

**IN THE OFFICE OF THE VALLEY COUNTY BOARD OF COMMISSIONERS  
CASCADE, IDAHO  
July 14, 2014**

**PRESENT: GORDON L. CRUICKSHANK (CHAIRMAN) –Excused Absence  
ELTING G. HASBROUCK (COMMISSIONER)-Acting Chairman  
BILL WILLEY (COMMISSIONER)  
DOUGLAS MILLER (CLERK)**

Meeting called to order by Acting Chairman Elt Hasbrouck at 9:03 a.m.

Alysa Morrison led the Pledge of Allegiance.

Commissioner Willey made a motion to approve the agenda for July 14, 2014, as presented. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve the agenda as presented for July 14, 2014.

Deputy Auditor, Alysa Morrison presented to the Commissioners the Claims, Board Order Claims and two Junior College Certificates of Residency. Commissioner Willey made a motion to approve the Claims and Board Order Claims as presented totaling \$806,738.54 and also Junior College Certificates of Residency for Jacoby Goodwin and Eizaak Jordan. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve the Claims and Board Order Claims totaling \$806,738.54 as well as Junior College Certificates of Residency for Jacoby Goodwin and Eizaak Jordan.

Assessor, June Fullmer informed the Commissioners that she was on vacation last week and advised that the final Board of Equalization hearings would be held at 11:00 a.m.

Clerk, Douglas Miller presented to the Commissioners that staff has continued to work on Fiscal Year 2015 Budget and it was explained that he has completed the L2 Worksheets for the taxing districts which will be sent out no later than July 15, 2014.

Treasurer, Glenna Young presented to the Commissioners that she and Chief Deputy Treasurer, Rhonda Komula attended the National Association of County Collectors, Treasurers and Finance Officers Conference. She explained that the conference was related to handling disasters. She stated that there were 10 out of 44 Treasurers from Idaho at the conference. Glenna advised that the June 2014 Tax Collection was completed but reported that there was a balancing issue which has been resolved. She stated that the Tax Deeds have been published in the local paper and the Treasurer's Office will be making every attempt to locate individuals. Glenna reported that there are the same mobile homes taxes that need to be canceled. Glenna provided a detailed description of the process regarding the tax deed process. Commissioner Hasbrouck asked if there are any property owners who just want the property to be sold? Glenna explained the process if a property owners requests that the property be sold. Glenna reported that she does have some unclaimed property that she needs to discuss with Prosecuting Attorney, Jay Kiiha. Glenna advised that she would be conducting interviews for her part time position this week.

Sheriff, Patti Bolen reported that there was donation that Mr. Dan Krahn wanted to give for the Waterways Program to be used for the education program. Commissioner Hasbrouck made a motion to except the donation from Mr. Dan Krahn. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to accept the donation from Mr. Dan Krahn to be contributed to the Waterways Program. Sheriff Bolen reported on recent burglaries that had occurred in Valley County. She explained that the suspect had been arrested. Sheriff Bolen reported that there are two openings in dispatch and one position at the jail. Commissioner Hasbrouck asked if there was a need to increase the salary for the dispatch position? Sheriff Bolen explained the difficulties of the dispatch position. Glenna Young suggested that it might be necessary to look at a rate increase for the night shift. The Commissioners agreed that the situation needs to be reviewed. Sheriff Bolen advised that there will be a dedication in Yellow Pine for the individuals who lost their lives in the plane crash last year. Sheriff Bolen advised that she will be attending the Sheriff Association meeting next week.

Building Official, Anne Guarino presented that she has been conducting several inspections and still receiving requests for building permits. She reported that she has been working with IT Administrator, David Crawford on scanning of documents. Commissioner Willey asked how many permits have been received? Anne advised 84 permits have been received this year.

Court Services Director, Skip Clapp reported that the juvenile that was in custody has been committed to the Idaho Department of Juvenile Corrections. He advised that the juvenile will be transferred by July 16, 2014. He reported that there were several citations issued for Minor In Possession of Alcohol during the July 4<sup>th</sup> holiday. Skip advised that he will be attending the Association of Probation and Parole Conference in August of 2014. Commissioner Willey asked if there will be any juveniles that will be required to serve detention time? Skip advised that the majority of the cases will be referred to the Diversion Program. Skip explained that if there are no juveniles in detention that staff would be working on other projects. Commissioner Hasbrouck asked if a juvenile commits a crime in Valley County and is from another county, how does this work? Skip provided an overview of the process to transfer a juvenile to a different county. Skip informed the Commissioners that Misdemeanor Probation Officer, Molly Wilson has returned from maternity leave. Skip informed the Commissioners about the

pre-trial release program. Skip reported to the Commissioners that the Unsupervised Probation caseload and the Diversion caseload are over 300 cases.

