

Teton County Idaho Commissioners' Meeting Agenda
Monday September 12, 2016 9:00 am
150 Courthouse Drive, Driggs, ID – 1st Floor Meeting Room

MEETING CALL TO ORDER – Bill Leake, Chair
Amendments to Agenda

BUILDING – Wendy Danielson

PLANNING – Kristin Rader

1. Draft Land Use Code Open Houses

9:30 OPEN MIC (*if no speakers, go to next agenda items*)

PUBLIC WORKS – Darryl Johnson

1. Solid Waste
 - a. 2015 Diversion Data
 - b. Approval of Inter-Agency Agreement Between Teton and Bonneville Counties for Wood Chipping Services
2. Road & Bridge
 - a. Approval of Walk n Roll Purchase
 - b. Approval of Purchase of a Retriever Shoulder Disc Attachment for Road Grader
 - c. Approval of Motor Grader Lease/Purchase
 - d. Approval of Transfer of Funds Spent on Crushing
 - e. Henderson Canyon Road
3. Engineering
 - a. North Leigh Creek Right-of-Way Grant with BLM
 - b. Approval of Deed of Conservation Easement Between Teton County and the Teton Regional Land Trust
 - c. Packsaddle Road Vacation Application
 - d. Cache Bridge Rehabilitation Project
 - e. Approval of MOU with Teton Soil Conservation District
 - f. Approval of Purchase of Pre-Cast Box Culverts for Darby Creek Crossing
 - g. Horseshoe Vault Toilet
4. Facilities
 - a. Approval of Transfer of Funds to Cover Landscaping Costs
5. Noxious Weeds
 - a. Weed Superintendent Report

1:00 AMBULANCE SERVICE DISTRICT

1. Approve Available Minutes
2. MOU or Agreement with TVHC and ASD for Unemployment Payments
3. Medical Director Contract
4. Purchase of New Ambulance
5. Fire/ASD Agreement for Services October 1, 2017 and Beyond
6. Transition of ASD Ambulance Services Agreement with Wyoming to the Fire District
7. EMS Advisory Committee Membership and Scope of Responsibilities

CLERK – Mary Lou Hansen

1. Number of ballots to order for November 8 election
2. September 29 Behavioral Health Summit in Boise
3. Final Salaries for FY 2017
4. Approval of Tax Levy Rates for FY 2017
5. Alcoholic Beverage License Renewals for 2017
6. Non-Profit Contracts
7. Proposed Policy Revisions

ADMINISTRATIVE BUSINESS (*will be dealt with as time permits*)

1. Approve Available Minutes
2. Other Business
 - a. Approval to Carry Over PTO in Excess of 80 Hours
 - b. Approval of 2016 SHSP Teton County Amended MOU
 - c. Approval of Letter in Support of Teton Water Users Association's Proposal for Funding the Ground Water Management Plan
 - d. Affordable Workforce Housing
 - e. 2017 Eclipse Event Planning
 - f. Executive Assistant Report
 - g. Approval of Appointment of Open Positions on Planning and Zoning Commission, Mosquito Abatement District, Impact Advisory Committee
 - h. Certificates of Residency
3. Committee Reports
4. Claims
5. Executive Session as needed per IC74-206(1)

12:00 ELECTED OFFICIALS AND DEPARTMENT HEAD MEETING

ADJOURNMENT

Upcoming Meetings

September 23 9:00 am Regular BoCC Meeting

October 11 9:00 am Regular BoCC Meeting

November 14 9:00 am Regular BoCC Meeting

A memorandum of understanding *between* Teton County Idaho *and* Teton Soil Conservation District

AUTHORITY: Teton County (hereinafter called "County") and the Teton Soil Conservation District (hereinafter called "District") have both been organized pursuant to the laws of the State of Idaho as governmental subdivisions of the State, as evidenced by their certificates of due organization as issued by the Secretary of State. Both are prepared to exercise within their boundaries, public powers as authorized by their respective laws, as amended and supplemented.

SUPPLEMENT OF PURPOSE: The District and the County have the common objective of helping the local people with the conservation, development and wise use of all their resources in order to protect and promote their health, safety and general well-being; and to assure the continued availability of these resources for future generations.

The District and the County agree to share in the responsibility of promoting land management principles which keep land uses within land capability limits; and which treat all lands in accordance with their individual needs for protection and improvement.

Activities in pursuit of these common objectives, in addition to individual and joint land management; may include programs of:

- Soil and Water Conservation
- Watershed Protection
- Preserving and Reclaiming- Hydrology, Vegetation and Riparian Habitat and subsequent monitoring thereof.
- Stream and Farmland Management
- Reducing Damages of Wildlife Population and Related Resource

Activities in pursuit of these common objectives may also include technical assistance in the form of wetland mitigation, design and oversight of said design installation. With a 3 to 5 year plan to monitor the site to ensure mitigation compliance.

This memorandum establishes the basis for the cooperation and reciprocal assistance essential to the achievement of the common objectives.

WHAT TETON COUNTY WILL: The County will cooperate and assist the District in carrying out its resource conservation and assistance by:

- Consulting with the District for advice and recommendations concerning resource conservation, land use management and conservation of natural resources.
- Including the District in county comprehensive and land use goals, objectives and policies reflecting the concern of citizens for the careful utilization and conservation of natural resources.
- Basing land management regulations upon the adopted comprehensive plan, taking full cognizance of the principals of land and resource conservation.
- Assisting the District through County appropriations in support of administration and personnel costs related to the project, to ensure that the site will meet the mitigation requirements after the establishment period, not to exceed those permitted by state law.
- Cooperating with land users throughout the county in the establishment of adequate culverts, drainage ditches to permit the safe and orderly removal of runoff water, adjacent or affecting natural resources or wildlife habitat.
- Taking into account the reduction of farm land use conflicts, preservation of quality farmland and minimizing soil disturbances. In locating and constructing new county roads, improving county roads in such locations and by such methods. Improving vegetative cover of bare soil areas created by road construction, sloping by mulching and backfilling with topsoil where necessary and seeding to adapted species.

WHAT THE TETON SOIL CONSERVATION DISTRICT WILL: The District will, upon the request or of its own initiative, consult with and make recommendations to the County regarding resource conservation and development activities, and to best effectuate the purpose of those activities by:

- Counseling with the County prior to the development of the District's Annual Plan of Work each year, and providing the County with one or more copies of said Plan when completed.
- Providing the County such technical assistances as may be available, including but not limited to soils and their various interpretations, watershed delineation and yield data, land use data and vegetative information.
- Furnishing to the County, upon request, comments and recommendations regarding the land use and soil and water conservation of proposed land use plans.
- The District will provide a maintenance budget for 3 years to validate county appropriations to ensure the site will meet the mitigation requirements after the establishment period.
- Making available District owned equipment (consistent with terms of grants or other acquisitions) as needed and available, at rates agreeable to both parties.
- Maintaining and accurate accounting of all funds appropriated to the District by the County
- The District will submit within (60) days of the close of each calendar year a report of the district's activities and accomplishments during that year; this annual report will include a complete financial report.
- Determining the kind, amount and priority of work to be performed by the District; and insuring that agreements the District enters into with owners, operators and users of the land carried out.

IT IS FUTHER UNDERSTOOD AND AGREED:

- That the District will not charge the county for assistance made available through cooperating Federal, State and Local agencies; however, when the District assistance is limited the County may supplement available funds to facilitate obtaining needed data and support.
- That neither County nor the District shall be bound by any provision of this Memorandum, or any supplement thereto, nor any other arrangements which will involve the expenditure or obligation of funds in excess of the amounts or periods available or authorized by law.
- That neither the County nor the District shall be liable for damages to the other in connection with the installment of structures or other conservation measures, unless they are caused by negligence or misconduct.
- This Memorandum shall be effective when signed by both parties; and may be terminated or modified at any time by agreement by both parties; and may be terminated by mutual consent, or by either party by giving sixty (60) days written notice to the other,

The signing of this Memorandum of Understanding was authorized by resolution of the Teton County Board of Commissioners adopted at a meeting held on _____.

Date

APPROVED:

Teton County Board of Commissioner

ATTEST: Teton County Commissioners Clerk

The signing of this Memorandum of Understanding was authorized of the Supervisors of the Teton Soil Conservation District adopted at a meeting held on _____.

Date

Lynn Bagley TSCD – Chairman

ATTEST: TSCD Clerk



Teton County Weeds Department
150 Courthouse Drive, Room 107 | Driggs, ID 83422
Phone (208) 821-0984 | Fax: (208) 354-8410
www.tetoncountyidaho.gov/weeds

August 31, 2016

2016 Weed Season

We have applied about 4,500 Gallons this season and covered all of the “improved roads” at least once (some of the rights of way that are two track or less defined have not been treated). All of the County owned parcels have been treated at least once. The first treatment on the transfer station was about 200 gallons of chemical applied, the second treatment was 45 gallons which shows some improvement.

We have sent 131 certified notices to control; including the most recent batch of 18 that I don’t expect to hear back from until later this week. 93 of those noticed complied (70%). 6 were returned or unclaimed (5 %). For letters sent in June, we had an 84% compliance rate. We will begin enforcement spraying from now through the end of the weed season. Treatment for toadflax and knapweed is still effective; where certified letters for thistles only were sent, a fall treatment will reduce the populations for the 2017 season.

I have been making a list of thistle offenders to speak with early next season. With a full time summer weed technician, I will have more time to follow up with parcels in non-compliance earlier.

I am planning on ordering a fertilizer application for the fairgrounds this fall. Nutrient management and an early turf chemical application will help manage the weedy annuals out there.

I have definitely identified areas where I can improve my department’s performance next season. I am planning to make a more detailed report for you all in the fall.

Here is my favorite picture so far this season taken out on 1000 S:



Teton County Ambulance Service District Minutes: August 22, 2016

Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho

AGENDA

1. Public Hearing: Ambulance Service District Budget for FY 2016 & Resolution 2016-0822A
2. Approve available minutes
3. MOU or Agreement with TVHC and ASD for Unemployment Payments
4. Medical Director Contract
5. Purchase of new Ambulance
6. Fire/ASD Agreement for Services October 2, 2016 and Beyond
7. Transition of ASD Ambulance Services Agreement with Wyoming to the Fire District
8. EMS Advisory Committee Membership and Scope of Responsibilities

COMMISSIONERS PRESENT: Bill Leake, Cindy Riegel, Kelly Park

OTHER ELECTED OFFICIALS PRESENT: Clerk Mary Lou Hansen

FIRE DISTRICT PERSONNEL PRESENT: Commissioner Jason Letham, Division Chief Earl Giles

TETON VALLY HEALTH CARE PERSONNEL PRESENT: CFO Wesley White, Director Robert Whipple, MD

Chairman Leake called the meeting to order at 8:30 am.

8:30 am **PUBLIC HEARING: FY 2016 Budget**

Chairman Leake opened the public hearing. Clerk Hansen reviewed the proposed \$361,000 budget, which will be funded without any new property taxes and includes \$175,000 for a new ambulance.

8:34 am **PUBLIC COMMENT.** No one present wished to speak in favor of, neutral to, or opposed to the budget.

Chairman Leake closed the public comment portion of the hearing.

Commissioner Park asked when the Ambulance Service District would be disbanded. Clerk Hansen said the District must continue to exist until the end of the three-year timeline for collection of delinquent taxes. The ASD Commissioners could then decide whether to dissolve the District.

● **MOTION.** Chairman Leake made a motion to adopt Resolution 2016-0822A adopting the \$361,000 Ambulance Service District budget for FY 2017. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #1)

The public hearing ended at 8:39 am.

● **MOTION.** Commissioner Park made a motion to approve the minutes of August 8, 2016 as written. Motion seconded by Commissioner Riegel and carried unanimously.

MEDICAL DIRECTOR. Commissioner Letham and Division Chief Giles said the Fire District had contacted about 60% of the doctors on the list provided by TVHC, but none were interested in becoming the Medical Director. Commissioner Letham said the Fire District still has their long-time Medical Director under contract. Mr. White said the hospital is concerned with the quality and continuity of patient care and it was important for the Fire District to have a Medical Director associated with the hospital. Commissioner Riegel agreed.

Dr. Whipple asked whether the Fire District intended to have two Medical Directors and said the possibility may have caused some doctors to lose interest in the position. The Fire District plans to retain Dr. Johnson as a training officer, not as a Medical Director.

The Board asked the Fire District to continue contacting doctors on the TVHC list in order to identify a Medical Director prior to the September 12 ASD meeting. Alternative plans will be discussed if no member of the hospital's current medical staff is willing to commit to the position.

OTHER ITEMS. County Executive Assistant Holly Wolgamott will publish a legal notice for three weeks seeking bids for a new ambulance. Bids will be opened in late September. Commissioner Letham believes Chief Campbell is working on a Fire/ASD agreement to become effective October 1, but was uncertain of its status. Clerk Hansen will contact the Teton County Wyoming Clerk regarding possible changes to the ASD contract with Wyoming for ambulance services. Mr. White said the hospital had located 2 of the 3 missing radios. The final severance cost for terminated hospital ambulance employees was \$54,918.34. The ASD has agreed to reimburse TVHC for the actual cost of future unemployment benefits for those employees. Ms. Wolgamott will work with the Prosecutor to prepare an MOU regarding those payments.

EMS ADVISORY COMMITTEE. Chairman Leake suggested that the committee should include representatives from Driggs, Victor, Alta, Fire District, TVHC and County/ASD. Commissioner Riegel said the ASD should establish goals for the committee before appointing members. She believes the goals should include safety and quality of care. Each Board member will propose specific goals and objectives for discussion at the next meeting.

● **MOTION.** At 9:12 am Commissioner Park made a motion to adjourn. Motion seconded by Commissioner Riegel and carried.

Bill Leake, Chairman

ATTEST:

Mary Lou Hansen, Clerk

Attachment: #1 Resolution 2016-0822A adopting Ambulance budget for FY 2016

Mary Lou Hansen

From: Mary Lou Hansen
Sent: Monday, August 22, 2016 09:43 PM
To: Bret Campbell, Fire Chief ; Jason Letham ; Kathy Spitzer; Bill Leake; Cindy Riegel; Kelly Park
Cc: Holly Wolgamott
Subject: FW: Alta Ambulance Services
Attachments: AmbulanceContract.Wyoming.2015.pdf

Chief, Commissioners & Prosecutor: Please read the emails below to learn that Teton County Wyoming Clerk suggests that discussions regarding the transitioning of the Wyoming Ambulance contract to the Fire District begin with the two Chiefs and the two Prosecutors.

The next Ambulance Service District meeting will be held September 12 and would be nice if there's something to report at that meeting.

Good luck and thanks,

Mary Lou Hansen



Teton County Clerk
150 Courthouse Drive #208
Driggs, ID 83422
mlhansen@co.teton.id.us
208-354-8771
FAX: 354-8410

From: Sherry Daigle [mailto:sdaigle@tetonwyo.org]
Sent: Monday, August 22, 2016 4:24 PM
To: Mary Lou Hansen <mlhansen@co.teton.id.us>
Subject: RE: Alta Ambulance Services

Hi Mary Lou!

I would say yes to most of the questions below. Your Chief should contact Chief Watsabaugh, and your Attorney should contact Keith Gingery. Let them visit about it and then we can elevate it to the commission level for a possible joint discussion.

Sherry L. Daigle
Teton County Clerk, CERA
PO Box 1727
Jackson, WY 83001
307-733-4430
307-732-8418 Direct

Always be who you are, not who people always want you to be

From: Mary Lou Hansen [<mailto:mlhansen@co.teton.id.us>]
Sent: Monday, August 22, 2016 3:53 PM
To: Sherry Daigle <sdaigle@tetonwyo.org>
Subject: Alta Ambulance Services

Hello Sherry: Hope all is well in your world and that last week's election went smoothly.

I'm writing to seek your guidance regarding how and who to approach regarding initiating changes to the existing contract between the Teton County Ambulance Service District and Teton County Wyoming.

As you know our Fire District has begun providing ambulance services using funding and personnel available within their own stand-alone budget. There will be no change to the level of ambulance services provided to Alta residents. These services were previously provided by our hospital via a contract with the Ambulance Service District, which paid the hospital with the proceeds of a tax levy. The ambulance service tax will no longer be levied.

Since the Fire District will be providing those services without financial assistance from the Ambulance Service District (but expects to receive continued funding from Wyoming) it has become apparent that the current contract with Wyoming (see attachment) should be modified.

The County Commissioners and the Fire District Commissioners think it would be best for the Fire District to update their contract with Wyoming to include ambulance services, as well as fire protection services, and for the Ambulance Service District's contract with Wyoming to be terminated. However, the Ambulance Service District still plans to purchase a new ambulance this fall and submit a bill to Wyoming for reimbursement of 15.27% of that purchase.

But we're at a loss regarding how best to initiate a conversation regarding these possible changes so I volunteered to contact you.

Should our Chief contact contact Chief Watsabaugh? Should my Commission Chairman contact your Chair? Should my Prosecutor contact yours? Should we schedule a joint meeting?

Thanks in advance for your advice regarding how to facilitate a future discussion with the appropriate personnel.

Mary Lou Hansen



Teton County Clerk
150 Courthouse Drive #208
Driggs, ID 83422
mlhansen@co.teton.id.us
208-354-8771
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Emergency Medical Services Advisory Committee - Proposed by Commissioner Leake

The Emergency Medical Services Advisory Committee (EMSAC) consists of the following representatives:

Appointments by the Mayors from Driggs, Victor, Teton.

Three individuals representing each of the three County Commissioner Districts, appointed by the Commissioner from their respective districts.

Two TVHC Board Members, Fire District representative.

Alta, Wyoming and Search & Rescue representatives.

Non-profit Board representatives (e.g., Teton Valley Health Care, Family Safety Network, Teton Valley Community Resource Center, Hispanic Resource Center, etc.) are encouraged to attend the meetings and will be allotted opportunity to address the Committee.

The Committee will meet several times to get established, then quarterly on a predetermined recurring day. The Committee will utilize the "Attributes of a Successful Rural Ambulance Service" as a basis for advising the Fire District relative to meeting the basic Emergency Medical Service needs of the community. That document can be found at:

<http://worh.org/library/attributes-successful-rural-ambulance-service>

The quarterly meeting as a minimum will include an update from the Fire District on meeting the basic needs of the community relative to EMS/Ambulance Service:

- Incident response statistics;
- Quality performance measures;
- Cost, revenue and billing performance;
- Medical Director's evaluations and suggestions;
- Staffing, equipment and capital needs projections;
- Public Information, Education and Relations;
- Community Involvement;
- Other items as determined to be necessary for formulating advice on Emergency Medical Services relative to the needs of the community.

The Committee will ensure the predetermined quarterly meeting day is provided to the Fire District and notify the local newspaper for publishing the date in the paper.

The Committee will appoint a Chairperson who will ensure meetings are conducted in an orderly manner. The Committee will also appoint a member to record minutes of meetings specific to any advice or recommendations put forth for EMSAC approval. The minutes must be reviewed and approved by at a majority of the Committee members and provided to the Fire District to file and maintain as a record for no less than 5 years.

The EMSAC must formally document and present to the Fire District any advice or recommendations based on professional related EMS sources. Any advice or recommendations must be approved by a majority of Committee members at a regularly scheduled meeting. The Fire District will determine

how any advice or recommendations will be utilized and report the disposition to the EMSAC. Disputes or differing professional opinions are to be presented to the Teton County Board of Commissioners for resolution.

Committee Member Guidance:

Members must attend 3 of the 4 quarterly meetings each calendar year. Members cannot miss more than two consecutive meetings. Attendance by tele or video conference is acceptable.

Members must be open minded and respectful of other members' opinions.

Members must base their input on substantiated facts and provide relevant sources of their research to support their position on any advice or recommendations proposed.

