroll to determine the savings. Pat informed the Commissioners that after the Valley County Prosecuting Attorney has the opportunity to review her audit, she would present back to the Commissioners.

Commissioners adjourned for lunch at 12:02 p.m.

Commissioners returned at 1:00 p.m.

Kacie Bracht with Rose Advocates presented that the Rose Bowl fundraiser was a success and she reported that there were over 100 participants. It was reported that last year there were services provided to over 143 victims in Valley County. A breakdown of the victim services that were provided were 133 for domestic/dating violence incidents, 3 sexual assaults and 10 stalking cases. She felt that it is important for the community to know that there is a program available to victims. Commissioner Hasbrouck asked if it was known were the majority of the incidents occurred? It was clarified that these statistics have not been tracked but Rose Advocates believed that it needs to be a team effort to track the information. It was believed that there is a need to create Coordinated Community Response teams in Valley County to include Law Enforcement, Prosecuting Attorney's Office, and Probation. Delores Larsen with Rose Advocates reported on a Justice Assistance grant that has enabled Rose Advocates to hire a navigator and purchase video interview equipment for law enforcement agencies. She further reported that interviews of individuals are turned over to the Prosecuting Attorney to determine if charges should be filed. The Navigator keeps track of the amount of times the interview rooms are being used and keeps track of how often the cases are prosecuted. The continuation of the grant was presented to the Commissioners by Delores Larsen. Mrs. Bracht informed the Commissioners that she had conversations with the Valley County Detectives and it was explained that the Sheriff's Office was in need of interview equipment. It was advised that there is \$6,000 that has been awarded to Valley County for the equipment. Rose Advocates advised that the equipment was not approved by the Valley County Information Technology Department. Chairman Cruickshank believed that there needs to be a meeting with IT Administrator, David Crawford and with the Sheriff's Department to discuss the possibility of receiving the funds. The Justice Assistance Grant will not allow the purchase of a server. Mrs. Bracht also provided an overview of other activities that she is involved with. Commissioner Willey asked if there is an outreach programs that Rose Advocates is involved with for adult males? Mrs. Bracht advised that there is not a specific outreach program offered. The Rose Advocates presentation was concluded.

Michael Garz and Jason Brinkman with Idaho Department of Transportation presented an update for North Bridge in Cascade, Idaho. It was presented that the load restrictions on the North Bridge are still in effect. Mr. Brinkman reported that ITD would like to accelerate the project completion date. He reported that the completion date was scheduled for 2016 and it will be proposed that the completion date be moved to 2015. Mr. Brinkman reported that a detour was considered but now the consensus from ITD is to avoid a detour if possible. Chairman Cruickshank advised that the Commissioners were aware of possible detours but the condition of the road that is being proposed as the detour would not be able to handle the traffic because of the current condition of the road. He believed that the accelerated constructions would need to take place to limit the impact on the community. Chairman Cruickshank asked if ITD would be able to provide flaggers on the bridge to allow the semi-trucks with freight to cross the bridge one truck at a time? Mr. Brinkman advised there might

be a few ways to handle the semi-truck traffic and he reported that ITD discussed the possibility of opening the Weigh Station at Horseshoe Bend. Mr. Brinkman did not know the feasibility of having flaggers on the bridge and was apprehensive with the proposal because he believed that it might create an issue with traffic during the holidays. Mr. Brinkman reported that ITD is also pursuing the possibility of reinforcing the piers before the construction of the new bridge. He believed that this could potentially reduce the weight limit restrictions. Mr. Brinkman advised that ITD is working in earnest to try and resolve the issue. He recommended that the Commissioners provide letters of support to be submitted to the ITD Board regarding the concerns. Chairman Cruickshank asked if the Commissioners would be able to be placed on the ITD Board agenda? Mr. Brinkman indicated that he would make sure that the ITD Board is aware of the significance of the situation and reported that the next ITD Board meeting is on April 16, 2014, in Lewiston, Idaho. Mr. Phil Davis asked what the biggest concern was for ITD and the reason for the weight limit restrictions? Mr. Brinkman reported that the concern of the Bridge Engineers was if two semi-trucks were on the bridge at the same time. Mr. Davis believed that most of the trucks that are traveling north on the bridge are loaded and the majority of the trucks traveling south are unloaded. Valley County Road Superintendent, Curtis Bennett advised that local contractors have been voicing their concerns to him regarding the weight limit restrictions. Chairman Cruickshank believed that the best solution would be for ITD to repair the piers which would limit the impact on the community. He reported that the North Bridge is vital to the residents and the economy. Commissioner Cruickshank reported that either Commissioner Hasbrouck or he would attend the ITD Board meeting in Lewiston, Idaho on April 16, 2014.

Valley County Road Superintendent, Curtis Bennett presented the Road Departments 2014 Gravel Crushing proposal. This proposal will be attached to the Commissioners meeting minutes.

Curtis advised that the Gold Fork Gravel Pit material does not meet the specifications needed to benefit the county. At this time the acreage will not be considered for purchase by Valley County.

Commissioner Hasbrouck made a motion to go into Executive Session per I.C. 67-2345(1)(b)-Personnel. Chairman Cruickshank seconded the motion. All the Commissioners voted in favor to go into Executive Session. Motion passed to go into Executive Session per I.C. 67-2345(1)(b)-Personnel.

Chairman Cruickshank brought the Commissioners out of Executive Session at 3:10 p.m. No decision was made.

Commissioner adjourned the meeting at 3:11 p.m.

Gordon Cruickshank, Chairman

Attest:

Douglas A. Miller, Clerk