Alyson Statz with the University of Idaho Extension Office reported that she has been very busy this summer. She reported that there was a great livestock field day. There was joint education day with Adams County. She advised that they are getting the fairgrounds prepared for the annual fair. She explained that they rely on volunteers to assist with the preparations. She indicated that there will be record book interviews that will be judged. She believed that 4-H program is an amazing program for many of the youth. She stated that the Fair Handbook has been mailed out. Alyson advised that interviews for the University of Idaho Educator position would be on July 29<sup>th</sup> and July 30<sup>th</sup>.

Human Resource Director, Ken Arment stated that he has completed the first draft of the Valley County Policy manual. He advised that there are a few issues that need to be discussed with the Commissioners. He reported on the two openings in dispatch. Commissioner Hasbrouck asked about the Valley County Exemption Status Report? Ken advised that he provided a copy of the report to Elected Officials and Department Heads. Ken discussed that the pay matrix should be included in the policy manual. He wanted to know if the Commissioners would like Elected Officials and Department Heads to begin conducting annual evaluations for county employees? Commissioner Hasbrouck asked if there was an evaluation form available? Treasurer, Glenna Young suggested that a discussion related to reviews should be discussed with ICRMP. Ken explained that the Human Resource Office should be involved with the evaluations. Sheriff Bolen informed the Commissioners that the Sheriff's Office does evaluations twice a year and she would be willing to share the evaluation forms. She provided an overview of the evaluation process. Glenna would like the policy to be clear when the evaluations and discipline actions are placed in an individual's personnel file. Ken advised that he would try to prepare a draft of the process.

IT Director, David Crawford advised that he has been working with the Building Department on scanning documents and attending to the needs of departments.

Planning & Zoning Administrator, Cynda Herrick provided a list of previous Planning & Zoning Commissioners and dates served. Cynda reminded the Board of the Flood Plain Map presentation at the Emergency Operation Center meeting on July 16, 2014. She reported on the meetings for the Payette River Scenic Byway and Payette River Water trails. She reported that the Planning & Zoning Commission has been discussing the requirement for a conditional use permit for the event that occurred on the Payette River. She advised that the Planning & Zoning Commission decided that a CUP is required for the event. Cynda stated that there should not be a requirement for a CUP for the yard sale that takes place near the county landfill on the property owned by Mr. Davis. Cynda reported that the Planning & Zoning Commission is going to be looking at the affordable housing/rental issue in Valley County.

Recreation Director, Larry Laxson reported that the July 4<sup>th</sup> was a busy weekend. He advised that there were several people at the Cabarton put in. Larry met with the Director of Idaho Department of Parks and Recreation regarding the new county ordinance related to Fat Tire Bikes. They would like a protocol on how IDPR should handle the registrations. Larry advised that the advisory board met and they are working on long term planning. He advised that they will be working specifically on the grant process. Larry discussed the Cabarton staircase and

explained that there would be a donation. Larry talked about the Wellington Park addition and ready to start on this project he advised that the engineering cost would be \$10,000. Treasurer, Glenna Young advised that if any NASI funds are expended she needs to be made aware.

Mr. Ben Wellington presented on the Southern Valley County Recreation District request for an easement. The easement needs to be made between Valley County and the City of Cascade. Mr. Wellington advised that he has one bid for the entire project. Commissioner Willey made a motion to approve the easement agreement. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to have the Acting Chairman, Elt Hasbrouck sign the easement agreement between Valley County and the City of Cascade. A copy of the easement will be attached to the Commissioner meeting minutes.

Stephanie Johnson with Cabin Creek Enterprises presented the Memorandum of Understanding between Valley County and Idaho Department of Lands. The first MOU was for the Valley County Cohesive Strategy Project and the second MOU was for the Development Protection in Valley County Wildland Urban Interface project. Commissioner Hasbrouck made a motion to accept the Memorandum of Understanding for the Valley County Cohesive Strategy Project in the amount of \$121,300. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to accept the MOU between Valley County and Idaho Department of Lands for the Valley County Cohesive Strategy Project in the amount of \$121,300. Commissioner Hasbrouck made a motion to accept the MOU for the Development Protection in Valley County's Wildland Urban Interface project for \$230,000. Commissioner Willey seconded the motion. No further discussion, all in favor. Motion passed to accept the MOU between Valley County and Idaho Department of Lands for the Development Protection in Valley County's Wildland Urban Interface project in the amount of \$230,000.