Members must seek input from other community members to ensure that the overall desires of the community are being addressed, not just their desires as an individual.

Members must read all informational materials as distributed by the Chair. The Chair must ensure that any informational materials distributed to the Committee are pertinent and essential to the Committee's role in formulating and providing advice or recommendations to the Fire District relative to meeting the basic Emergency Medical Service needs of the community.

A Committee member may be dismissed with a majority approval of the other members.

Attributes of Successful Rural Ambulance Services

(1-5 rating, with 5 being the gold standard for that attribute)

1. A Written Call Schedule

1. Non-Existent. Pager goes off and anyone available responds.
2. Informal, ad-hoc agreement exists between the crew.
3. Written and distributed schedule, but for less than 1 week at a time.
4. Written and distributed schedule is for one week or more, but empty spaces are not filled, waiting for personnel to show up.
5. Written and distributed schedule is for two weeks or more. Empty spaces are filled prior to shift beginning.

2. A Community-Based and Representative Board

1. There is no formal board oversight.
2. Board consists of internal service members only.
3. Board voting members are from the agency AND some combination of elected officials, hospital leadership/staff, and/or governmental administrators.
4. Board voting members are ONLY some combination of elected officials, hospital leadership/staff, and/or governmental administrators PLUS business/financial member – no agency members have a voting capacity.
5. Board voting members include all of #4 AND at least one engaged patient representative.

3. Medical Director Involvement

1. There is a medical director in name only. He/she is not actively engaged with agency beyond signatures.
2. The medical director reviews cases presented to him/her, but not within 30 days and/or with very little feedback.
3. The medical director reviews cases presented to him/her, within 30 days and/or with some feedback.
4. The medical director reviews cases within 7 days, provides good feedback, but waits for the (EMS) agency to engage her/him. When asked, he/she responds to hospital ED/ER contacts on behalf of the agency regarding their clinical protocols and actions.
5. The medical director is an integral part of EMS services, pro-actively engaging the agency to review cases within 7 days and provide regular feedback, is involved in planning and delivery of education to the agency, and advocates for the agency to hospital ED/ER contacts.

4. Continuing Education

1. Agency offers no continuing education.

2. Agency offers (internally or externally) only minimum requirements needed to maintain licensure.
3. Agency offers (internally or externally) education above minimum requirements needed to maintain licensure.
4. Agency offers (internally or externally) continuing education, which is based on QI/QA findings.
5. Agency offers (internally or externally) continuing education, which is based on QI/QA findings, with Medical Director and/or hospital input, and taught by a certified educator.

5. A Quality (QA/QI) Process

1. There is no plan to collect, calculate, or report EMS agency performance measures.
2. Performance measure data is collected about the EMS agency but not calculated or reported.
3. Performance measures are calculated and reported but no feedback loop exists for continual improvement of the EMS system*.
4. Performance measures are reported and a feedback loop exists for general improvements of the EMS system*.
5. Feedback from performance measures is used to drive internal change to: (1) improve the patient experience of care (including quality and satisfaction), (2) improve the health of the community (e.g., success of screenings, education); and 3) reduce the cost of health care services (e.g., reducing EMS costs, and/or utilizing EMS to reduce overall healthcare costs).

** “Agency” refers to the EMS providers only. “System” refers to the wider system addressing the patient, from 911 call through EMS and hospital efforts.*

[WI: define Performance Measures in the accompanying “How To” document]

6. A Recruitment and Retention Plan

1. There is no agreed-upon plan, nor substantive discussions on recruiting and retention.
2. There is no agreed-upon plan but there have been substantive discussions on recruiting and retention.
3. There is an informal, agreed-upon plan, and people have been tasked with addressing the issues of recruiting new members and retention of existing staff.
4. There is a formal written plan, and people have been tasked with recruiting new members and strategizing methods to keep current members active (such as compensation, recognition and reward program, management of on call time, adequate training).
5. There is a formal written plan and people have been tasked with recruiting new members and retention of existing staff. There is a full roster with a waiting list for membership.

7. Formal Personnel Standards

1. There is no official staffing plan and/or there is no formal process for hiring new personnel (paid and/or volunteer).
2. There is a staffing plan and documented minimum standards for new hires.
3. There is a staffing plan, documented minimum standards for new hires, and an official new-hire orientation.
4. There is a staffing plan, documented minimum standards for new hires (that include background checks), an official new-hire orientation, and systematic performance reviews/work evaluations.
5. All of #4 plus a process to resolve personnel issues.

[WI: define "Staffing Plan" in the accompanying "How To" document]

8. A Written Policy and Procedure Manual

1. There are no documented EMS policies and procedures.
2. There are a few documented EMS policies and procedures, but they are not organized into a formal manual.
3. All EMS policies and procedures are documented in a formal manual but members don't refer to/use/update it systematically.
4. All EMS policies and procedures are documented in a formal manual, and members refer to and use it systematically. It is updated, but not on a schedule.
5. All EMS policies and procedures are documented in a formal manual, and members refer to/use/update it systematically. It is written to the level of detail necessary that anyone from the team could step in and do the job correctly.

9. A Sustainable Budget

1. There is no written budget.
2. A budget has been developed; however it is not followed.
3. A budget is in place and financial decisions and actions are based upon it.
4. A budget and policies are in place regarding proper purchasing procedures, purchase limits and authorizations, and procedures for procuring equipment either not in the budget or over the stated budget. An operating reserve of at least 3 months is in the bank.
5. A budget and policies are in place regarding proper purchasing procedures, purchase limits and authorizations, and procedures for procuring equipment either not in the budget or over the stated budget. An operating reserve of at least 6 months is in the bank, and the reserve has been in place for at least one year.

10. An Identified EMS Operations Leader With A Succession Plan

1. There is an identified EMS Operations Leader (e.g., Chief/Director/Director of Operations/EMS deputy chief or captain within a fire agency), but they have not had any leadership training.
2. There is an identified EMS Operations Leader with some leadership training, but not selected by a recruitment process.
3. There is an identified EMS Operations Leader, with some leadership training, and selected by a recruitment process, but there are obstacles to full functioning (such as lack of funding, no succession plan).
4. There is an identified EMS Operations Leader, with comprehensive leadership training and selected by a recruitment process, but there are obstacles to full functioning (such as lack of funding, no succession plan).
5. There is an identified EMS Operations Leader with comprehensive leadership training and selected by a recruitment process who is fully capable and prepared to effectively lead the service. There is also a succession plan in place to appropriately handle the transition of the leadership role.

[WI: in accompanying document add the issue of an election functioning as a popularity contest, vs the Chief/Director being a selection among trained individuals]

11. A Professional Billing Process

1. Agency does not bill for services.
2. Agency bills for services, but claims are submitted by an (internal or external) individual who has no formal training in healthcare billing.
3. Agency bills for services, but claims are submitted by an (internal or external) individual with limited training in healthcare billing.
4. Agency bills for services, and claims are submitted by someone with skills and training in healthcare billing, but without established HIPAA-compliant billing policies or policies to handle claims that have been denied or with a balance due.
5. Agency bills for services and claims are submitted by an (internal or external) certified biller or billing service, in a timely manner (less than 30 days), with established HIPAA compliant billing policies and policies to handle claims that have been denied or with a balance due.

12. Contemporary Equipment and Technology

1. Agency has only the minimum equipment/technology required by licensure. The budget does not allow additional new equipment/technology acquisition.
2. Agency has primarily the minimum equipment/technology required by licensure, plus a minimal budget for additional new equipment/technology acquisition above that minimum.
3. In addition to the minimum equipment/technology required by licensure, the agency has some advanced equipment/technology. There is a minimal budget for new equipment/technology acquisition and a formal replacement plan.

4. In addition to the minimum equipment/technology required by licensure, the agency has advanced equipment/technology. There is an adequate budget for new equipment/technology acquisition and a formal replacement plan.
5. In addition to the minimum equipment/technology required by licensure, the agency has advanced equipment/technology. There is an adequate budget for new equipment/technology acquisition and a formal replacement plan. There is a formal maintenance plan, provided by trained/certified technicians or engineers.

13. Agency Attire

1. There is no identifying agency attire.
2. There is identifying agency attire, but it is not adequately protective.
3. There is identifying agency attire, which is adequately protective, but elements of it are purchased by the members.
4. There is identifying agency attire, which is adequately protective, and all of it is purchased by the agency.
5. There is identifying agency attire, which is adequately protective, purchased by the agency. A written policy identifies what attire is required and how it is provided, cleaned, maintained, and replaced.

14. Public Information, Education, and Relations (PIER)

1. The agency has no plan for addressing PIER.
2. The agency is in the process of developing a PIER plan.
3. The agency has a PIER plan, but no funding dedicated to its implementation.
4. The agency has a PIER plan which has funding dedicated to its implementation.
5. The agency has a PIER plan which has funding dedicated to its implementation, with someone identified as responsible for PIER, and a recurring evaluation of its success.

15. Involvement in the Community

1. The agency responds to 911 emergency calls and inter-facility transports but offers no public education courses.
2. The agency offers occasional basic public education courses, like CPR/AED and First Aid training.
3. The agency offers frequent basic public education courses like CPR/AED and First Aid training, plus other EMS-related training.
4. The agency offers a robust array of public education courses and other training, and is active in community promotions at various events.
5. The EMS agency offers a robust array of public education courses and other training, organizes or assists in planning health fairs, is a champion for a healthy community, active partner with other public safety organizations, and seen as a leader for community health and well-being.

16. The Agency Reports Data

1. No operational/clinical data are submitted to regulators.
2. Data are submitted to regulators, but not often within the designated timelines (locally, statewide or national).
3. Data are submitted to regulators, within the designated timelines.
4. Data are submitted to regulators, within the designated timelines. Areas for improvement are identified using an established QA/QI process by the EMS agency.
5. Data are submitted to regulators, within the designated timelines. Areas for improvement are identified using an established QA/QI process by the EMS agency, and goals and benchmarks are used to improve performance. Summary reports are regularly shared publicly with the community.

17. A Wellness Program for Agency Staff

1. There is no wellness program for agency staff.
2. Written information is available for agency staff regarding physical activity, healthy food options, and tobacco cessation.
3. All #2 AND occasional educational programming regarding healthy lifestyles, and policy support for healthy food options at agency meetings.
4. All #3 AND policy support for healthy lifestyle opportunities during work time.
5. There is a structured wellness program, following national recommendations. Staff are actively encouraged by agency with fitness opportunities and healthy food choices at the agency headquarters, and agency-funded participation in disease-prevention programs like tobacco cessation.

[Katrina: Language from the National EMS "Culture of Safety" document might be useful]

18. Incident Response and Mental Wellness

1. There is no incident response and mental wellness debriefing.
2. There is informal and positive debriefing and support from more experienced employees.
3. There is informal and positive debriefing and support from more experienced employees. Dispatch occasionally notifies agency on a predetermined set of calls (pediatric, suicides, fatalities, trauma, etc), with agency leadership addressing possible issues informally.
4. Agency leadership has training in Incident Response, is consistently notified by Dispatch at the time of possible incident, and has a policy of debriefing impacted member(s).
5. All of #4, plus professional counseling session(s) offered at reduced or no charge to member(s) impacted. Follow-up check-in with impacted member(s) is standard procedure.

Next Steps and Notes

We [WI] plan to include a few questions at the top for demographics, like,

- Percentage of volunteer staff: 0-25%, 26-50%, 51-75%, 76-100% (radio buttons)
- Ownership type: Hospital based, Fire based, Private For Profit, Private Non Profit, Public/Not Fire, Other (radio buttons)
- Annual call volume (radio buttons with levels)
- Service license level (radio buttons)
- Size of (paid/volunteer) staff (radio buttons with levels)
- Address (of main storage for ambulances)

In WI's rollout, we will put the following goals up front: "We have created this survey to get a realistic sense of our state's EMS capacity, especially in a rural/urban context. This is why require service location. This survey will not be used to penalize or criticize specific services. Services will never be publicly identified individually—their data will be aggregated. The Office of Rural Health will however analyze the lower scoring attributes to identify the state's EMS needs, and provide funding and resources to assist them."

We'd suggest creating categories for the attributes, to better compare results between agencies. In other words, "Rural services perform well in Quality and Finance categories, but not as well in HR and PR." For example:

HR - Written Call Schedule, Recruitment/Retention Plan, Personnel Standards, Written Policy Manual, Identified Operations Leader, Incident Response, Wellness Program

PR - Community-based Board, Agency Attire, Public Info/Relations (PIER), Involvement in Community

Quality - Med Director Involvement, QA/QI Process, Continuing Education, Contemporary Equipment/Tech, Agency Reports Data

Finance - Sustainable Budget, Professional Billing Process

An accompanying document still needs to be created to hold all the information related to these questions, clarifying details, examples of best practices, etc. Ideally, this document would go out with the survey, both as a resource and to help participants with questions emerging from the survey.

The original committee recommended multiple phases for this process:

1. A service self-assessment, rolled out with digital survey tools and paper options.
 - a. If locations are attached to results, cohorts can be created of like-performing groups of services, to target assistance and programming.
2. A group of trained assessors that would visit individual services to complete the survey together. This would both provide guidance on site, and certify the results.

Those certifications could be used by services to promote their achievements and excellence.



Teton County Clerk

208-354-8780 (FAX: 354-8410)
clerk@co.teton.id.us

150 Courthouse Drive #208
Driggs, Idaho 83422

September 7, 2016

TO: Board of County Commissioners
FROM: Clerk
SUBJECT: Clerk's September 12 Agenda Items

1. **Number of Ballots to order.** The attached spreadsheet shows how I arrived at the conclusion that 5,200 ballots should be ordered. A motion is needed.
2. **Sept. 29 Behavioral Health Meeting.** Did any of you receive the attached invitation? I'll be in Boise Sept. 26-28 for the IAC meeting. Please let me know if you'd like me to consider staying for the Sept. 29 meeting in order to represent the County.
3. **Final Salaries for FY 2017.** Please make a motion approving the salaries as listed.
4. **Approval of Tax Levies for FY 2017.** Please make a motion approving the tax levies for FY 2017 (Tax Year 2016). These are the levy rates that will be used by the Treasurer to calculate the 2016 property taxes as shown on bills mailed in November.
5. **End of Fiscal Year Items.** The attached memo will be distributed at today's EODH meeting.
6. **Alcoholic Beverage Licenses.** We are beginning to receive 2017 renewal documents. Please review Jenifer's memo and recommendation to pre-approve licenses for vendors who were issued licenses in 2016. A motion is needed.
7. **Non-Profit Contracts.** Prosecutor Spitzer has reviewed the attached contracts. A motion is needed.
8. **Policy Revisions.** The following changes are proposed for your review, discussion and modification. I'm unaware of any other changes needing approval prior to the December All-Employee meeting.
 - Changes proposed to the POLITICAL ACTIVITY paragraph of the County's Personnel Policy are recommended by ICRMP and were discussed March 14 without a final decision;
 - During the last audit, Brad Reed suggested the County adopt formal BUDGET GUIDELINES; a draft policy is ready for review;
 - Changes to the PURCHASING & CONTRACTS policy will eliminate a conflict with wording in the Capital Asset policy;
 - Changes to the HIRING NEW EMPLOYEES policy are intended to reflect reality;
 - Changes to TABLE OF CONTENTS intended to make it easier to find policies.

Number of Ballots to Order by Precinct: Nov. 8, 2016 General Election						
Precinct	# of Registered voters on 9/1/16	# of Ballots Needed if 85% turnout	Number of ballots to subtract if 40% vote via absentee	Exact # of Ballots to Order by precinct	# of Ballots to Order by precinct (50/pack)	% of voters able to vote at precinct with precinct ballots
1	954	811	324	487	500	52.4%
2	752	639	256	384	400	53.2%
3	513	436	174	262	300	58.5%
4	834	709	284	425	450	54.0%
5	756	643	257	386	400	52.9%
6	871	740	296	444	450	51.7%
7	905	769	308	462	500	55.2%
	5,585	4,747		2,848	3,000	for precincts
			1,899	301	2,200	for absentee
TOTAL NUMBER OF BALLOTS TO ORDER					5,200	
	Precincts 2-3-5 have highest % of absentee voters				Nov 2012: 2,274	
	Precincts 1-6-7 have highest % of in person voters				absentee ballots	
	Need extra for DS 200 L&A Testing					
<p>Commissioners decide the number of ballots to order for every election (IC 34-902). I recommend that 5,200 ballots be ordered for November. If additional ballots are needed, they can be printed by our Ballot on Demand printer. -<i>mlh</i></p> <p>ACTION ITEM: Motion that x,xxx ballots be ordered for the November 8 General Election.</p>						

Mary Lou Hansen

From: Mindy Linn <mlinn@idcounties.org>
Sent: Monday, August 29, 2016 05:14 PM
To: Abbie Mace; Angie Barkell; Barb Steele; Betty Dressen; Betty Thomas; Brenda Farnworth; Carrie Bird; Chris Yamamoto; Christopher Rich; Cindy Garner; Colleen Casper Poole; Deanna Bramblett; Denise Gill; Denise Horsley; Dennie Hamann; Douglas Miller; Glenda Poston; Henriette K. Westberg; Jim Brannon; JoLynn Drage; Joseph Larsen; Kathy Ackerman; Kerri Ellis; Kim Muir; Korri Blodgett; Kristina Glascock; Lisa Winner; Lon Colton; Lura Baker; Mary Lou Hansen; Mary Prisco; Michael Rosedale; Michelle Emerson; Pamela W. Eckhardt; Patty Temple; Patty Weeks; Peggy DeLange-White; Penny Manning; Robert Poleki; Sharee Sprague; Shauna Geddes; Shelly Shaffer; Shelly Tilton; Sherry Ward; Terri Morton; Wesley Wootan
Subject: IAC Behavioral Health Summit Information
Attachments: Behavioral Health Summit Reg. Form. .doc; IAC Behavioral Health Summit-August 23 Tentative (1).docx

Dear Clerks,

It is with great pleasure that we invite you to the Idaho Association Of Counties Behavioral Health Summit on Thursday September 29, 2016 starting at 7:30 a.m. and concluding at 5:30 p.m. This Summit will be held at the Boise Centre in the Eagle Room. The tentative agenda is attached for your review.

The purpose of this one-day summit is for our attendees to have an opportunity to address behavioral health system issues and discuss their impact on counties and to develop county solutions.

Please note that this summit is for ***elected officials, specifically invited guests*** and in every case by ***invitation only***. Only those persons specifically invited via email can attend.

There is no fee for this summit but we do ask that you register by no later than Friday, September 16, 2016, so that we have an accurate count for refreshment breaks and lunch.

Please check in at the IAC registration desk to get your name badge and agenda from 7:30 a.m. – 8:15 a.m. You will be asked to start participating immediately upon registering, but the formal conference will start promptly at 8:15 a.m.

To register for the IAC Behavioral Health Summit please complete the fillable form sent with this email and return it to Mindy Linn, IAC Event Coordinator at mlinn@idcounties.org. You may also print the form, fill it out and scan it to Mindy's email or fax it to [\(208\) 345-0379](tel:(208)345-0379).

We look forward to your attendance. Please let us know if you have any questions.

Sincerely,

Daniel G. Chadwick

Executive Director

Mindy Linn I Event Coordinator
208.345.9126 ext. 11 I 208.345.0379 Fax
mlinn@idcounties.org I www.idcounties.org



TENATIVE

IDAHO ASSOCIATION OF COUNTIES

Behavioral Health Summit

System Problems – County Solutions

By Invitation Only

Boise Center on the Grove

September 29, 2016

7:30 – 8:15 a.m. Registration and Identifying the Problems

Once registered, attendees will have an opportunity to record known issues and problems in the system. These issues will be utilized during the afternoon session.

8:15 – 11:30 a.m.

Welcome – Daniel Chadwick, IAC Executive Director & Linda Langston, Director of Strategic Relations, NACo

Certain issues transcend offices and jurisdictions; behavioral health/mental health is one such issue. Our County Commissioners, Sheriffs, Clerks, Prosecuting Attorneys and even Public Defenders are all involved. Our purpose is to understand the various roles and responsibilities of county officials and look for solutions to some of our unique problems. To start the conversation, let's look at those who are in crisis and need access to the system and how they are treated differently depending upon their circumstance. Please note that this will be a very fluid agenda based on the direction attendees would like to go.

“Lynn’s Story” – Voluntary Commitment – Michele Chadwick

“Lynn” has worked hard her whole life. She doesn't drink or do drugs. She attends church regularly and is well known in her community. Lynn has health insurance through her employer. She doesn't have mental health issues in her family and doesn't even know if she has coverage for “those” issues. One day, “Lynn” suffered an event that changed her life. No one quite knows what it was, she just woke up and was in crisis. Her family didn't know how to help her and didn't even know what questions to ask or what words to use.

“Nigel’s Story” – Involuntary Commitment – Chuck Rolland, Gem County Sheriff

Nigel was a good man. He was diagnosed with schizophrenia while a teen. He battled the demons. He wanted, more than anything, to be “normal”. But he wasn't. He had a disease that did not have a cure, only treatment and he didn't like the treatment.

“Henry” - Involuntary Commitment with Criminal Sanctions—Paul Wilde, Bonneville County Sheriff and Sam Hulse, Chief Deputy, Bonneville County Sheriff’s Office

Henry was an accomplished professional. His Bi-Polar illness caused his behavior to become more and more bizarre. Henry became delusional and grandiose and began to act on his delusions. This culminated in his threatening of a judge and the discharge of a firearm inside his vehicle while driving in traffic. Henry was arrested and incarcerated for his crimes. On probation Henry was medication compliant and did not have any interaction with Law Enforcement for 5 years. Once he was released from probation he stopped taking his medication and became delusional again, resulting in renewed interaction with Law Enforcement.

“Uncle Joe” – Is It Dementia? – JoLynn Drage, Blaine County Clerk

Uncle Joe and Aunt Mary loved each other very much. They have been married 47 years. Slowly, the family has noticed that Uncle Joe just isn’t himself. He is forgetful and over time, it is apparent his memory has failed him. Uncle Joe doesn’t like doctors, so he hasn’t been to a doctor to see if he has dementia and gets very argumentative when it is brought up. One night, Aunt Mary is woken up to Uncle Joe trying to strangle her. He claims she was making too much noise while sleeping. Aunt Mary was able to wrestle away and get free. She ran to the neighbor’s house where law enforcement was called.

10:30 – 10:45 a.m. Personal Needs Break – Please take time to review and add to the “issues” list throughout the room.

The Legal Process for Involuntary Civil and Criminal Commitments . . . And WHO PAYS?!!! – Judge Bryan K. Murray

Judge Murray will give an overview of the Idaho system focusing on involuntary civil and criminal commitments and how the Idaho Code controls and impacts that system. In addition, Judge Murray will speak to the issue of who has financial responsibility for those commitments.

11:30 – 1 p.m.

Working Lunch – Building Relationships – Towards a More Inclusive and Holistic Mental Health System --Linda Langston, NACo

1:00 – 5:30 p.m.

**An Autopsy of the Behavioral Health System
-Todd Hurt, Director State Hospital North
-Michele Chadwick, Chair, State Hospital North Advisory Board**

Todd and Michele will have a conversation about how Idaho’s mental health state hospitals fit into the current system and what Todd sees when a patient enters his facility. He will provide an “autopsy” of

the entire system including local government involvement, access to local services and will discuss some hypothetical challenging cases.

What I Didn't Know and What I've Learned So Far That Is Most Surprising...A Brief Interlude

The Local Decision-Makers

- Commissioners Roles & Responsibilities
- Clerks Roles & Responsibilities
- Sheriffs Roles & Responsibilities
- Prosecuting Attorneys Roles & Responsibilities
- Public Defenders Roles & Responsibilities

Recognizing our State Partners and their Roles

The Behavioral Health system includes county elected official involvement and many state partners as well. Who are these officials and partners and what are their roles in making things work? Is the system "seamless" between the jurisdictions?

Money, Money, Money – Who is it Costing and How much? Attendees

Because each county processes involuntary commitments differently, payments come from different budgeted county funds. Voluntary commitments utilize the county indigent program (Chapter 35, Title 31 Idaho Code); involuntary commitments are processed through Chapter 3, Title 66 and criminal commitments are paid through the budgets for county jails. Do you know how much your county is spending?

- 3:15 – 3:30 p.m. Personal Needs Break – Please take time to review and add to the "issues" list throughout the room.**

- 3:30 – 5:30 p.m. Let's Have a Conversation About Crisis and Recovery Centers (15 minutes)—Bonneville County Sheriff Paul Wilde and Chief Deputy Sam Hulse**

- Making things Happen – Moderated Conversation on Resources and Legislative and Non-Legislative Fixes And Prioritization of Issues – Daniel Chadwick/Linda Langston/Attendees**

The issues that have been brought up on the flip charts and in conversation will be discussed and potential solutions will be discussed. These issues include interpretation of Idaho Code, different protocols across the state-the differences may be an issue, local availability and access to services, the problem of silos and jurisdictional conflicts and every other issue that impacts the behavioral health system.

- 5:30 p.m. Wrap Up and Final Takeaways**

EQUITY ADJUSTMENTS & MERIT RAISES FOR FY 2017

1. SALARY SCHEDULE. A 1% adjustment was made to the County's Salary Schedule.

2. EQUITY RAISES. *Fully Competent** employees received equity raises so that:

Employees with 0.5-0.9 years at their current pay grade will earn 88% of the market rate

Employees with 1.0-1.4 years at their current pay grade will earn 90% of the market rate

Employees with 1.5-1.9 years at their current pay grade will earn 92% of the market rate

Employees with 2.0-2.4 years at their current pay grade will earn 94% of the market rate

Employees with 2.5-2.9 years at their current pay grade will earn 95% of the market rate

Employees with 3.0-3.4 years at their current pay grade will earn 96% of the market rate

Employees with 3.5-3.9 years at their current pay grade will earn 97% of the market rate

Employees with 4.0-4.4 years at their current pay grade will earn 98% of the market rate

Employees with 4.5-4.9 years at their current pay grade will earn 99% of the market rate

Employees with 5.0-5.4 years at their current pay grade will earn 100% of the market rate

However, equity raises were capped at \$1.00 per hour.

3. MERIT RAISES. Merit raise requests were approved for 19 employees

4. IN SUMMARY, on August 4 the County had:

75 regular employees (*year-round, full- & part-time, several positions are currently vacant*)

23 employees, including all elected officials, will receive no raises in FY 2017

19 employees will receive merit raises

46 employees will receive equity adjustments

The total of all raises will be \$82,000 - \$57,000 for equity and \$25,000 for merit.

*Teton County's Employee Performance Review form defines Fully Competent as follows: *Made strong contributions to Teton County. Provided positive business results while demonstrating commitment to core County values, especially working cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity. Delivered superior results on occasion and rarely fell short of expectations. Considered a valuable, solid member of the team. Gave sound input and recommendations the majority of the time. Supported management and coworkers in delivering services and achieving County goals and objectives. Had little difficulty in dealing with others.*

Teton County Levies

for the 2016 Tax Year (FY 2017)

	Total Amount to be Levied for FY 2017 per L2 forms	Calculated 2016 Levy Rate	Total Amount to be Levied for FY 2016 per L2 forms	Calculated 2015 Levy Rate
COUNTY				
Current Expense	\$2,933,518	0.001841316	\$3,066,963	0.002182276
District Court	\$457,684	0.000287280	\$383,878	0.000273146
Fair	\$28,890	0.000018134	\$91,560	0.000065149
Noxious Weeds	\$110,710	0.000069491	\$109,845	0.000078159
Revaluation	\$130,604	0.000081978	\$126,800	0.000090224
Tort	\$128,925	0.000080924	\$126,448	0.000089973
County Total	\$3,790,331	0.002379123	\$3,905,494	0.002778927
County Road & Bridge Override	\$1,000,000	0.000617693	\$1,000,000	0.000699156
County Road & Bridge 40-801A	\$438,484	0.000275228	\$163,424	0.000116283
TOTAL	\$5,228,815	0.003272044	\$4,905,494	0.003478083
CITIES				
Driggs	\$440,633	0.002249553	\$419,411	0.002348349
Tetonia	\$26,891	0.002074261	\$26,087	0.002196464
Victor	\$386,591	0.002548647	\$360,426	0.002851230
SCHOOL DISTRICT				
Bond - 1996			\$535,031	0.000380698
Bond - 2006			\$844,780	0.000601097
Emergency		Information available at meeting	\$214,544	0.000150000
Plant Facility			\$400,000	0.000279662
Supplemental			\$3,100,000	0.002167383
TOTAL			\$5,094,355	0.003578840
AMBULANCE DISTRICT				
Teton County	\$0	0.000000000	\$539,230	0.000400000
CEMETERIES				
Bates	\$5,200	0.000082379	\$5,147	0.000095860
Cache-Clawson	\$21,261	0.000090011	\$20,231	0.000098803
Driggs-Darby	\$33,325	0.000073171	\$31,931	0.000076652
Haden	\$7,625	0.000193326	\$7,347	0.000215487
Victor-Cedron	\$95,665	0.000141555	\$92,364	0.000157971
FIRE DISTRICT				
Teton County	\$2,189,609	0.001443010	\$2,108,841	0.001580954
FLOOD CONTROL #18				
Teton Creek	\$18,501	0.000537621	\$17,962	0.000599972
LIBRARY				
Valley of the Tetons	\$246,213	0.000154543	\$236,954	0.000168603
Valley of the Tetons Override	\$200,000	0.000125536	\$220,000	0.000153814
MOSQUITO ABATEMENT DISTRICT				
Teton County	\$290,610	0.000182411	\$281,079	0.000200000
TOTALS	\$9,190,939		\$14,530,283	

I do hereby certify that the foregoing is a full and correct statement of all tax levies as determined by the Board of County Commissioners at a meeting held September 12, 2016.

Mary Lou Hansen, Clerk of Board of Commissioners
Teton County, Idaho

2016 Dollar Certification of Budget Request to Board of County Commissioners L-2

(the L-2 worksheet and applicable "Voter Approved Fund Tracker" and budget publication must be attached)

District or Taxing Unit's Name: **BATES CEMETERY DISTRICT**

Fund	Total Approved Budget*	Cash Forward Balance	Other revenue <i>NOT</i> shown in Column 5	Property Tax Replacement From Line 12 of L-2 Worksheet	Balance to be levied Col. 2 minus (Cols. 3+4+ 5)
1	2	3	4	5	6
I&O	8,600	3,068	200	28	5,304
		3,172			
		3,172			
Column Total:	8,600	3,068	200	28	5,200 5,304

If the budget includes any forgone amount, complete this section:

I, the undersigned, attest that this district held a public hearing and approved the attached resolution that indicates that up to _____ of available forgone increase is authorized to be levied and the specific purpose for which this amount is being budgeted. This amount can not exceed the lesser of amount shown in the resolution or line 14A of the L-2 worksheet.

I certify that the amounts shown above accurately reflect the budget being certified in accordance with the provisions of I.C. §63-803.

To the best of my knowledge, this district has established and adopted this budget in accordance with all provisions of Idaho Law.

Leora Wood Clerk 8/23/2016
 Signature of District Representative Title: Date:

EORA WOOD

414 S 5635 W, DRIGGS, ID 83422

Please print above: Contact Name and Mailing Address Email Address: lwood0000@gmail.com
 Phone Number: () Fax Number: ()

= Do not include revenue allocated to urban renewal agencies.

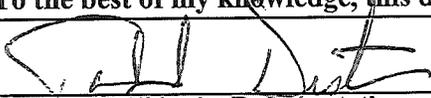
2016 Dollar Certification of Budget Request to Board of County Commissioners L-2

(the L-2 worksheet and applicable "Voter Approved Fund Tracker" and budget publication must be attached)

District or Taxing Unit's Name:		Victor Cedron Cemetery District			2016
Fund	Total Approved Budget*	Cash Forward Balance	Other revenue <i>NOT</i> shown in Column 5	Property Tax Replacement From Line 12 of L-2 Worksheet	Balance to be levied Col. 2 minus (Cols. 3+4+5)
1	2	3	4	5	6
M & O	108,120		12,000	455	95,665
Column Total:	108,120	-	12,000	455	95,665

If the budget includes any forgone amount, complete this section:
 I, the undersigned, attest that this district held a public hearing and approved the attached resolution that indicates that up to \$_____ of available forgone increase is authorized to be levied and the specific purpose for which this amount is being budgeted. This amount can not exceed the lesser of amount shown in the resolution or line 14A of the L-2 worksheet.

I certify that the amounts shown above accurately reflect the budget being certified in accordance with the provisions of I.C. §63-803.
 To the best of my knowledge, this district has established and adopted this budget in accordance with all provisions of Idaho Law.

	Chairman of the Board	17-Aug-16
Signature of District Representative	Title:	Date:

Carla Sherman P O Box 192 Victor, ID 83455	
Please print above: Contact Name and Mailing Address	Email Address: cncsherman@silverstar.com
Phone Number: 208-787-2445	Fax Number: ()

* = Do not include revenue allocated to urban renewal agencies.

2016 Dollar Certification of Budget Request to Board of County Commissioners L-2

(the L-2 worksheet and applicable "Voter Approved Fund Tracker" and budget publication must be attached)

District or Taxing Unit's Name: CITY OF DRIGGS

Fund	Total Approved Budget*	Cash Forward Balance	Other revenue <i>NOT</i> shown in Column 5	Property Tax Replacement From Line 12 of L-2 Worksheet	Balance to be levied Col. 2 minus (Cols. 3+4+ 5)
1	2	3	4	5	6
GENERAL	1,359,804		912,440	6,731	440,633
ALL OTHER	8,235,568		8,235,568		-
Column Total:	9,595,372	-	9,148,008	6,731	440,633

If the budget includes any forgone amount, complete this section:

I, the undersigned, attest that this district held a public hearing and approved the attached resolution that indicates that up to \$ 6,734 of available forgone increase is authorized to be levied and the specific purpose for which this amount is being budgeted. This amount can not exceed the lesser of amount shown in the resolution or line 14A of the L-2 worksheet.

I certify that the amounts shown above accurately reflect the budget being certified in accordance with the provisions of I.C. §63-803.

To the best of my knowledge, this district has established and adopted this budget in accordance with all provisions of Idaho Law.

Carol Lenz
09/01/2016

Signature of District Representative Title: Date:

Carol Lenz, Finance Officer
 City of Driggs PO Box 48 Driggs ID 83422

Please print above: Contact Name and Mailing Address Email Address: clenz@driggsidaho.org

Phone Number: 208-354-2362 Fax Number: 208-354-8522

* = Do not include revenue allocated to urban renewal agencies.

2016 Dollar Certification of Budget Request to Board of County Commissioners L-2

(the L-2 worksheet and applicable "Voter Approved Fund Tracker" and budget publication must be attached)

District or Taxing Unit's Name: CITY OF TETONIA

Fund	Total Approved Budget*	Cash Forward Balance	Other revenue <u>NOT</u> shown in Column 5	Property Tax Replacement From Line 12 of L-2 Worksheet	Balance to be levied Col. 2 minus (Cols. 3+4+ 5)
1	2	3	4	5	6
<u>General</u>	184,700	0	157,142	727	26,891
<u>Water</u>	2,121,393	0	2,121,393	0	0
<u> sewer</u>	136,400	0	136,400	0	0
			\$ 2,278,535		
Column Total:	2,442,493 -	0 -	2,444,995 -	727 -	26,891 -

If the budget includes any forgone amount, complete this section:

I, the undersigned, attest that this district held a public hearing and approved the attached resolution that indicates that up to \$ _____ of available forgone increase is authorized to be levied and the specific purpose for which this amount is being budgeted. This amount can not exceed the lesser of amount shown in the resolution or line 14A of the L-2 worksheet.

I certify that the amounts shown above accurately reflect the budget being certified in accordance with the provisions of I.C. §63-803.

To the best of my knowledge, this district has established and adopted this budget in accordance with all provisions of Idaho Law.

<u>Brittney Bowser</u>	Clerk/Treasurer	9-1-16
Signature of District Representative	Title:	Date:

Brittney Bowser PO Box 57 Tetonian, ID 83452

Please print above: Contact Name and Mailing Address	Email Address:	<u>tetonia.gov</u> ⁽²⁾ <u>silverstar.com</u>
Phone Number: <u>(208) 456-2249</u>		Fax Number: <u>(208) 456-2349</u>

* = Do not include revenue allocated to urban renewal agencies.

2016 Dollar Certification of Budget Request to Board of County Commissioners L-2

(the L-2 worksheet and applicable "Voter Approved Fund Tracker" and budget publication must be attached)

District or Taxing Unit's Name:

CITY OF VICTOR

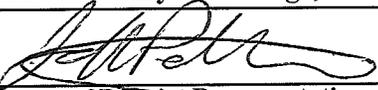
Fund	Total Approved Budget*	Cash Forward Balance	Other revenue <i>NOT</i> shown in Column 5	Property Tax Replacement From Line 12 of L-2 Worksheet	Balance to be levied Col. 2 minus (Cols. 3+4+ 5)
1	2	3	4	5	6
Total Budget	2,414,936	-	2,023,563	4,782	386,591
Column Total:	2,414,936	-	2,023,563	4,782	386,591

If the budget includes any forgone amount, complete this section:

I, the undersigned, attest that this district held a public hearing and approved the attached resolution that indicates that up to \$12115⁰⁰ of available forgone increase is authorized to be levied and the specific purpose for which this amount is being budgeted. This amount can not exceed the lesser of amount shown in the resolution or line 14A of the L-2 worksheet.

I certify that the amounts shown above accurately reflect the budget being certified in accordance with the provisions of I.C. §63-803.

To the best of my knowledge, this district has established and adopted this budget in accordance with all provisions of Idaho Law.

	Mayor	10-Aug-16
Signature of District Representative	Title:	Date:

Craig Sherman PO Box 122 Victor, ID 83455

Please print above: Contact Name and Mailing Address	Email Address:	craigs@victorcityidaho.com
Phone Number: 208-787-2940 Ext 6	Fax Number:	208-787-2357

* = Do not include revenue allocated to urban renewal agencies.

2016 Dollar Certification of Budget Request to Board of County Commissioners L-2

(the L-2 worksheet and applicable "Voter Approved Fund Tracker" and budget publication must be attached)

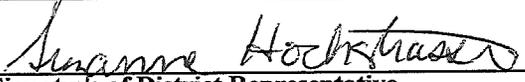
District or Taxing Unit's Name:		Valley of the Tetons Library			2016
Fund	Total Approved Budget*	Cash Forward Balance	Other revenue <i>NOT</i> shown in Column 5	Property Tax Replacement From Line 12 of L-2 Worksheet	Balance to be levied Col. 2 minus (Cols. 3+4+ 5)
1	2	3	4	5	6
M & O	323,000	45,000	29,116	2,671	246,213
Permanent Levy Override	200,000				200,000
Column Total:	523,000	45,000	29,116	2,671	446,213

If the budget includes any forgone amount, complete this section:

I, the undersigned, attest that this district held a public hearing and approved the attached resolution that indicates that up to \$_____ of available forgone increase is authorized to be levied and the specific purpose for which this amount is being budgeted. This amount can not exceed the lesser of amount shown in the resolution or line 14A of the L-2 worksheet.

I certify that the amounts shown above accurately reflect the budget being certified in accordance with the provisions of I.C. §63-803.

To the best of my knowledge, this district has established and adopted this budget in accordance with all provisions of Idaho Law.