IT Administrator, David Crawford presented the Zuecher Technologies Maintenance renewal agreement. Commissioner Willey made a motion to sign the Zuecher Technologies Maintenance renewal agreement. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to sign the Zuecher Technologies Maintenance renewal agreement.

Commissioner Willey made a motion to approve the Commissioner Meeting minutes from July 7, 2014. Commissioner Hasbrouck seconded the motion. No further discussion, all in favor. Motion passed to approve the Commissioner Meeting minutes from July 7, 2014.

Acting Chairman Hasbrouck advised that the Commissioners would be going into closed session for Indigent/Charity at 10:58 a.m.

Acting Chairman Hasbrouck brought the Commissioners out of Indigent/Charity at 11:03 a.m.

Decision after Indigent/Charity:

14-SB073-2 Hearing (No one was present)

14-CP086 Hearing (No one was present)

14-NB095 Request for Approval

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14-LS089      Withdraw Appeal from Hospital  
13-PR078      Withdraw Appeal from Hospital

14-SB073-2    Final Denial  
14-CP086      Final Denial

15-BH094      Request for County Indigent Lien/New Application  
15-MG078-3    Request for County Indigent Lien/New Application

14-JC076-2    Release of Lien

14-AB085      Request for County Indigent Lien/New Application  
14-NB094      Request for County Indigent Lien/New Application

Commissioner Willey made a motion to recess as the Board of Valley County Commissioners and convene as the Board of Equalization at 11:05 a.m. Acting Chairman Hasbrouck seconded the motion. No further discussion, all in favor. Motions passed to recess as the Board of Valley County Commissioners and convene as the Board of Equalization at 11:05 a.m.

Commissioners adjourned for lunch at 12:00 p.m.

Commissioners reconvened as the Valley County Board of County Commissioners at 1:05 p.m.

Road Superintendent, Curtis Bennett presented on three road projects that are scheduled to be performed. The projects he discussed are Crescent Rim, West Mountain and Heinrich Lane. He advised that if the three projects are completed this year there would be an over expenditure of \$35,000. Curtis advised that the Crescent Rim homeowners have already contributed \$40,000 to complete the asphalt project. Curtis advised that the Road Department has placed dust abatement on the section of West Mountain road. Commissioner Willey asked if funding was available next year could the West Mountain road be completed? Curtis advised that if funding was available that would be the proposal. Curtis advised that he could cover the cost utilizing the Road Construction Stabilization line which has \$40,000. Curtis explained that if these funds were expended there would be some projects around county sites that would not be completed. Commissioner Hasbrouck suggested using the chip sealing budget and construction crushing budge to complete the road projects. Curtis explained that on West Mountain road, there are several campsites that are used by the general public. Curtis believed that the road currently functions for the purposes of the county. Curtis advised that he believed that all of the projects could be completed utilizing the Road Construction Stabilization expense line, Road Construction Crushing expense line and Road Construction Chip Sealing expense line.

Curtis presented a completed set of plans for the Van Wyck Bridge. He recommended that the project be put out for a public bid. Commissioner Hasbrouck asked if Curtis has talked with the Forest Service about this possibly being the last time the county is involved with bridges that do not fall on a county roads? Curtis advised that he has spoken with the Forest Service. Curtis advised that this a route that the Forest Service wants to add for a snow groomed trail.

Solid Waste/Building Supervisor, Ralph McKenzie advised that all of the gravel work at the land fill have been completed. He reported that the asphalt would be completed in August of 2014. Ralph reported that the hydronic lines were cut by a contractor working for the City of Cascade last week. He explained that the county was not notified because the county does not have a membership to Dig Line. He stated that if the county was a member of Dig Line, the county would be notified about any digs on county property and then the county would be required to conduct the location of any lines. The Commissioners agreed that the County should become a member of Dig Line at a cost of \$85 per year.

Ralph discussed the landscaping maintenance budget and advised that he will be having a meeting with Alpha Landscaping regarding the bills that have been received. He reported that he needs to be informed if there are any additional projects that are conducted.

Commissioner Willey discussed the solid waste cost and he explained that it was reported to him that individuals who have business out of their home, they are charged a residential fee and a commercial fee. Commissioner Willey wanted to make sure that individuals are not assessed a double fee.

Commissioners adjourned the meeting at 1:52 p.m.

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Elting Hasbrouck, Acting Chairman

Attest:

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Douglas A. Miller, Clerk