	Chairman of the Board	8-2-16
Signature of District Representative	Title:	Date:

Carla Sherman P O Box 37 Victor, ID 83455

Please print above: Contact Name and Mailing Address	Email Address:	library@silverstar.com
Phone Number: 208-787-2201	Fax Number:	208-787-2204

* = Do not include revenue allocated to urban renewal agencies.

**2016 Dollar Certification of Budget Request to Board of County Commissioners L-2
County Only (the L-2 worksheet and applicable "Voter Approved Fund Tracker" must be attached)**

District or Taxing Unit's Name:

TETON COUNTY

Fund	Total Approved Budget*	Cash Forward Balance	Other revenue <i>NOT</i> shown in Column 5	Property Tax Replacement From Line 14 of L-2 Worksheet	Balance to be levied Col. 2 minus (Cols. 3+4+ 5)
1	2	3	4	5	6
General Fund	4,989,675	336,281	1,668,000	51,876	2,933,518
District Court	598,122	5,438	135,000	-	457,684
Revaluation	130,604	-	-	-	130,604
Tort	128,925	-	-	-	128,925
Weeds	124,210	-	13,500	-	110,710
Road & Bridge Override	1,000,000	-	-	-	1,000,000
Fair	96,890	20,000	48,000	-	28,890
All other Funds	3,266,439	615,000	2,651,439		-
I.C. §40-801(1)(a)	1,988,484	350,000	1,200,000	-	438,484
I.C. §40-801(1)(b)					
Column Total:	12,323,349	1,326,719	5,715,939	51,876	5,228,815

If the budget includes any forgone amount, complete this section:

I, the undersigned, attest that this district held a public hearing and approved the attached resolution that indicates that up to \$_____ of available forgone increase is authorized to be levied and the specific purpose for which this amount is being budgeted. This amount can not exceed the lesser of amount shown in the resolution or line 16A of the L-2 worksheet.

I certify that the amounts shown above accurately reflect the budget being certified in accordance with the provisions of I.C. §63-803.

To the best of my knowledge, this district has established and adopted this budget in accordance with all provisions of Idaho Law.

	Clerk	8/31/2016
Signature of District Representative	Title:	Date:
Mary Lou Hansen		
150 Courthouse Drive #208, Driggs, ID 83422		
Please print above: Contact Name and Mailing Address		Email Address: clerk@co.teton.id.us
Phone Number: (208) 354-8771	Fax Number: (208) 354-8410	

* = Do not include revenue allocated to urban renewal agencies.

2016 Dollar Certification of Budget Request to Board of County Commissioners L-2

(the L-2 worksheet and applicable "Voter Approved Fund Tracker" and budget publication must be attached)

District or Taxing Unit's Name: Teton County Fire Protection District

Fund	Total Approved Budget*	Cash Forward Balance	Other revenue <i>NOT</i> shown in Column 5	Property Tax Replacement From Line 12 of L-2 Worksheet	Balance to be levied Col. 2 minus (Cols. 3+4+ 5)
1	2	3	4	5	6
A Budget - Salaries	1,488,980	-	330,000		1,158,980
B Budget - M&O	427,500	-	100,000		327,500
C Budget - Capital Improvmnts	201,000	-	200,000		1,000
D Budget - Taxes	752,129	-	50,000		702,129
G Budget - Grants	66,000	-	66,000		-
Column Total:	2,935,609	-	746,000	-	2,189,609

If the budget includes any forgone amount, complete this section:

I, the undersigned, attest that this district held a public hearing and approved the attached resolution that indicates that up to \$ 0 of available forgone increase is authorized to be levied and the specific purpose for which this amount is being budgeted. This amount can not exceed the lesser of amount shown in the resolution or line 14A of the L-2 worksheet.

I certify that the amounts shown above accurately reflect the budget being certified in accordance with the provisions of I.C. §63-803.

To the best of my knowledge, this district has established and adopted this budget in accordance with all provisions of Idaho Law.

	Administrative Assistant	9/7/2016
Signature of District Representative	Title:	Date:

Monica L. Hoth P.O. Box 474 Driggs, ID 83422

Please print above: Contact Name and Mailing Address	Email Address:	mhoth@tetoncountyfire.com
Phone Number: (208) 715-5201	Fax Number:	

* = Do not include revenue allocated to urban renewal agencies.



208-354-8780
FAX: 208-354-8410

County Clerk

89 N. Main #1
Driggs, Idaho 83422

September 7, 2016

TO: Elected Officials & Department Heads
FROM: Mary Lou
SUBJECT: End of Fiscal Year

CLAIMS. Claims for all expenses to be paid out of the current budget must be submitted by noon on Thursday, Oct. 6. Please mark every claim to clearly indicate whether it should be paid with FY 2016 or FY 2017 funds. Be sure to work with your vendors to receive monthly statements for services received during September in time to pay for those services with your FY 2016 budgets. *No bills with an October date can be paid with FY 2016 funds.*

BUDGET PAGES. We'll print a final copy of your FY 2017 budget after all FY 2016 claims are paid, and any end of year transfers or adjustments are made. That way, your FY 2017 budget sheets will include three complete years of history.

REVENUES. Please be sure that all revenues collected during September are delivered to the Clerk's office no later than Wednesday, October 5.

COMP TIME BUY OUT. The September 30 paycheck will be the last one paid with FY 2016 funds. This means that any accrued Comp Time in excess of 40 hours will be paid out on that check (except Road & Bridge).

RAISES will become effective Sept. 24, which means the new pay rates will be reflected on the Oct. 14 paycheck.

PAID TIME OFF. Since the October 14 paycheck will include payment for some hours worked in September, any PTO forfeiture will be calculated after that paycheck. If one of your employees needs to carry over excess PTO hours, please follow the process outlined on p.18 of the Personnel Policy (reprinted below). The last Commissioner meeting of the fiscal year will be held Friday, September 23.

PERSONNEL POLICY: At the end of the fiscal year, any PTO in excess of 80 hours will be forfeited, without right of compensation. This rule may be subject to an exception upon written permission of the responsible department head or elected official, and the Board of County Commissioners, which must be obtained prior to the end of the fiscal year and cannot be obtained in two consecutive years. No PTO hours may be used before they are accrued.

QUESTIONS? Please ask Adam or I if you have any questions about end-of-fiscal-year items.



Teton County Clerk

208-354-8780
FAX: 208-354-8410

150 Courthouse Drive #208
Driggs, Idaho 83422

September 01, 2016

TO: Commissioners
FROM: Jenifer VanMeeteren-Shaum, Chief Deputy Clerk
SUBJECT: New Retail Alcoholic Beverage Licenses for 2017

I request the following motion be made to grant pre-approval for the renewal of all 2016 licenses if requested for 2017.

Suggested Motion: *I make a motion to approve the 2017 Retail Alcoholic Beverage Licenses for the businesses listed in the attached Exhibit A, provided they submit the appropriate application, required supporting documents, and applicable fee.*

Exhibit A**License #****Applicant****Business Name**

2016-9	7TH ANNUAL SOUPER BOWL	TETON ARTS COUNCIL
2016-3	A & C DAVIS INC	EVERGREEN 66
2016-11	AGAVES LLC	AGAVE
2016-31	BARRELS & BINS LLC	BARRELS & BINS
2016-27	BEEHIVE INVESTMENT COMPANY	STINGER'S BAR & GRILL
2016-46	BIG HOLE BBQ LLC	BIG HOLE BBQ
2016-7	BLACK HAWK ENTERPRISES LLC	LIQUOR MARKET
2016-40	BRIAM LLC	KNOTTY PINE
2016-12	BROULIMS SUPER MARKETS LLC	BROULIM'S SUPER MARKETS
2016-64	CHOPS EATS	CHOPS EATS LLC
2016-2	CLOM CONCEPTS LLC	FORAGE BISTRO & LOUNGE
2016-29	COOK LIKE A CHEF LLC	THREE PEAKS DINNER TABLE
2016-53	D.O. DOUBLE CHEESE LLC	THE BRAKEMAN AMERICAN GRILL
2016-45	DINING IN CATERING INC	DINING IN CATERING
2016-41	DOWNTOWN DRIGGS COMMUNITY ASSOCIATION	DRIGGS SNOWBALL
2016-65	DOWNTOWN DRIGGS COMMUNITY ASSOCIATION	DRIGGS PLEIN AIR FESTIVAL
2016-55	DREAMCATCHER B AND B LLC	DREAMCATCHER BED AND BREAKFAST
2016-43	EVEREST MOMO SHACK II LLC	EVEREST MOMO SHACK II LLC
2016-13	FAB CONSULTING SERVICES LLC	GRAND VIEW GENERAL STORE LLC
2016-8	GEE INTER FOODS INC	BANGKOK KITCHEN
2016-14	GTBC LLC	GRAND TETON BREWING CO
2016-19	H RAY HEILESON	KWIK WAY
2016-1	HEADWATERS GRILLE	HEAD WATERS GRILLE LLC
2016-51	HUARACHE MEXICAN RESTAURANT LLC	HUARACHE MEXICAN RESTAURANT LLC
2016-28	HUNTSMAN SPRINGS INC	HUNTSMAN SPRINGS
2016-44	LESLI KLEBESADEL	TETON SPRITS
2016-42	MIRIAM MAYEN	HACIENDA CUAJIMALPA
2016-26	MOVINO LLC	MOONSHINE LIQUOR BEER & WINE
2016-16	NATURAL RETREATS US LLC	NATURAL RETREATS TETON SPRINGS
2016-4	ODH CORP	GRUMPY'S GOAT SHACK
2016-34	OFF PISTE LLC	VICTOR VALLEY MARKET
2016-35	O'ROUKE'S INC	O'ROURKE'S SPORTS BAR AND GRILL
2016-6	PATRICK MARKERT	ROYAL WOLF LLC
2016-33	PENDL'S BAKERY & CAFE INC	PENDL'S BAKERY & CAFE
2016-17	PROVISIONS RESTAURANT LLC	PROVISIONS RESTAURANT LLC
2016-54	RAVEN GOLF SERVICES LLC	TETON RESERVE GOLF COURSE
2016-52	RAVEN GOLF SERVICES LLC	TETON RESERVE GOLF COURSE
2016-32	SCRATCH LLC	SCRATCH
2016-36	SEGO SKI CO	SEGO LLC
2016-48	SENIOR CITIZENS OF TETON COUNTY	VALENTINES DINNER AND DANCE
2016-38	SEOUL RESTAURANT LLC	SEOUL RESTAURANT
2016-47	SPOONS BISTRO LLC	SPOONS BISTRO LLC
2016-18	STINKER STORES INC	STINKER STORE #115
2016-24	TATANKA VENTURES LLC	TATANKA VENTURES LLC
2016-50	TETON ROCK GYM INC	WINTER MOVIE NIGHT
2016-49	TETON ROCK GYM INC	WINTER MOVIE NIGHT
2016-30	TETON THAI INC	TETON THAI
2016-63	TETON VALLEY FOUNDATION	MUSIC ON MAIN
2016-62	TETON VALLEY FOUNDATION	MUSIC ON MAIN
2016-61	TETON VALLEY FOUNDATION	MUSIC ON MAIN
2016-60	TETON VALLEY FOUNDATION	MUSIC ON MAIN
2016-59	TETON VALLEY FOUNDATION	MUSIC ON MAIN
2016-58	TETON VALLEY FOUNDATION	MUSIC ON MAIN
2016-57	TETON VALLEY FOUNDATION	MUSIC ON MAIN
2016-56	TETON VALLEY FOUNDATION	MUSIC ON MAIN
2016-15	TETON VALLEY FOUNDATION INC	10TH ANNUAL SPAGHETTI FEST
2016-10	THE BUNKHOUSE LLC	BIG HOLE BAGELS & BREAKFAST
2016-25	THE SPUD BUNCH LLC	TJ'S GRILL & PIZZERIA
2016-23	WARBIRD CAFE	WARBIRD CAFE
2016-22	WAYNE D HARTSHORN	BASIN TRAVEL STOP #2
2016-21	WAYNE D HARTSHORN	BASIN TRAVEL STOP
2016-20	WEST SIDE YARD INC	WEST SIDE YARD
2016-5	WHITMORE'S LLC	DAVE'S PUB
2016-37	WILDLIFE BREWING LLC	WILDLIFE BREWING LLC
2016-39	WORLD CAST ANGLERS	WORLD CAST ANGLERS

Non-Profit Funding Requests: FY 2017								
Organization	Request Received	Amount Received FY 2016	Amount Requested FY 2017	Preliminary Amount Approved	Final Amount Approved	BOCC signed contract	Non-Profit Signed Contract	
Veterans Memorial (American Legion)	x	7,051	7,263	7,263	7,263	n/a	n/a	
City of Driggs (Fireworks)	x	5,000	5,000		5,000	n/a	n/a	
Community Resource Center of Teton Valley	x	0	9,000		5,000			01-18-540
Family Safety Network	x	5,000	10,000	6,000	5,000			01-18-539
Seniors West of the Tetons	x	6,000	6,000	6,000	6,000			01-18-525
Targhee Regional Public Transit Authority (TRPTA)	x	6,000	6,000	6,000	5,000			\$5,000 to TRPTA, \$1,000 for John Trudell to attend TRPTA meetings
Teton Regional Economic Coalition (formerly TVBDC, Chamber & Geotourism Center)	x	35,000	35,000	35,000	35,000	x	x	01-18-523
Teton Valley Community Animal Shelter	x	9,600	10,000		10,000			in Sheriff's budget (01-04-552)
Teton Valley Community Recycling	x	5,000	10,000	10,000	10,000			in Solid Waste budget (23-00-687)
Teton Valley Food Pantry (Food Bank)	x	6,500	6,500		6,500			01-18-527
Teton Valley Foundation - SnowFest	x	1,855	3,000		3,000	n/a	n/a	in Contingency (01-18-526)
Teton Valley Foundation - Ice Rink	x	0	30,000		0	n/a	n/a	
Teton Valley Hispanic Resource Center		0	14,400		0	n/a	n/a	
Teton Valley Mental Health Coalition	x	5,000	5,000	5,000	5,000			01-18-536
TOTALS		\$92,006	\$157,163	\$75,263	\$102,763			



208-354-8780
FAX: 208-354-8410

County Clerk

150 Courthouse Drive
Driggs, Idaho 83422

September 7, 2016

TO: Elected Officials & Department Heads
FROM: Mary Lou
SUBJECT: End of Fiscal Year

CLAIMS. Claims for all expenses to be paid out of the current budget must be submitted by noon on Thursday, Oct. 6. Please mark every claim to clearly indicate whether it should be paid with FY 2016 or FY 2017 funds. Be sure to work with your vendors to receive monthly statements for services received during September in time to pay for those services with your FY 2016 budgets. *No bills with an October date can be paid with FY 2016 funds.*

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QUESTIONS? Please ask Adam or I if you have any questions about end-of-fiscal-year items.

Family Safety Network Agreement

This Agreement is made by and between Teton County, Idaho (hereinafter the County), and the **Family Safety Network**.

RECITALS

Whereas, the County supports the Family Safety Network in their efforts to provide free, confidential support to victims of domestic violence, sexual assault and child abuse in Teton County; and

Whereas, the Family Safety Network performs this service in a manner that reduces the burden on our Sheriff's Office, Court System and other areas which directly or indirectly cost the county money; and

Whereas, the Family Safety Network will report annually to the Board of County Commissioners the extent to which the funds provided by the county were used to attain grants and other funding, manage administrative aspects of the entity, and defer offenders to seek help to prevent future abuse in order to achieve their goals.

TERMS AND CONDITIONS

Therefore, for mutual consideration, the County does hereby agree with the Family Safety Network that it shall contribute the sum of Five Thousand Dollars (\$5,000) during the 2017 fiscal year to the Family Safety Network to assist Teton County seniors and other residents who are victims of domestic violence, sexual assault or child abuse;

The County's contribution will be made about January 31, 2017 in the form of a check payable to the Family Safety Network;

The Family Safety Network understands that this is a one-time contribution and the County makes no promises or representations that such money will be available in any future fiscal years;

The Family Safety Network agrees to provide an annual financial report for the previous fiscal year no later than June 1, 2017; and

The Family Safety Network understands that it is not an employee of Teton County for any purpose, and that the County is not making any promises or representations, entering into any partnerships or other agreements, but is simply making a cash donation.

BY:

Hope Strong, President
Family Safety Network

Date

BY:

Bill Leake, Chairman
Teton County Board of Commissioners

Date

Targhee Regional Public Transit Authority Agreement

This Agreement is made by and between Teton County, Idaho (hereinafter the County), and **Targhee Regional Public Transit Authority** (hereinafter TRPTA).

RECITALS

Whereas, the County supports TRPTA in its efforts to provide demand response bus service in Teton County which significantly helps our aged population; and

Whereas, TRPTA will report annually to the Board of County Commissioners the extent to which the funds provided by the county were used to attain the goals of TRPTA relative to the aged; and

Whereas, has asked the County to provide financial assistance in order to help provide such bus service.

TERMS AND CONDITIONS

Therefore, for mutual consideration, the County does hereby agree with TRPTA that it shall contribute the sum of Five Thousand Dollars (\$5,000) during the 2017 fiscal year to TRPTA to help fund the operation of a demand response bus service in Teton County, Idaho;

The County's contribution will be made about January 31, 2017 in the form of a check payable to TRPTA;

TRPTA shall use the contributed sum exclusively for the stated purpose of providing a demand response bus service;

TRPTA understands that this is a one-time contribution and the County makes no promises or representations that such money will be available in any future fiscal years;

TRPTA agrees to provide an annual financial report for the previous fiscal year no later than June 1, 2017; and

TRPTA understands that it is not an employee of Teton County for any purpose, and that the County is not making any promises or representations, entering into any partnerships or other agreements, but is simply making a cash donation.

BY: _____ Date _____
Lee Staker, Chairman
Targhee Regional Public Transportation Authority

BY: _____ Date _____
Bill Leake, Chairman
Teton County Board of Commissioners

**CONTRACT AGREEMENT FOR TETON COUNTY
ANIMAL SHELTER SERVICES**

Agreement is hereby made between Teton County (County) and the **Teton Valley Community Animal Shelter (TVCAS)**, formerly known as Targhee Animal Shelter, Inc., an Idaho Non-Profit Corporation, as set forth below according to the following terms and conditions:

1. Services provided by TVCAS – Lost or Stray Animals

- A. TVCAS shall operate an animal shelter for care and shelter of stray, lost, abandoned and neglected dogs and cats. The shelter shall be open to the public and shall accept stray, lost or abandoned dogs and cats from 12 pm to 4 pm, Tuesday through Friday and 10 am – 4 pm Saturday, except in cases of inclement weather or natural disaster.
- B. Personnel will answer phone calls during business hours as well as have an emergency contact person on the answering machine for after hours (evenings after 4pm and Sunday and Monday all day and night.)
- C. TVCAS staff shall:
 - 1. Attempt to notify owners/guardians of lost or stray animals personally by telephone or by mail, as soon as possible if the owner/guardian is known or can be ascertained with reasonable effort; and
 - 2. Check local newspapers having general circulation in the community to determine if an animal is advertised which answers the description of an animal in the shelter.
- D. TVCAS shall make every effort to provide proper shelter, food, water, care and humane treatment for all strays for a holding period of ten (10) business days. An injured stray may be held at a veterinary clinic within Teton County if TVCAS is unable, despite good faith efforts, to provide shelter, food, water, care and humane treatment for the animal. After the holding period, TVCAS shall determine the disposition of animals – euthanasia or holding for an additional period for possible placement with responsible owners/guardians.
- E. Provide the holding facilities and care for stray canine and feline rabies suspects pending final determination of the disease, up to the maximum number of animals the facility can hold as determined by safe, quarantine space within the facility.
- F. Provide redemption, during business hours, of stray animals. An owner/guardian redeeming an animal must meet the following requirements:
 - 1. Provide proof of current license, when applicable.
 - 2. Pay TVCAS the established redemption and boarding fees:
 - a. If animals are in the shelter for one night a \$20 boarding fee will be assessed.
 - b. If it is a repeat pick-up and/or admission, there is an additional fee of \$25 for the second offense, \$50 for third offense and \$100 for each additional offense thereafter.

- c. A boarding fee of \$20 per night will be added for each day after notification of owner in person or by mail, personal service, or other applicable statutory method.
- 3. TVCAS may establish revised redemption and boarding fees, as appropriate, during the period of this contract and forward notification to Teton County as specified in Section 9.
- G. Provide adoption services for animals unclaimed by owners. Evaluate the animals for temperament and health prior to adoption. Provide the following health services to be included in the adoption fee charged to the prospective new owner/guardian:
 - 1. For Dogs:
 - a. Spay/neuter – the animal must be at least 2 months of age and/or at least 2 pounds in weight as recommended by the local veterinarians in Teton County, ID.
 - b. First DHLPP Inoculation
 - c. Heartworm test – only performed on animals of unknown origin or when the origin can be definitively determined to be out of country.
 - d. De-worm for Hook and Round worms
 - 2. For Cats:
 - a. Spay/neuter – see restrictions above
 - b. First FVRCP Inoculation
 - c. Feline Leukemia/FIV test
 - d. De-worm for Hook and Round worms

It is understood by the parties that TVCAS currently provides the adoption services described in this paragraph (G), and that the provision of these services constitutes an important part of the consideration for the decision by the County to enter into this agreement. However, failure by TVCAS to provide any of the services described in this paragraph (G) shall not, by itself, be grounds for termination of this agreement.

2. Payment by County for Animal Control and Adoption Services

In exchange for the services set forth above, the County shall pay to TVCAS, in monthly installments, the sums identified as follows for coming fiscal year:

<u>Year</u>	<u>Annual Contract</u>	<u>Quarterly payments</u>
Fiscal 2017	\$10,000	\$2,500

It is expressly understood that TVCAS may charge prospective owners/guardians an adoption fee, and that payment by the County of the amount set forth in this paragraph is not intended to cover the cost of the adoption services offered by TVCAS.

3. No Exclusivity

Nothing in the Agreement limits TVCAS from establishing, governing and providing other services to the general public. However, it is specifically understood, by the parties hereto, that only the above-referred to services are required to be performed in order for TVCAS to be designated as the animal shelter agency and obtain payment specified above.

4. Insurance/Limitation of Liability/Indemnity

The County shall not be liable for any loss, injury, death, or damage to persons or property which at any time may be suffered or sustained by TVCAS or by any persons whatsoever may at any time is acting as an agent or employee of TVCAS, whether such loss, injury, death or damage shall be caused by or in any way result from or arise out of any act, omission or negligence of TVCAS, or shall result from or be caused by any other matter or thing whether of the same kind as or of a different kind than the matters or things above set forth. TVCAS shall indemnify County against all claims, liability, loss or damages whatsoever on account of any such loss, injury, death, or damage. This paragraph shall not apply to loss, injury, death, or damage arising by reason of the negligence or misconduct of County, its agents or employees.

5. Communications between the Parties

All communications related to this Agreement shall be to the persons listed below or to such other persons that the parties may specify in writing:

TVCAS: Keith Gnagey, President
208-354-3499, grants@tvshelter.org

Teton County: Mary Lou Hansen, Clerk, clerk@co.teton.id.us
Kathy Spitzer, Prosecutor, kspitzer@co.teton.id.us

6. Savings Clause/Entire Agreement

This writing constitutes the entire Agreement between the parties with respect to the subject matter described herein and no statement, representation or promise with regard to this Agreement shall be binding upon the parties unless in writing and signed by both parties. The captions, lettering and numbering contained in this Agreement are for the convenience of the parties and shall have no independent meaning. This Agreement is the product of informed negotiations by and between the parties, both of whom are represented by counsel. This Agreement shall not be construed as having been drafted by or against any party.

BY: _____ Date
Keith Gnagey, President
Teton Valley Community Animal Shelter

BY: _____ Date
Bill Leake, Chairman
Teton County Board of Commissioners

- c. A boarding fee of \$20 per night will be added for each day after notification of owner in person or by mail, personal service, or other applicable statutory method.
- 3. TVCAS may establish revised redemption and boarding fees, as appropriate, during the period of this contract and forward notification to Teton County as specified in Section 9.
- G. Provide adoption services for animals unclaimed by owners. Evaluate the animals for temperament and health prior to adoption. Provide the following health services to be included in the adoption fee charged to the prospective new owner/guardian:
 - 1. For Dogs:
 - a. Spay/neuter – the animal must be at least 2 months of age and/or at least 2 pounds in weight as recommended by the local veterinarians in Teton County, ID.
 - b. First DHLPP Inoculation
 - c. Heartworm test – only performed on animals of unknown origin or when the origin can be definitively determined to be out of country.
 - d. De-worm for Hook and Round worms
 - 2. For Cats:
 - a. Spay/neuter – see restrictions above
 - b. First FVRCP Inoculation
 - c. Feline Leukemia/FIV test
 - d. De-worm for Hook and Round worms

It is understood by the parties that TVCAS currently provides the adoption services described in this paragraph (G), and that the provision of these services constitutes an important part of the consideration for the decision by the County to enter into this agreement. However, failure by TVCAS to provide any of the services described in this paragraph (G) shall not, by itself, be grounds for termination of this agreement.

FY17
change

2. Payment by County for Animal Control and Adoption Services

In exchange for the services set forth above, the County shall pay to TVCAS, in monthly installments, the sums identified as follows for coming fiscal year:

<u>Year</u>	<u>Annual Contract</u>	<u>Monthly</u> <u>Quarterly payments</u>
Fiscal 20167	\$9,600 <u>10,000</u>	\$800 <u>2,500</u>

It is expressly understood that TVCAS may charge prospective owners/guardians an adoption fee, and that payment by the County of the amount set forth in this paragraph is not intended to cover the cost of the adoption services offered by TVCAS.

3. No Exclusivity

Nothing in the Agreement limits TVCAS from establishing, governing and providing other services to the general public. However, it is specifically understood, by the parties hereto, that only the above-referred to services are required to be performed in order for TVCAS to be designated as the animal shelter agency and obtain payment specified above.

Teton Valley Community Recycling Agreement

This Agreement is made by and between Teton County, Idaho (hereinafter the County), and **Teton Valley Community Recycling** (hereinafter TVCR).

RECITALS

Whereas, the County supports TVCR in its efforts to develop ethical waste reduction solutions that are financially and environmentally sound for Teton County; and

Whereas, TVCR will report annually to the Board of County Commissioners the extent to which the funds provided by the county were used to attain increased waste diversion and education about the benefits of waste diversion; and

Whereas, TVCR has asked the County to provide financial assistance in order to help achieve their goals.

TERMS AND CONDITIONS

Therefore, for mutual consideration, the County does hereby agree with TVCR that it shall pay Ten Thousand Dollars (\$10,000) to TVCR during the 2017 fiscal year for grant writing and information/education services provided on behalf of Teton County, Idaho;

The County's contribution will be made about January 31, 2017 in the form of a check payable to the TVCR;

TVCR understands that this is a one-time contract and the County makes no promises or representations that such money will be available in any future fiscal years;

TVCR agrees to provide an annual financial report for the previous fiscal year no later than June 1, 2016; and

TVCR understands that it is not an employee of Teton County for any purpose, and that the County is not making any promises or representations, entering into any partnerships or other agreements, but is simply making a cash donation.

BY: _____ Date
Ashley Koehler, Vice-Chairman
Teton Valley Community Recycling

BY: _____ Date
Bill Leake, Chairman
Teton County Board of Commissioners

Teton Valley Food Pantry, Inc. Agreement

This Agreement is made by and between Teton County, Idaho (hereinafter the County), and **Teton Valley Food Pantry, Inc.** (hereinafter the Food Bank).

RECITALS

Whereas, Teton County, Idaho supports the Food Bank in their efforts to provide food for the aged; and

Whereas the Food Bank will report annually to the Board of County Commissioners the extent to which the funds provided by the county were used to attain their goals relative to the aged; and

Whereas, the Food Bank has requested the County to provide financial assistance in order to provide such service.

TERMS AND CONDITIONS

Therefore, for mutual consideration, the County does hereby agree with the Food Bank that it shall contribute the sum of Six Thousand Five Hundred Dollars (\$6,500.00) during the 2017 fiscal year to the Food Bank for the purchase and distribution of food to needy seniors and other residents of Teton County, Idaho;

The County's contribution will be made about January 31, 2017 in the form of a check payable to Teton Valley Food Pantry, Inc.;

The Food Bank shall use the contributed sum exclusively for the stated purpose of purchasing and distributing food to the needy of Teton County, Idaho through their food bank;

The Food Bank understands that this is a one-time contribution and the County makes no promises or representations that such money will be available in any future fiscal years;

The Food Bank agrees to provide an annual financial report for the previous fiscal year no later than June 1, 2017; and

The Food Bank understands that it is not an employee of Teton County for any purpose, and that the County is not making any promises or representations, entering into any partnerships or other agreements, but is simply making a cash donation.

BY:

Brian Gibson, President
Teton Valley Food Pantry (dba Teton Valley Food Bank)

Date

BY:

Bill Leake, Chairman
Teton County Board of Commissioners

Date

Teton Valley Mental Health Coalition

This Agreement is made by and between Teton County, Idaho (hereinafter the County), and the **Teton Valley Mental Health Coalition** (hereinafter Mental Health Coalition).

RECITALS

Whereas, the County supports the Mental Health Coalition in their efforts to develop and implement a coordinated and proactive suicide prevention and response plan for senior citizens and other residents of Teton County; and

Whereas the Mental Health Coalition will report annually to the Board of County Commissioners the extent to which the funds provided by the county were used to attain their goals relative to the aged; and

Whereas, the Mental Health Coalition has asked the County to provide financial assistance in order to help them achieve their goals.

TERMS AND CONDITIONS

Therefore, for mutual consideration, the County does hereby agree with the Mental Health Coalition that it shall contribute the sum of Five Thousand Dollars (\$5,000) during the 2017 fiscal year to the Mental Health Coalition for suicide prevention training programs and subsidized mental health counseling for needy senior citizens and other residents of Teton County, Idaho;

The County's contribution will be made about January 31, 2017 in the form of a check payable to the Mental Health Coalition (EIN 46-2634094);

The Mental Health Coalition shall use the contributed sum exclusively for the stated purposes of suicide prevention training and subsidized counseling;

The Mental Health Coalition understands that this is a one-time contribution and the County makes no promises or representations that such money will be available in any future fiscal years;

The Mental Health Coalition agrees to provide an annual financial report for the previous fiscal year no later than June 1, 2017; and

The Mental Health Coalition understands that it is not an employee of Teton County for any purpose, and that the County is not making any promises or representations, entering into any partnerships or other agreements, but is simply making a cash donation.

BY:

Richard Palmer, Chairman
Teton Valley Mental Health Coalition

Date

BY:

Bill Leake, Chairman
Teton County Board of Commissioners

Date

20. Participation in social media sites during non-work hours is not prohibited. However, employees must remember that all postings become a matter of public record and may become part of the employee's personnel file. Employees participating in social media sites after work hours should not post photos and/or comments which will create discord or lack of harmony between County employees and/or departments.

D. RELATIONSHIP POLICY

No employee or elected official of Teton County shall hire, supervise or otherwise exercise discretion concerning a paid employee who is related to the supervisor within the first or second degree of affinity or consanguinity, pursuant to state law (I.C. 18-1359 or its successor).

Any supervisor involved in a romantic relationship with a subordinate must immediately notify his/her superior of the existence of any such relationship. Efforts should be made to eliminate supervisory responsibility for one who is romantically involved with a subordinate.

E. POLITICAL ACTIVITY

Teton County employees and elected officials may participate in public affairs, except as prohibited by law, in a manner which maintains the neutrality, efficiency, and integrity of the employee's performance of County functions. ~~Employees and elected officials may engage in political activities as individuals, but not as representatives of the County. While on duty, employees and elected officials may not engage in any political activity, including the public display of political pictures, badges, or buttons. Employees and elected officials may not use County time, supplies, equipment, facilities or property for political purposes. Political signs may not be located anywhere on County property.~~

F. CANDIDACY FOR ELECTIVE OFFICE

While Teton County recognizes that the First Amendment provides Constitutional protections for the political activity of its employees, it also recognizes that this right is not absolute when balancing the right of the individual to become a candidate for office and the County's interests in promoting the efficiency of the public services it performs through its employees (*Pickering v. Board of Education*, 391 U.S. 563, 88 S.Ct.1731, 1968).

If an employee initiates candidacy against an incumbent elected official for whom he/she is a subordinate and there is a *reasonable prediction of disruption* in that official's office, the employee may be terminated.

A "reasonable prediction of disruption" is based upon *any* of the following factors:

1. The size of the office in which the employee works; the smaller the office, the greater prediction of disruption;
2. Whether the employee candidate holds a position of trust and confidence to the incumbent; the closer the ties, the greater likelihood of disruption;
3. Whether the employee candidate is running for a position in which he/she would replace or become superior to his/her current supervisor; in such circumstances the threat of disruption would loom larger; or
4. The nature of the relationship between the employee candidate and the incumbent and the degree of contact they have with one another; the greater the amount of contact and interaction, the greater the possibility of disruption.

Not all of the above factors must be met in order to seek resignation or termination of the employee. If, after consultation with the County Prosecuting Attorney, the incumbent elected official determines that there exists a "*reasonable prediction of disruption*" should the employee remain employed with Teton County, and the employee refuses to resign, he/she may be terminated. The official shall set out, in writing, the factual basis for finding that there exists a "reasonable prediction of disruption" using the above factors. Said written findings shall be provided to the employee, placed in the employee's personnel file and made a part of the official record. All other applicable hearing procedures, as set out in this policy, shall apply.



Budget Guidelines

Revision:

Date: 10/24/16

Original Issue Date: 10/24/16

Number of Pages: 1

Approved: BOCC

In order to increase transparency, standardize the annual budget process, provide sufficient liquidity and insure the orderly expenditure of County revenues, Elected Officials and Department Heads will follow the general guidelines listed below:

- Understand and comply with all applicable Federal and State laws related to county budgeting and financial management;
- Understand and comply with all County policies related to budgeting and financial management;
- Give Elected Officials and Department Heads as much time as feasible to prepare annual budget requests;
- Meet with every Elected Official and Department Head each year in order to review, discuss and adjust their annual budget requests;
- Maintain a September 30 cash reserve amount equal to approximately 30% of the County's total annual operating expenses;
- Spend "restricted" funds before "committed" funds; spend "committed" funds before "assigned" funds; and spend "assigned" funds before "unassigned" funds;
- Require Elected Officials and Department Heads to obtain specific Board approval prior to purchasing single items costing \$5,000 or more, even if the item is itemized within the current budget.

**Purchasing & Contracts***See also "Capital Assets Policy"*Revision: ⁴⁵Date: ~~11/23/15~~10/24/16

Original Issue Date: 6/15/11

Number of Pages: 2

Approved: BOCC

Teton County does not have a central purchasing department. Each Elected Official, Department Head and appointed Board manages its own procurement of goods and services as approved through adoption of the annual budget. However, the Board has sole legal authority for the approval of any expenditure of county funds and the sale of any county property. All purchases must be made in compliance with Idaho Code and this policy. Public works construction procurement can only take place under direction of the County Engineer. Attachment A, Public Works Contractor License, and Attachment B, Other Procurement Information, contain information provided by the Idaho Public Works Contractor Licensing Bureau. (*"Real property" refers to land and buildings; "personal property" refers to all other types of property.*)

The objective of this policy is to comply with Idaho and Federal laws and provide the citizens of Teton County with the best value for products and services acquired by their government. The Board believes that patronizing local businesses is in the county's best interest. Whenever permitted by law, goods and services may be purchased from local vendors, provided that the county pays no more than a 10% premium to support local businesses.

Contracts. All contracts, agreements, leases or other documents that legally bind Teton County must be approved as to form and content by the Prosecutor prior to the Commissioner meeting at which the documents are to be formally approved and signed. The Board must have an opportunity to review such documents prior to a regularly scheduled meeting. The Elected Official, Department Head or appointed Board or Committee which requested the contract or agreement is responsible for retaining the original, signed contract. A copy of the signed contract must be submitted to the Clerk, who will archive the document in the county's digital filing system.

Legal Signature Authority. The Board is the County's only legal signature authority able to sign contracts of agreements on behalf of the County. Such contracts can only be signed after a formal motion in a public meeting. No other Elected Official, Department Head, or appointed Board may obligate the County without specific prior approval from the Board. However, the Public Works Director is hereby granted approval to approve contracts less than \$5,000, provided the expense is included in a Public Works budget.

Capital Budgets & Purchases Greater than \$1,000. In order to provide consistent, accurate budget information: (1) Single items costing less than ~~\$500-1,000~~ each ~~cannot be~~ *may not* be purchased through a capital budget account unless they have a useful life greater than five years; and (2) Single items costing more than \$1,000 each and having a useful life of more than two years *must* be purchased through a capital budget account.

The purchase of any single item costing more than \$1,000 requires prior approval by the Board, unless the item is specifically itemized within the current budget and the total cost of the item does not exceed the budgeted amount. *This policy is not intended to apply to routine repair and maintenance of vehicles, equipment or building facilities.*

In general, vehicles must have traveled at least 150,000 miles before being replaced.

Please refer to the Capital Asset policy for additional information about items costing greater than \$5,000 and having a useful life of more than two years.

Purchase & Installation of Computer Equipment and Software. See Administrative Policy entitled "Computers & Information Technology (IT)."



Hiring New Employees

Revision: 34

Date: 11/12/13 10/24/16

Original Issue Date: 9/27/10

Number of Pages: 1

Approved: BOCC

The following steps must be utilized by every Elected Official and Department Head whenever a new employee is hired.

- Vacancies created by the resignation or retirement of a current employee cannot be filled without prior consultation with the County Commissioners to verify that the current Departmental workload has not changed and that the current status of the County budget will allow the vacancy to be filled.
- Review the approved Job Description for the position you need to fill. If the Job Description is no longer accurate, work with the County Clerk to have the Job Description updated by the county's Human Resource consultant.
- Refer to the most current Pay Grade Chart to determine the pay grade for the position you need to fill.
- Refer to the current Salary Schedule to determine the Hiring pay rate for the vacant position (86-90% of the Market Point). In general, the salary for all newly hired employees will be 86% of the Market Point.
- Follow your departmental policies to advertise, interview and select your new employee. If a new employee will be hired (rather than promoted from within your department), ~~you must notify the payroll clerk, who will post the position~~ the position must be posted on the county website, ~~and send an email notice of the posting to all county employees.~~
- A newly-hired employee may not be offered a salary greater than 86% of the Market Point without prior written approval from the Board. If you believe that your new employee should receive a starting salary greater than 86% of the Market Point due to his/her special qualifications, experience, and/or education, you must write a brief explanatory memo to the Board. Your memo will be reviewed and discussed during a regular meeting.
- If your new employee will earn 86% or less of the Market Rate, and if you are certain that your budget includes funding for the position, you may make an offer contingent upon completing the Supervisor's Portion of the Payroll Form and obtaining an approval signature from one of the County Commissioners.
- After an employee accepts a position, deliver the Payroll Form to the Payroll Office within 5 working days so payroll becomes aware that a new employee has been hired and can be prepared on their initial date of employment.
- Be sure your newly hired employee completes all required payroll forms at least 7 days prior to the date of their first paycheck.



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Teton County Administrative Policies have been adopted by the Board* in order to standardize and simplify County administrative tasks by providing clear, written guidelines. The Policies are also intended to increase citizen confidence in County government and prevent the misuse of public resources and funds. Elected Officials may adopt further policies and procedures to meet the unique needs of the departments they administer, provided the additional policies do not conflict with the Teton County Administrative Policies or the Teton County Personnel Policy. Each policy listed below is a discreet document that may be changed independently of any other policy.

**The term "Board" is used throughout these policies to refer to the Board of County Commissioners.*

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9.7.16

All policies are currently listed alphabetically with Public Works policies denoted by "PW"

See next pages for proposed re-organization in attempt to make policies easier to find.

Is this a good idea?
- ML



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**The term "Board" is used throughout these policies to refer to the Board of County Commissioners.*

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Attachment A. Claim

Attachment B. Verification of Lost Warrant

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Fringe Benefits

Attachment A. Certification of Use of a County Vehicle for Commuting as a Non-Taxable Fringe Benefit

Attachment B. Certification of Use of a County Vehicle for Commuting as a Taxable Fringe Benefit

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Board of Teton County Commissioners

MINUTES: August 22, 2016

Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho

9:00 MEETING CALL TO ORDER – Bill Leake,
Chair
Amendments to Agenda

**9:00 ROAD MASTER & ROAD SCHOLAR
CERTIFICATIONS**

9:15 TETON VALLEY HEALTH CARE
1. Quarterly Financial Report

9:30 OPEN MIC (*if no speakers, go to next
agenda items*)

10:00 PUBLIC WORKS – Darryl Johnson

1. Solid Waste
 - a. Approval of Tipping Fee Waiver
2. Road & Bridge
 - a. Approval of Hiring Heavy Equipment Operator
 - b. Road Wearing Surface Overlay Update
3. Engineering
 - a. Bates Teton River Access Park
 - b. Packsaddle Road Vacation Application
 - c. Approval on Forsgren Associates as Design Engineer for the Cache Bridge Rehabilitation Project
 - d. W6000N Mitigation Project
 - e. 2016 Chip Seal Report

12:00 DRUG COURT MEETING

2:00 PUBLIC HEARINGS

1. 2:00 pm Mosquito Abatement District Budget Hearing
2. 2:05 pm Special Road Levy Budget Hearing
3. 2:10 pm County Budget Hearing & Approval of Resolution 2016-0822B
4. 2:30 pm Public Hearing for Fee Increases greater than 5% & Approval of Resolution 2016-0822C

PLANNING – Kristin Owen

1. Approval of Resolution 2016-0822D to Adopt the Source Water Protection Plan
2. Code Enforcement Update
3. Approval of Changes to the Teton County Administrative Policy: Public Hearing Procedures
4. Land Use Development Code Update

3:30 INFORMATION TECHNOLOGY, J. Leidorf

1. Possible Solutions to Power Outages Affecting 911 Service

BUILDING – Wendy Danielson

ADMINISTRATIVE BUSINESS (*will be dealt
with as time permits*)

1. Approve Available Minutes
2. Other Business
 - a. Certificates of Residency
 - b. Application for Right of Way Amendment
 - c. Executive Assistant Report
 - d. Beer & Wine licenses
3. Committee Reports
4. Claims
5. Executive Session as needed per IC74-206(1)

ADJOURNMENT

COMMISSIONERS PRESENT: Bill Leake, Kelly Park, Cindy Riegel

OTHER ELECTED OFFICIALS PRESENT: Prosecutor Kathy Spitzer, Clerk Mary Lou Hansen, Treasurer Beverly Palm

Chairman Leake called the meeting to order at 9:13 am and led the Pledge of Allegiance.

ROAD MASTER & ROAD SCHOLAR CERTIFICATIONS

Local Highway Technical Assistance Council (LHTAC) representative Lan Smith said LHTAC is a training and technical center helping road jurisdictions make more effective use of tax dollars. They provide training, DVDs, equipment and manuals. When a county applies for grants, extra points are given if staff members have completed LHTAC training.

Bruce Zohner was awarded a Road Master Certificate which required 4 years of classes, 80 hours of training in the field and training to run heavy equipment. Mike Beard, Tom Abbot, Ryan Vestal were awarded Road Scholar Certificates. This required 4 years and 80 hours of in-class training and must pass with a score of 80% or more.

TETON VALLEY HEALTH CARE

Wesley White from Teton Valley Health Care presented the Financial Report for the quarter ending June 30, 2016 (Attachment #1).

OPEN MIC

No one present wished to speak.

PUBLIC WORKS

Director Darryl Johnson reviewed his update memo (Attachment #2). He will join RAD representative Dave Hudacsko at the August 25 meeting of the Council of Governments to discuss the county-wide Solid Waste Diversion Plan.

● **MOTION.** Commissioner Park made a motion to approve a Tipping Fee Waiver for Lewis/Huff as requested for roadside clean-up. Motion seconded by Commissioner Riegel and carried.

● **MOTION.** Commissioner Park made a motion to approve the hiring of John Loudenslager for the Heavy Equipment Operator position at a Pay Grade 6, 91% Market Rate of \$17.56/hour. Motion seconded by Commissioner Riegel and carried.

BATES TETON RIVER ACCESS PARK. Prosecutor Spitzer continues to work with Trust for Public Lands regarding transition of the property to the County. Mr. Johnson continues to work with Fish & Game regarding design and location of the boat ramp.

PACKSADDLE ROAD VACATION APPLICATION. Mr. Johnson reviewed additional information about the Packsaddle Road Vacation (Attachment #3). The alternate parking location and configuration are proposed in order to provide better winter access and the ability for future expansion if needed. Mr. Johnson said the applicant is interested in re-locating the BLM right-of-way to a more desirable location across the BLM property. The Board is willing to request relocation of the right-of-way and will strive to have the change approved by late spring/early summer of 2017. However, there is no guarantee by the BLM or the County that the process will be completed by that time. They Board asked Mr. Johnson to submit BLM application Form 299 requesting relocation of the right-of-way.

USFS Ranger Jay Pence said the proposed new parking lot location would be better for the County and would divert parking from BLM land to the parking lot. The group discussed use of the Packsaddle Lake road, which will be a dual use road for winter and summer.

Commissioner Riegel questioned the cost of the new road and parking lot. She wondered how much time and money it would take to manage illegal uses of the parking lot and problems caused by folks leaving the road to camp or travel on adjacent private land. She asked if the project would create problems or solutions.

Ranger Pence believes the project will be a solution. It improves access to Packsaddle Lake and other areas of the Forest. It will also provide a place for people to park their horse trailers and snowmobile trailers. He said the County will have to decide whether they want to allow overnight use of the parking lot. Mr. Johnson will work with the USFS to insure that the parking lot will be sized to accommodate current use.

Applicant attorney Sean Moulton said he would have the agreement updates and exhibits ready for review within a week. He hopes the Commissioners will approve the road vacation agreement at their September 13 meeting.

Chairman Leake believes more time will be needed and said the agreement would probably not be signed until October.

BLM PROPERTIES. Chairman Leake said fragmented BLM properties in the County are on a BLM list to vacate and could end up in County ownership for recreational use. He believes BLM may want to trade some of these pieces for other properties in the state for Sage Grouse habitat. Commissioner Park said he would like the County to work with the BLM to acquire the properties. Ranger Pence said BLM staff are currently working on their planning document and the County should let them know that the County is interested in acquiring BLM fragmented properties.

W6000N MITIGATION PROJECT. Mr. Johnson said the landowners had signed the necessary deed restriction, allowing the County to move forward with design of the W6000N wetland mitigation project. The Teton Soil Conservation District and Natural Resources Conservation Service are interested in partnering with the County to provide design services for the project.

OTHER BUSINESS. Mr. Johnson reviewed the Teton County, Idaho 2016 Chip Seal Report (Attachment #4). Chairman Leake asked Mr. Johnson to share the report with Teton Valley Trails & Pathways prior to posting it on the County website. This will allow TVTAP to provide their perspective about the report.

● **MOTION.** Commissioner Park made a motion to approve selection of Forsgren Associates as the design engineer for the Cache Bridge Rehabilitation Project. Motion seconded by Commissioner Riegel and carried.

EXECUTIVE SESSION

● **MOTION.** At 11:35 am Chairman Leake made a motion for Executive Session to discuss real estate matters pursuant to IC 71-206(1)(c). Motion seconded by Commissioner Park and a roll call vote showed all in favor.

The Executive Session ended at 11:55 am and the meeting was recessed so the Commissioners could participate in a meeting of the Teton Drug Court Governing Board. The Commissioner meeting resumed at 2:05 pm.

PUBLIC HEARINGS

2:07 pm **MOSQUITO ABATEMENT DISTRICT BUDGET.** Chairman Leake opened the public hearing. Clerk Hansen reviewed the District's status quo budget for FY 2017. Chairman Leake opened the hearing for public comment. No one present wished to speak. The public comment period was closed.

2:12 pm **COUNTY & SPECIAL ROAD LEVY BUDGET.** Chairman Leake opened the public hearing. Clerk Hansen reviewed several significant changes in the FY 2017 budget. The general fund budget will increase by 2.2% and includes 4 new employees, \$82,000 for equity and merit raises, three new copy machines and two new Sheriff vehicles. The Sheriff's IT staff and expenses, totaling about \$125,000, were moved into the IT Departmental budget. Clerk Hansen said the Road & Bridge budget will increase by 30% and includes \$50,000 to update the transportation plan. A total of \$728,000 has been budgeted for reconstruction of W6000S.

Chairman Leake opened the hearing for public comment. No one present wished to speak. The public comment period was closed.

● **MOTION.** Commissioner Park made a motion to approve Resolution 2016-0822B adopting the County and Mosquito Abatement District budgets for FY 2017. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #5)

2:30 pm **FEE INCREASES GREATER THAN 5%.** Chairman Leake opened the public hearing. Clerk Hansen said the Juvenile Probation fees had been charged for many years, but never included in the annual resolution. The IT staff proposed an increase in the remote access fee charged to title companies in order to cover the actual costs of providing the service. Clerk Hansen said the Board spent considerable time discussing changes to the per parcel solid waste fee which was \$60 per real property parcel last year. They concluded that the fee next year should be \$14 per vacant parcel, \$97 per residential/commercial parcel with structure and \$0 per well lot, open area, park, pathway, wasteland and vacant “exempt” parcels.

Chairman Leake opened the meeting for public comment. No one spoke in favor of, or neutral to, the proposed fees. Mark Ricks spoke in opposition to a solid waste fee for agricultural parcels. Chairman Leake closed the public comment portion of the meeting.

Commissioner Park said he thought farm parcels without buildings would have no fee. Commissioner Riegel said the new fees make sense and are justified. She noted that the County won't know the legality of last year's solid waste fee until the litigation is completed.

Chairman Leake said Idaho statutes clearly state that the County must have a reasonable and conveniently available waste disposal site for all citizens. This protects the groundwater, environment and air quality and benefits every property. He said agricultural uses produce waste from weeds, tires, used oil, chemicals, etc. and stressed that the Board did their due diligence in order to follow the intent of state statutes.

Chairman Leake then re-opened the public comment period.

Chris Ricks agreed that the County needed a solid waste disposal site, but said farmers have procedures in place to dispose of their tires, batteries, chemicals, etc. and should not have to pay a solid waste fee. Mark Ricks also spoke in opposition to the fee.

Commissioner Park said the solid waste fee should be charged per residence and expressed opposition to the Impact fees, One-Time-Only Lot Split fee and Re-roofing fees.

Chairman Leake said the public hearing was only to discuss fee increases, not to review all fees. He said the entire fee schedule could be reviewed during the upcoming year, but that current fees should not be eliminated without research.

● **MOTION.** Commissioner Riegel made a motion to approve Resolution 2016-0822C adopting the County Fee Schedule for FY 2017. Motion seconded by Chairman Leake with Commissioner Park opposed. (Attachment #6)

PLANNING

Planning Administrator Kristin Owen reviewed her update memo (Attachment #7). She said Friends of the Teton River have been working on the Source Water Protection Plan for several years. FTR staff met with the Board and Planning & Zoning Commission on August 16 to review the plan in detail.

● **MOTION.** Commissioner Park made a motion to approve Resolution 2016-0822D adopting the Source Water Protection Plan. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #8)

CODE ENFORCEMENT. Ms. Owen is writing enforcement letters to four property owners: Josh Thulin for illegal uses on Highway 33 near 6000S, BYU-Idaho Outdoor Center for expansion/change of grandfathered use

along Badger Creek, Blake Lyle for junkyard and setback violations along Badger Creek, and Richard McDaniel for setback violations in Murdock Acres.

LAND USE DEVELOPMENT CODE. Ms. Owen is preparing advertisements and presentations, along with updating website information prior to the September 7 and 8 Open Houses.

● **MOTION.** Commissioner Riegel made a motion to approve changes to the County's Public Hearing Procedures Administrative Policy. Motion seconded by Commissioner Park and carried unanimously. (Attachment #9)

INFORMATION TECHNOLOGY (911)

IT Coordinator John Leidorf reviewed his written memo about the August 18 power outage (Attachment #10) and described how 911 lines work in Teton County. SilverStar has agreed to change some of the 911 lines from copper to fiber optic which should help in the event of future outages. However, Mr. Leidorf said some obsolete 911 equipment needs to be replaced even if the \$98,000 E911 grant request is not approved.

ADMINISTRATIVE

● **MOTION.** Commissioner Park made a motion to approve the August 8 meeting minutes. Motion seconded by Commissioner Riegel and carried unanimously.

● **MOTION.** Commissioner Park made a motion to approve the August 16 Public Hearing Minutes. Motion seconded by Commissioner Riegel and carried.

● **MOTION.** Commissioner Riegel made a motion to approve Certificates of Residency for Omar Martinez, Nicole Meredyk, Josa Ortiz Oviedo, Kaylee Schwarzwalter, Marcelo Tzompa and Aileen Vasquez. Motion seconded by Commissioner Park and carried unanimously.

● **MOTION.** Commissioner Park made a motion to approve a Limited Pathology Services Agreement with Ada County for FY 15-16. Motion seconded by Commissioner Riegel and carried unanimously.

EXECUTIVE ASSISTANT REPORT. The Board reviewed Ms. Wolgamott's report (Attachment #11) which included an e-news bulletin update and other information.

● **MOTION.** Commissioner Riegel made a motion that if excess funds from said properties were not accepted by the State Treasurer's Office, the funds will be distributed according to a methodology determined by the County Prosecutor, as per lien laws. Motion seconded by Commissioner Park and carried.

● **MOTION.** Commissioner Park made a motion to approve distribution of excess funds from Tax Deed Sale for property #1, RPA0044400137AA, Lot 137 A Shoshoni Planes IV SEC 24 & 25 T5N R45E and property #2, RPA0044400137BA, Lot 137 B Shoshoni Planes IV SEC 24 & 25 T5N R45E to the owner of record, Matt McLaren. Motion seconded by Commissioner Riegel and carried.

● **MOTION.** Commissioner Park made a motion to approve distribution of excess funds from Tax Deed Sale for # 5, RP002200070050A, Lot 5 BLK 7 Teton Springs Golf and Casting Club Phase I SEC 14 & 23 T3NR45E to Teton Springs HOA in the amount of \$6,397.45 and any remaining funds to be distributed to the owner of record, Osagia, LLC. Motion seconded by Commissioner Riegel and carried.

BOARD APPOINTMENTS. Ms. Wolgamott said very few applications had been received for openings on the Planning & Zoning Commission, Mosquito Abatement District and Impact Advisory Fee Committee. The Board decided to continue advertising and to accept letters of interest through September 2.

COMMITTEE REPORTS. Commissioner Riegel attended a Henry's Fork Watershed Council field trip that included visiting a cloud seeding site and a canal built for ground water recharge. She also attended a meeting of the High Country RC&D. They have a small fund for consulting with businesses in our area interested in establishing cooperative projects. She also attended a Cooperative Housing training session with the Montana Co-op Development Center.

● **MOTION.** Commissioner Park made a motion to approve the claims as presented. Motion seconded by Commissioner Riegel and carried unanimously. (info from Claims Approval Report, or let ML can enter)

General	38,604.39
Road & Bridge.....	15,640.69
Court & Probation	35,089.03
Bonds	400.00
Revaluation.....	14,790.00
Solid Waste.....	17,106.16
Tort.....	500.00
Weeds.....	790.64
Road, Special.....	8,000.30
911	8.84
Ambulance.....	54,918.34
Fair Grounds and Fair.....	10,872.85
TOTAL	\$196,721.24

● **MOTION.** About 4:00 pm Commissioner Riegel made a motion to adjourn, seconded by Commissioner Park at carried.

Bill Leake, Commissioner

ATTEST _____
Mary Lou Hansen, Clerk

- Attachments: #1 TVHC Quarterly Report
#2 Public Works Update
#3 Packsaddle Road Vacation, Additional Information
#4 2016 Chip Seal Report
#5 Resolution 2016-0822B Adopting County & Mosquito Budget for FY 2017
#6 Resolution 2016-0822C Adopting Fee Schedule for FY 2017
#7 Planning Department Update
#8 Resolution 2016-0822D Adopting Teton County Source Water Protection Plan
#9 Public Hearing Procedures
#10 Letter re Sheriff's 911 IT needs
#11 Executive Assistant Update

Board of Teton County Commissioners

MINUTES: September 7, 2016

Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho

9:00 MEETING CALL TO ORDER

Bill Leake, Chair

Fairground Staff supervision roles
Katie Salsbury, Chair, Fair Board

Building Department Restructuring

10:30 Salary Survey Discussion

BDPA Consultants
Andrea Fogelman and Bonnie Brazier

12:00 Executive Session per IC 74-206(1)(a)

ADMINISTRATIVE BUSINESS

1. Capital Crimes Defense Commission Nomination
2. Approval of 2016 SHSP Teton County Amended MOU
3. Approval of Letter of Intent to apply for statewide mitigation funding
4. Discuss FY 2016 budget close-out

COMMISSIONERS PRESENT: Bill Leake, Cindy Riegel

OTHER ELECTED OFFICIALS PRESENT: Clerk Mary Lou Hansen

Chairman Leake called the meeting to order at 9:05 am.

FAIR BOARD

Chairman Katie Salsbury said the 2016 County Fair was very successful and reviewed the status of the Fair Board's FY 2016 expenses and revenues. Total revenue will be about \$2,000 greater than budgeted while total expenses will be about \$5,000 over budget. The capital improvement budget was overspent by about \$2,500 due to a misunderstanding of the total cost of repairing the crow's nest.

Ms. Salsbury said the Fair building is heavily used by the Hispanic community. The Sheriff recently responded to two noise complaints at the facility, which should have resulted in forfeiture of the security deposit. The Fair Board is working with their staff to insure that renters understand the policies and rental contract.

The Fair Board hires a part time groundskeeper to work about 20 hours per month from September-May and 140 hours per month from June-August. They also have a part-time Fairgrounds Administrator who works 19 hours per week on a flexible schedule. Supervision of these employees has become problematic for the volunteer Fair Board and will become even more difficult as the year-round usage of the facilities increases.

Therefore, Ms. Salsbury asked the Board to consider possible future alternatives such as asking the County Facility Manager to supervise the Groundskeeper and letting the Clerk's office handle all facility rental duties. She said the Fairgrounds maintenance and rental were managed by the Extension Office and staff prior to the departure of Extension Educator Ben Eborn.

Ms. Salsbury described the Fair Board's vision of utilizing the area west of the Fair building and parking lot for general recreation activities, such as soccer fields and an updated playground, while reserving the area east of the Fair building for agricultural/Western Heritage activities.

The Board agreed that a future meeting should be held to discuss long-term plans for the acquisition, improvement, management and maintenance of County facilities, including the Fairgrounds. Ms. Salsbury said the Fair Board was willing to continue managing the two employees for another year.

BUILDING DEPARTMENT RE-STRUCTURING

Interim Building Administrator Wendy Danielson said her department has been very busy during the past three months. In addition to processing many building permit applications, Ms. Danielson has spent considerable time coordinating enforcement activities with the Prosecutor. She said the building code required enforcement activity to be initiated by a letter of non-compliance from the Building Official, with follow-up action by the Prosecutor if needed. Ms. Danielson has not had time to perform plan reviews or any on-site visits. If the current level of building activity continues, she believes a Building Services Assistant will be needed.

The Board discussed enforcement of the County's building code and other ordinances. The FY 2017 budget includes funding for a full time Compliance Officer beginning in January. However, that funding could be re-allocated if needed; for example, it might be spent to hire a Building Services Assistant in order to free up Ms. Danielson's time to work compliance issues.

Chairman Leake said the County also needed to consider the need for a County employee to be responsible for Source Water Protection, Recreation, Affordable Housing and other items. He said Mayor Johnson has asked the County to implement a business licensing system in order to help the City monitor usage of their sewer system. He said Ms. Danielson's position should continue as interim until the County's entire organizational needs were fully considered because she might assume additional responsibilities.

Commissioner Riegel said Source Water Protection, Recreation and Affordable Housing would be responsibilities of the Planning Department and the new Senior Planner. She pointed out that the County's part-time Recreation Coordinator position is intended to end after FY 2017. She believes the City should require businesses utilizing their sewer system to register via the city licensing system.

Ms. Danielson described the County's seldom-used Change of Occupancy permit process, which could help provide information the city needs to manage their sewer system.

The Board discussed the "Building Manager" job description provided by BDPA consultants, who recommended assigning the job to pay grade 7 (Attachment #1). Ms. Danielson and Chairman Leake believe the job should be assigned to pay grade 8. The Board delayed a decision regarding Ms. Danielson's status until September 23.

SALARY SURVEY

Andrea Fogelman and Bonnie Brazier of BDPA human resource consultants were present via phone to discuss the County's request for a salary survey and their emailed information (Attachment #2). Their Northwest Data Exchange collects salary information from about 35 public entities in Idaho and would be a cost-effective resource for the County. A \$2,200 subscription would also allow the Board to identify five additional entities that BDPA would solicit for salary information. After the salary survey information is collected, BDPA would spend about 30 hours to analyze the data and recommend an updated Salary Schedule for the County. The total cost would be \$4,900.

Ms. Fogelman said salaries must be competitive in the market area in order for the County to attract and retain qualified employees. In addition, the County's salary schedule must maintain internal equity regarding how jobs compare to one another. She said it was usually very difficult to obtain salary information from private businesses, but they are very willing to request the information on behalf of the County. Ms. Fogelman

described several salary structure strategies that could be utilized if housing costs or other marketplace factors make it difficult to recruit and retain employees.

The Board decided to proceed with the salary survey utilizing the Northwest Data Exchange, plus five other entities, with the understanding that an updated Salary Schedule would be available in March/April 2017. They briefly discussed which other entities to include in the survey and asked BDPA to send their recommendations to the Executive Assistant for review and approval.

ADMINISTRATIVE BUSINESS

The Board decided to make no nominations for the At-Large Position on the Capital Crimes Defense Fund Board of Directors. They postponed approving the 2016 SHP Amended MOU until September 12. They told Clerk Hansen that the Bates River Park property would be purchased on or before September 16 and that the County would need to provide \$420,000 for the closing; \$220,000 will be reimbursed later thanks to a grant from the Idaho Department of Parks. The Board discussed the interview/hiring process for the new Emergency Management Technician.

● **MOTION.** Commissioner Riegel made a motion to approve a Letter of Intent to seek a Hazard Mitigation Grant to fund the generator project. Motion seconded by Chairman Leake and carried. (Attachment #3)

If approved, the \$500,000 project will require a 25% match from the County that could be paid with cash and in-kind donations. The match amount would be payable during FY 2018 and FY 2019.

EXECUTIVE SESSION

● **MOTION.** At 12:23 pm Chairman Leake made a motion for Executive Session to discuss personnel matters pursuant to IC 74-206(1)(a). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor.

The Executive Session ended at 1:15 pm and the meeting was adjourned.

Bill Leake, Commissioner

ATTEST _____
Mary Lou Hansen, Clerk

Attachments: #1 BDPA Job Value Recommendations
#2 Salary Survey information from BDPA
#3 Letter of Intent to apply for Hazard Mitigation Grant

From: [Greg Adams](#)
To: [Bill Leake](#); [Kelly Park](#); [Cindy Riegel](#); [Mary Lou Hansen](#); [Holly Wolgamott](#); [Janette Burr](#)
Subject: PTO
Date: Wednesday, August 31, 2016 6:54:51 PM

Hello Teton County BOCC,

I was able to take 80 hours off recently and I still have around 80 hours over the allowed 80 hours that according to policy we are able to retain going into the next fiscal year. My understanding of the policy is that because I had an extension last year, I am ineligible to ask for an extension this year. However, because of the situation of overseeing 3 departments, and the wildfires going on right now, I am asking for either an exemption from the policy or that the policy be modified to not have the limitation of not being able to get an exception in sequential years. In addition, I wonder if it might be appropriate for the number of PTO hours that are allowed to be carried into the next year be increased with the amount of years of service just like the PTO amount earned increases. Thanks, and have a great day!

Sincerely,
Greg Adams
Teton County
Emergency Management Coordinator
IT Administrator
Mosquito Abatement District Director



Teton County Sheriff's Office
Sheriff Tony Liford

OFFICE
89 North Main Street
Driggs, Idaho 83422

PHONE
208-354-2323

FAX
208-354-8028

EMAIL
Tliford@co.teton.id.us

09/7/2016

Reference: PTO/Comp Payout

Commissioners,

I would just like to take a moment to let you know how much we appreciate the cooperation and professionalism you have extended to our agency.

With the ever changing dynamics in law enforcement we been a bit short handed this year. We have just hired two more Deputies this week and hope to have them up and running in October.

However, we have Deputies that have tried to use their PTO and Comp without success. For this purpose we are asking that they be allowed to be paid out the excess rather than lose their time this year.

As Mary Lou pointed out, there is sufficient funding in our budget due to the man power shortage.

I have attached the deputies that request as well.

Respectfully,

A handwritten signature in black ink, appearing to be "Rick Henry", with a date "9/24" written above it.

Rick Henry
Chief Deputy
Teton County Sheriff's Office



Teton County Sheriff's Office
Sheriff Tony Liford

OFFICE
230 N Main Street
Driggs, Idaho 83422

PHONE
208-354-2323

FAX
208-354-8028

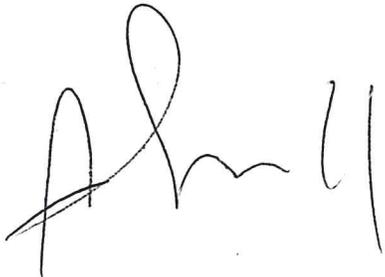
EMAIL
sheriffdocs@co.teton.id.us

To whom it may concern:

I, Deputy Andrew Sewell, am requesting a buy out on my excess PTO hours as of the end of Fiscal year 2016. The total hourly amount I am requesting is 32 hours.

Thank You,

Deputy Andrew Sewell #34
230 N. Main
Driggs, ID. 83422
Ph: 208-354-2323
Fax:208-354-8028

 # 34



Teton County Sheriff's Office
Sheriff Tony Liford

OFFICE
230 N Main Street
Driggs, Idaho 83422

PHONE
208-354-2323

FAX
208-354-8028

EMAIL
sheriffdocs@co.teton.id.us

Dear Teton County BOCC:

I, Sgt. Fred Hale, am requesting a buy out on my excess PTO hours as of the end of Fiscal year 2016. The total hourly amount I am requesting is 15.94 hours.

Thank You,

A handwritten signature in black ink, appearing to read "Fred R. Hale", is written over a horizontal line. The signature is stylized and cursive.

Fred R. Hale #23
230 N. Main
Driggs, ID. 83422
Ph: 208-354-2323
Fax:208-354-8028

MEMORANDUM OF UNDERSTANDING

Between

The State of Idaho, Office of Emergency Management

and

Teton County

Regarding State Use of 2016 State Homeland Security Grant Program Funding

1. **Parties.** The parties to this Agreement are the State of Idaho, Office of Emergency Management and Teton County, referred to as subrecipient.
2. **Authority.** This agreement is authorized under the provisions of Idaho Statute: TITLE 46, CHAPTER 10.
3. **Purpose.** The purpose of this Agreement is to set forth terms by which the Idaho Office of Emergency Management shall expend State Homeland Security Grant Program (SHSP) funds on behalf of the subrecipient. On August 5, 2016 the United States Department of Homeland Security issued grant number EMW-2016-SS-0028-S01 to the State of Idaho. Under this grant award, the State of Idaho, Office of Emergency Management must allocate grant funding to local jurisdictions. Under this grant award, the subrecipient may authorize the Idaho Office of Emergency Management to obligate and pay for equipment purchases and allocate training program costs, provided that the subrecipient and the Idaho Office of Emergency Management enter into an agreement on the matter.
4. **Responsibilities.**
 - a. **Idaho Office of Emergency Management:** The Idaho Office of Emergency Management will provide fund management for equipment to be purchased at the local level so long as the equipment purchase fits within the scope of the grant and is authorized. Obligations and payments may be made for the period of this grant award and any extensions of this grant award. The Idaho Office of Emergency Management will also provide training program fund management by allocating the cost of training courses offered by or taken by the subrecipient that are within the scope of the grant and are authorized.
 - b. **Subrecipients:** The duly authorized subrecipient official has read and understands the 2016 Homeland Security Grant Program description and application. As the authorized representative, he or she hereby authorizes the Idaho Office of Emergency Management to obligate and expend 2016 Homeland Security Grant Program funds for allowable equipment purchases and training program execution on behalf of the subrecipient.

5. Approving Official.

Idaho Office of Emergency Management	Subrecipient
Brad Richy 4040 Guard Street, Bldg. 600 Boise, ID 83705 (208) 422-3040	Teton County 230 North Main Driggs, ID 83422

6. Other Provisions. Nothing in this Agreement is intended to conflict with current laws or regulations of the State of Idaho or any subrecipient jurisdiction. If a term of this agreement is inconsistent with such authority, then the term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

7. Effective Date. The terms of this agreement will become effective upon signing by the parties.

8. Modification. This agreement may be modified upon the mutual written consent of the parties.

9. Termination. The terms of this agreement in its original form, or if modified with the consent of both parties, will remain in effect until the end of the grant. Either party upon 30 days written notice to the other may terminate this agreement.

Approved By:

Authorized Subrecipient Official

Date

Brad Richy
Idaho Office of Emergency Management

Date

Teton Water Users Association

Phased Water Management Plan

I. Description of Teton Water Users Association

Water has long played a central role in the cultural and economic prosperity of the Teton River watershed, and currently supports robust agricultural and recreational economies. Yet, there are several emerging water issues that promise to shape a future water management paradigm that looks dramatically different from the past. These factors include declines in Idaho's aquifer and river levels, prolonged drought, development pressure to convert farmland to subdivisions, mitigation and water-supply concerns for growing cities and rural areas, continued declines of Yellowstone cutthroat trout distribution and abundance, water-quality concerns, potential changes in Rule 50, and the proposed formation of a Groundwater Management Area that would encompass the Eastern Snake Plain Aquifer and its tributary basins.

In response to these issues, the Teton Water Users Association (TWUA) formed in the fall of 2015, bringing together individuals who can, collectively, identify solutions that satisfy the needs of all constituents within the community – farmers who depend on water for crop and livestock production, municipalities that require clean and adequate water for residents, and conservation interests seeking water for fish and wildlife. The TWUA currently works exclusively in Teton Valley in Teton County Idaho. The TWUA is a collaboration of interests and is represented by a true cross-section of Teton Valley's population, being comprised of approximately 50% agricultural water users, 30% conservation water users, and 20% municipal water users.

The mission of the TWUA reflects its diversity by addressing problems and implementing projects that:

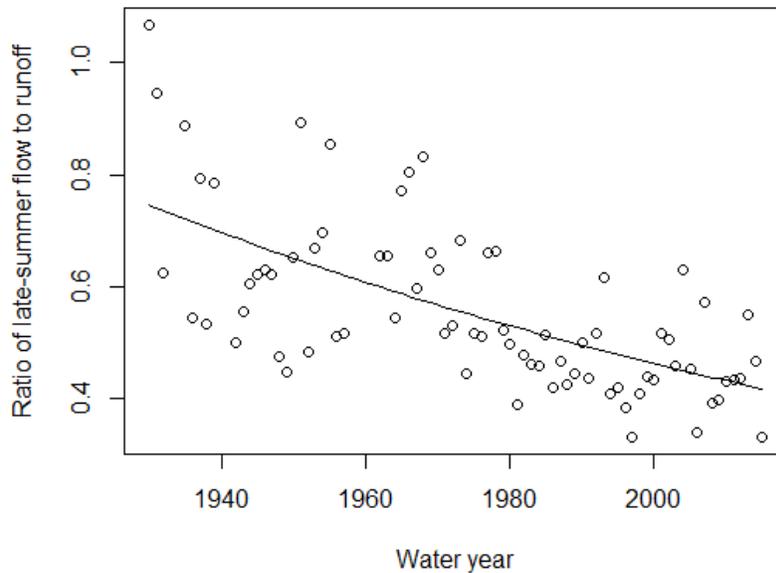
- Keep working lands working by securing and maintaining a reliable and affordable supply of water to sustain agriculture.
- Protect and restore stream flows and water quality in the Teton River and its tributaries, for the benefit of fish, wildlife, and people.
- Secure and maintain a safe, affordable, and high-quality water supply for municipalities and residential water users.

II. Phased Water Management Plan

This phased water management plan, developed by the TWUA and described in detail below, was driven largely by the realization that the incremental conversion of land from agriculture to suburban use has negatively impacted Teton Valley's prime economies. A recent multi-disciplinary study conducted by Humboldt State University and funded by the U.S. Department of Agriculture documented the loss of functionality of traditional canal and ditch irrigation systems in Teton Valley due to fragmentation of agricultural lands and socioeconomic changes within canal companies^{1,2}. These declines in Teton Valley's historical agricultural practices are linked to local water-level reductions of up to 55 feet in Teton Valley's local aquifer, a dramatic reduction in base flows in the Teton River (see graph below), and decreased habitat and migratory corridors available for fish and wildlife. Cumulatively, these trends are raising concerns about long-term water availability for municipal and residential use, tributary and river stream flows for fish and other wildlife, and water availability for agricultural production.

¹ R. Van Kirk et al. 2012. In the Henry's Fork Watershed, Every Drop Leaves a Ripple. Available online at http://www2.humboldt.edu/henrysfork/Documents_Presentations/HFW%20Booklet%20final.pdf

² J.M. Baker et al. 2014. Patterns of irrigated agricultural land conversion in a western U.S. watershed: Implications for landscape-level water management and land-use planning. *Society and Natural Resources* 27:1145-1160.



Ratio of late-summer (August 1 – September 30) mean flow in the Teton River to mean flow during runoff (May 15 – July 15). Curve depicts statistically significant decline in this base-to-peak flow ratio over time.

In an effort to work proactively, the TWUA developed a phased water management plan that seeks to restore traditional irrigation practices in the Teton Valley to the greatest extent possible, thereby improving local aquifer levels, increasing baseflows, and sustaining water availability for fish and wildlife. Over the course of its history, Teton Valley has experienced three major development booms - one in the late 1970s, one in the mid-1990s, and one in the mid-2000s. Therefore, each phase of the water management plan aims to achieve water responses equivalent to that prior to each boom.

Through the efforts described below, the TWUA's plan aims to:

1. Stabilize the Teton Valley aquifer, thereby protecting municipal and residential water supply;
2. Insulate farmers against changes in water availability and increase water-supply reliability, particularly during times of drought;
3. Maintain valuable wetland habitat and create tributary stream flow conditions beneficial for Yellowstone cutthroat trout; and
4. Quantifiably increase base flows in the Teton River, thereby decreasing water supply and demand pressure on the Henrys Fork River and Island Park Reservoir.

These goals will initially be achieved by actively and efficiently using existing irrigation water rights and, secondarily, by implementing a managed groundwater recharge program. Through the reinvigoration of Teton Valley's historic agricultural practices, groundwater/surface water modeling shows that the TWUA can take tangible steps toward stabilizing the local aquifer and increasing base flows in the Teton River, and in so doing address multiple levels of water need and begin to proactively plan for Teton Valley's water future.

This proposal is unique in that it actively manages the timing of natural flow available in the Teton River in a way that benefits water users both in and outside of Teton Valley, serving to improve the overall water budget in the Upper Snake River. The hydrogeologic properties of the Teton Valley alluvial aquifer make this possible—water recharged to the aquifer during runoff is slowly released on time scales of months rather than decades.

The efforts described in this proposal shall occur in an area commonly referred to as Teton Valley, Idaho, generally encompassing the cities of Victor, Driggs, and Teton, and the surrounding areas.

Phase I

Goal: Restore and reinvigorate traditional agricultural water practices in Teton Valley, mimicking water response comparable to the year 2000.

Method: More efficiently manage, divert, and distribute existing water rights in Teton Valley. Restore capacity to divert and apply an additional 85 cfs of natural flow for 60 days early in the irrigation season. Ensure that irrigation water rights are actively used for irrigation. Utilize historic flood irrigation practices when possible.

Outcomes:

- **Aquifer Recharge:** Approximately 10,000 acre feet of additional incidental recharge will result annually in 2017 and 2018.
- **Anticipated Local Aquifer Response:** Begin to stabilize the local Teton Valley aquifer.
- **Anticipated Downstream Response:** Increase base flows in the Teton River, measured at Harrop Bridge, by approximately 10-15 cfs.

Timeframe: 2017 – 2018

Necessary Investments and Activities to Attain Goal:

- Install stream gage downstream of Harrop Bridge to monitor river base flow response during project implementation, and compare with historic data at that gage site from years when flood irrigation was standard practice.
- GIS Work - Electronically map and document the location and condition of canals and irrigation infrastructure.
- Identify and prioritize necessary canal and infrastructure repairs.
- Identify locations for operational spills and sites where flood irrigation techniques can be intensified.
- Repair canals and irrigation infrastructure to facilitate more efficient management of water and the use of historic irrigation practices.
- Increase participation from canal companies and individual water right holders with the capacity to manage water more efficiently and use historic irrigation practices.
- Utilize existing groundwater-surface water models and conduct additional water availability and supply analyses in order to prioritize infrastructure improvements and optimize allocation of water supply among different uses in Teton Valley.
- Establish a website by which to notify participants as to when, and in what quantities, water can be diverted and distributed under existing water rights to maximize incidental recharge efforts.
- Partner with conservation interests, as well as Federal and State agencies, to investigate cost-share opportunities and ensure that canal repairs and improvements promote and secure fish and wildlife values. Coordinate water measurement and website training for participants.
- Conduct community outreach and education about program.

Phase II

Goal: Restore and reinvigorate traditional agricultural water practices in Teton Valley, mimicking water response comparable to the year 1990.

Method: Continue to more efficiently manage, divert, and distribute existing water rights in Teton Valley. Restore capacity to divert and apply an additional 170 cfs of natural flow (relative to current conditions) for 60 days early in the irrigation season. Ensure that irrigation water rights are actively used for irrigation. Utilize historic flood irrigation practices when possible.

Outcomes:

- Aquifer Recharge: Approximately 20,000 acre feet of additional incidental recharge will result annually in 2019 and 2020.
- Anticipated Local Aquifer Response: Continue to stabilize the local Teton Valley aquifer.
- Anticipated Downstream Response: Increase base flows in the Teton River, measured at Harrop Bridge, by approximately 15-25 cfs.

Timeframe: 2019 – 2020

Necessary Investments/Activities to Attain Goal:

- Maintain gaging station at Harrops Bridge and comparative base-flow analysis.
- Continue to repair canals and irrigation infrastructure necessary to promote the more efficient management of water.
- Assess opportunity for the construction of additional canal systems and laterals.
- Construct additional canal systems and laterals, where appropriate.
- Continue to secure additional participation from Teton Valley water right holders.
- Continue to partner with conservation interests, as well as Federal and State agencies, to investigate cost-share opportunities and ensure that canal repairs and improvements promote and secure fish and wildlife values.
- Develop a local water bank, groundwater district or other mechanism by which to facilitate the efficient movement and trading of water rights locally.

Phase III

Goal: Restore and reinvigorate traditional agricultural water practices in Teton Valley, mimicking water response comparable to the year 1975.

Method: Continue to more efficiently manage, divert, and distribute existing water rights in Teton Valley. Restore capacity to divert and apply an additional 260 cfs of natural flow (relative to current conditions) for 60 days early in the irrigation season. Ensure that irrigation water rights are actively used for irrigation. Utilize historic flood irrigation practices when possible. Conduct management groundwater recharge.

Outcomes:

- Aquifer Recharge: Approximately 30,000 acre feet of additional incidental recharge will result annually, beginning in 2021.

- Anticipated Local Aquifer Response: Maintain the local Teton Valley aquifer.
- Anticipated Downstream Response: Increase base flows in the Teton River, measured at Harrop Bridge, by approximately 25-40 cfs, and restore the base-to-peak flow ratio depicted in the graph above to its 1975 level of 0.55.

Timeframe: 2021, and beyond

Necessary Investments/Actions to Attain Goal:

- Maintain gaging station at Harrop Bridge and base-flow response analysis.
- Assess opportunity for the construction of managed recharge sites (i.e. recharge pits and additional canal systems).
- Secure one or more recharge water rights.

FY 2017 Project Budget & Funding Request

Description	Secured Funding	IWRB Funding Request	Total Cost
Infrastructure GIS mapping <ul style="list-style-type: none"> • Document the location of all existing canals and diversion works. • Assess and catalog the condition of existing canals. • Identify locations for operational spills and sites where flood irrigation techniques can be intensified • Assess opportunity for the construction of new canals and laterals Repair Canals & Infrastructure, Construct New Canals <ul style="list-style-type: none"> • Prioritize canal and infrastructure repairs • Work with partners to develop cost share and other funding opportunities • Implement canal repair projects to facilitate the more efficient management of water • Rehabilitate old canals and construct new canals, as appropriate, to facilitate increased incidental recharge efforts 	\$25,000	\$210,000	\$235,000
Hydrology & Monitoring <ul style="list-style-type: none"> • Harrop Gaging Station • Water supply analysis • Hydrogeologic analysis • Fisheries analysis 	\$35,600	\$10,000	\$45,600
Legal/Water Rights Analysis <ul style="list-style-type: none"> • Take steps to secure water rights for future managed recharge efforts • Establish local water bank, or other mechanism, to facilitate timely exchanges 	\$47,850	\$0	\$47,850
Outreach, Education, & Training <ul style="list-style-type: none"> • Recruit and retain TWUA members • Plan and facilitate TWUA meetings • Conduct community outreach and education • Website - Establish a website which serves to notify participants as to when, and in what quantities, water can be diverted and distributed under existing water rights to maximize incidental recharge efforts. • Coordinate water measurement and website training • Secure private and federal funding to support the efforts of the TWUA 	\$58,550	\$30,000	\$88,550
TOTAL	\$167,000	\$250,000	\$417,000

The 2017 TWUA budget, outlined above, is \$417,000. Of this, the TWUA respectfully requests \$250,000 from the Idaho Water Resource Board. The remainder of the 2017 project funds amount to \$167,000, which will be provided through grants from the National Fish and Wildlife Foundation, Idaho Department of Lands, and in-kind match from TWUA members.

It should be noted that, while the requested funding represents “seed funding” that is vital to jump start this project, the TWUA is already working to garner funds for future phases and subsequent years of the project. A grant application has been submitted to the Regional Conservation Partnership Program, and another grant application will be submitted to the Bureau of Reclamation WaterSMART program in December. If secured, these prospective funding sources shall be used primarily for infrastructure improvements associated with the second year of phase I, as well as phases II, and III. Importantly, both of these funding sources require significant non-federal match. As such, support from the Idaho Water Resource Board will not only assist the TWUA to accomplish those tasks listed above, but it will allow TWUA to leverage additional funding critical to the long-term success of this work.

Thank you for considering this proposal. This is a multi-year endeavor, and the TWUA hopes that the Idaho Water Resource Board will be able to support its efforts now and in the future.

DRAFT LETTER OF SUPPORT TO IDAHO WATER RESOURCE BOARD

September 9, 2016

Idaho Water Resource Board
P.O. Box 83702
Boise, ID 83720-0098

RE: Teton Water Users Association Phased Water Management Plan

Dear Idaho Water Resource Board -

The Board of County Commissioners (BoCC) in Teton County, Idaho is in support of the Phased Water Management Plan that is being submitted for your approval by the Teton Water Users Association (TWUA). This collaborative effort to improve water management in the Teton Basin has successfully brought a diversity of community interests together. We believe it will help us meet the longterm goals of our community to maintain productive agricultural operations, stream flows and municipal water sources, while also benefiting downstream water users.

We have had a representative from our BoCC attend most of the TWUA meetings, including the public meeting held by IDWR in Rexburg this past July, and we have participated in the development of this plan. We have also offered the County's GIS department as a resource to help inventory and map historic, current and potential future irrigation infrastructure. Teton County is also very interested in participating in community outreach and education programs related to implementation of the TWUA Phased Water Management Plan.

Thank you for your consideration of this plan and the associated request for seed funding. We look forward to reporting on our progress.

Sincerely,

Teton County Board of Commissioners



FROM: County Executive Assistant, Holly Wolgamott
TO: Board of County Commissioners
RE: Executive Assistant Update
MEETING: September 12, 2016

1. E-news Bulletin

- a. Due to an incredibly busy last few weeks I was unable to complete the September e-news bulletin for your review at this meeting. I will continue to work on it and send it to you as soon as it is ready. Considering recent events, I have updated the list of articles.
- b. September suggested articles are for subscribers:
 - **Tie Fire Report and Fire Safety**
 - Recycling Article with RAD Curbside
 - Teton County Chip Seal Report
 - **New Schedule** for Community Outreach for Land Use Code
 - Election Update
 - Building and Planning Departments Restructuring
 - Important Dates
- c. September suggested articles for employees:
 - Notes from Employee Committee Meeting
 - Reminder About ICRMP Risk Management Discount Program
 - Reminder to use PTO to less than 80 hours prior to October 1st

If you have suggestions for other articles, please let me know.

2. Tie Fire Update

- a. Beginning on August 23rd, I was called to serve as the County's PIO for the Tie Fire. I worked on the incident daily until September 6th. Overall, it was a very positive experience that proved very useful for communication efforts in Teton County. Partnerships with Teton County, the City of Victor, the Forest Service and The Fire District were strengthened and public outreach efforts were enhanced.

Over the last year I have worked to establish a social media presence for Teton County to improve communication efforts for all types of County business but most importantly to improve communication during an emergency. This proved to be very useful during the Tie Fire. Prior to the fire we had about 335 people following the County's Facebook page. We now have 466 followers, adding over 130 people just because of this event. This allowed people to obtain information easily and then share that information with their social media contacts. This effort alone reached thousands of people.

Another positive aspect of working this event was what was learned from Great Basin Team 5. Working with their Incident Command team and PIO team was invaluable. It showed me the potential of what this community can do with emergency management training and community wide drills that build on the success of this event. Their PIO team showed the true potential of using social media to its fullest capacity. The videos, photos, daily updates and links to fire resources really made a difference in communicating the daily actions of the fire response team.

Despite the positive outcome of this event, I do feel that the situation could have been much worse. I hope that we use this opportunity to specifically focus on initial local response efforts to make sure that we are better prepared for the next emergency. I look forward to working with our Emergency Management team to make improvements over the next year.

3. Tax Deed Property Excess Funds Status

- a. Claims were processed for your approval for all Tax Deed Property excess funds. Once approved the Tax Deed Property process will be complete for 2016.

4. Employee Committee
 - a. Our first meeting was held on September 8th. We had a great turn out with a very enthusiastic group. Goals and objectives of the committee were established and ideas for projects to work on over the next year were identified. It was decided that the committee would meet monthly and that notes from our meetings would be provided in each edition of the employee e-news bulletin. We will be sure and keep the Board abreast of the committee's progress.

5. ICRMP and Risk Management
 - a. In addition to including the Risk Management Discount Program information in the employee e-news bulletin, I have also sent out an all employee email notifying everyone about the details of this year's program. As a reminder, the due date for all course requirements is December 8th, the day of the All Employee Meeting.



FROM: County Executive Assistant, Holly Wolgamott
TO: Board of County Commissioners
RE: Appointment to Teton County Boards and Commissioners
MEETING: September 12, 2016

Recruitment to fill open positions on the Planning and Zoning Commission, Mosquito abatement District, and the Impact Fee Advisory Committee resulted in the following:

Planning and Zoning Commission

- a. Position 1 Currently filled until 9/30/19 by Dave Hensel
- b. Position 2 Currently filled until 9/30/19 by Sarah Johnston
- c. Position 3 - Cleve Booker wants to be reappointed.
- d. Position 4 - Bruce Arnold wishes only to continue until the Code is done. Received a late application from Charles Borrenpohl that could fill Mr. Arnold's position after the code is finished.
- e. Position 5 - Mike Meriggliano wishes to be appointed for his first term.
- f. Position 6 – Currently filled until 9/30/17 by Jack Haddox
- g. Position 7 – Currently filled until 9/30/17 by Chris Larson
- h. Position 8 – Dr. Glenn P. Moradian wishes to be appointed for his first term.
- i. Position 9 - Pete Moyer wishes to be reappointed.

If Mr. Arnold leaves Position 4 after the code is complete, we could fill his position with Charles Borrenpohl. However, if the BOCC wishes to reduce the number of positions from nine to seven, a vote is needed to decide who will be appointed.

Mosquito Abatement District

- a. Position 1 – Dan Burr wishes to be reappointed.
- b. Position 2 – Sean Moulton wishes to be reappointed
- c. Position 3 – Currently filled until 9/30/19 by Summer Winger
- d. Position 4 – Currently filled until 9/30/18 by Dr. Glen Moradian
- e. Position 5 – Currently filled until 9/30/18 by Jack Liebenthal.

Impact Fee Advisory Committee

- a. Position 1 – Currently filled until 9/30/17 by Anna Trentadue
- b. Position 2 – Currently filled until 9/30/18 by Lou Parri
- c. Position 3 – Dr. Glenn P. Moradian wishes to be appointed to his first term.
- d. Position 4 – No response for this position
- e. Position 5 – No response for this position
- f. Position 6 – Ann Moyer wishes to be reappointed.
- g. Position 7 – Sarah Johnston wishes to be reappointed.

If the Board approves the requests as presented, there would be 5 of 7 positions filled for the Impact Fee Advisory Committee which gives the committee a quorum. We could continue to recruit other applicants to fill the remaining positions.



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W. Cleve Booker
1710 Leigh Creek Estates Road
Tetonia, Idaho 83452
bookergrey@earthlink.net
386.801.2642

August 17, 2016

Dear Teton County Commissioners:

Please accept my application for the Teton County Planning and Zoning Commissioner position as advertised in the Teton Valley News. Attached is my resume for your review. I currently serve as Vice Chairman of the Planning and Zoning Commission and was appointed by Commissioners Bob Benedict, Kathy Rinaldi and Kelly Park in October 2012.

I wish to be reappointed to the commission and continue the implementation of the proposed Teton County Land Use Code by following the 2030 Comprehensive Land Use Plan.

I have lived full time in Teton Valley since July 2005, been a land owner since 1997 and a part time resident/frequent visitor since 1992. I have served in the past as a member of the Wildlife Overlay Technical Committee and as Core Committee Chairman of the Teton County 2030 Comprehensive Land Use Plan.

I have a combined 13 years of knowledge and experience in the review of land use zoning, development applications and the development of Land Use Codes/Comprehensive Land Use Plans in Teton County and other communities.

Please contact me with any questions you may have regarding my application. I look forward to the opportunity to serve my community. Thank you for your consideration.

Sincerely,

W. Cleve Booker

Questions to Ask Yourself
before applying for Board or Committee Membership

Do I fully understand what this Board or Committee expects from me?

Am I committed to the goals and interests of the Board/Committee and to the mission and purposes of the organization?

Can I afford the demands on my time, resources and energy?

Will I attend meetings regularly, making them a priority for the duration of my appointment?

Am I willing to perform a reasonable amount of work outside of regularly scheduled Board or Committee meetings (how much?) and be well prepared for each meeting?

Can I work effectively with the other members of the Board, with the Program Executive and the Program Staff?

Do I understand the appropriate functions of a Board Member compared with the Program Staff and/or other volunteers?

What is my real motivation for desiring appointment to the Board?

Will I be there if the going gets rough and controversy arises?

Am I willing to participate in necessary Board training, education and development activities that will improve my effectiveness on this Board?

Application for Board Appointment

Name of Board: Teton County Planning and Zoning Commission

Applicant's Name: W. Cleve Booker

Mailing Address: 1710 Leigh Creek Estates Road, Tetonia, ID 83452

Residence Address: 1710 Leigh Creek Estates Road, Tetonia, ID 83452

Daytime Phone: 386-801-2642 Other Phone: none

Fax: none Email: bookergrey@earthlink.net

Occupation/Employer: Environmental Consultant/Biologist, Booker Grey Environmental, Inc.

Why do you want to serve on this Board?

I have been a member of the Planning and Zoning Commission since October 2012, and would like to continue for another four-year term. I enjoy serving the community and applying my professional skills and knowledge of the Comprehensive Land Use Plan to help provide the county with sustainable growth and good planning practices. My goal as a member of the commission is to contribute in implementing and maintaining continuity of the proposed Teton County Land Use Code by following the 2030 Comprehensive Land Use Plan.

Please describe your qualifications for serving on this Board:

- Currently Serve as Vice-Chairman for the Teton County Planning & Zoning Commission.
- Served as Chairman of the Core Committee for the Teton County 2030 Comprehensive Land Use Plan 2010-2012.
- Served as a member of the Teton County Wildlife Technical Committee 2007-2008.
- Served on a Planning & Zoning Commission in another community for 10 years, 8 years as Chairman.

I have been a consulting/environmental biologist for the past 28 years and have been extensively involved in the application of Land Use Codes and Comprehensive Land Use Plans as part of my profession and as a member of two planning and zoning commissions.

Other Comments:

Please see attached cover letter and resume.

*Please be sure to read Attachment A, "Questions to Ask Yourself" before submitting this application.
If you wish, you may attach additional information to this page.*

Your completed application should be returned to the Office of the County Commissioners at 150 Courthouse Drive or emailed to commissioners@co.teton.id.us or faxed to 354-8776.

W. Cleve Booker
1710 Leigh Creek Estates Road
Tetonia, Idaho 83452
386.801.2642
bookergrey@earthlink.net

EDUCATION

Bachelor of Science, Biology - University of Central Florida, Orlando, FL
28 Semester Hours Graduate Level Study, Department of Biology, University of Central Florida, Orlando, FL

SPECIALIZED TRAINING

Natural Resource Conservation Service, Hydric Soils Workshop
Interagency Prescribed Burn Course
Global Positioning Systems/Geolink/Trimble Data Systems/PC-GPS

PUBLIC SERVICE

Teton County Planning and Zoning Commission, Vice Chairman,
2012 - Present

Teton County 2030 Comprehensive Land Use Plan,
Chairman Core Committee, 2010-2012

Teton County Wildlife Overlay Technical Committee, 2008

Orange City, Florida, Planning and Zoning Commission
1991 – 2001, Chairman 1993-2001

PROFESSIONAL HISTORY

Booker Grey Environmental, Inc.,
President/Principle Scientist,
February 1994 - Present

Natural Systems Analysts, Inc.,
Senior Environmental Scientist,
November 1988 – February 1994

University of Central Florida,
Research Associate, February 1986 – December 1992

From: [Kristin Rader](#)
To: [Holly Wolgamott](#)
Subject: FW: Planning Commission appointments
Date: Thursday, August 18, 2016 11:01:18 AM
Attachments: [image003.png](#)
[image004.png](#)

This is Bruce's email.

Kristin Rader, CFM
Planning Administrator
Teton County, Idaho
150 Courthouse Drive #107
Driggs, Idaho 83422
Ph. (208) 354-2593 ext. 200
Fax (208) 354-8410
krader@co.teton.id.us



From: Bruce Arnold [<mailto:barnold@silverstar.com>]
Sent: Wednesday, August 17, 2016 5:37 PM
To: Kristin Rader <krader@co.teton.id.us>
Subject: RE: Planning Commission appointments

Kristin,

I am not planning on continuing for another 3 year term. But would continue until code update is done. So if the BOCC doesn't or can't extend my service short term, then I would be done at the end of September. I have served 9 years. That's long enough. Change is always good for the commission.

Thank you,
Bruce

From: Kristin Rader [<mailto:krader@co.teton.id.us>]
Sent: Wednesday, August 17, 2016 4:27 PM
To: Bruce Arnold (barnold@silverstar.com); David Breckenridge (alherfbreck@silverstar.com); Marlene Robson (marlene@silverstar.com); moyerbuilders@silverstar.com
Subject: Planning Commission appointments

Hi everyone,

Your planning commission appointments expire at the end of this September. I meant to email you earlier about the application process, but with everything going on and my time off, it slipped my mind. Anyway, if any of you are interested in continuing on the PZC, please just send me something in writing that says you're interested in continuing.

I know Bruce and David have mentioned they were interested in ending their terms on PZC, so please let me know if that's still the case or if you want to keep going a little while longer. All of the

terms are 3 years. The application deadline was today, but no one applied except Cleve. Holly and I decided we could wait to hear back from you four first, then we will ask the Board to extend the application period if we still don't have enough people.

Two of the positions open are the ones that were added for the code process, so the Board has to decide if they want to continue with 9 members in October or drop it back down to 7. If all of you are interested in staying on the PZC and the Board drops it to 7, you could possibly still be reappointed because, at a minimum, Dave is planning to retire.

Thanks,

Kristin Rader, CFM
Planning Administrator
Teton County, Idaho
150 Courthouse Drive #107
Driggs, Idaho 83422
Ph. (208) 354-2593 ext. 200
Fax (208) 354-8410
krader@co.teton.id.us



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From: [Kristin Rader](#)
To: [Holly Wolgamott](#)
Subject: FW: Planning Commission appointments
Date: Monday, August 22, 2016 12:13:29 PM
Attachments: [image002.png](#)
[image003.png](#)

Hi Holly,

I thought this sent to you on Friday, but it was stuck in my outbox. Pete is interested in staying on the PZC.

Thanks,

Kristin Rader, CFM
Planning Administrator
Teton County, Idaho
150 Courthouse Drive #107
Driggs, Idaho 83422
Ph. (208) 354-2593 ext. 200
Fax (208) 354-8410
krader@co.teton.id.us



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From: Pete Moyer [<mailto:moyerbuilders@silverstar.com>]
Sent: Friday, August 19, 2016 5:20 PM
To: Kristin Rader <krader@co.teton.id.us>
Subject: RE: Planning Commission appointments

Kristin,

I must have missed this. I would like to continue on the board.
Pete Moyer

From: Kristin Rader [<mailto:krader@co.teton.id.us>]
Sent: Wednesday, August 17, 2016 5:27 PM
To: Bruce Arnold (barnold@silverstar.com); David Breckenridge (alherfbreck@silverstar.com); Marlene Robson (marlene@silverstar.com); moyerbuilders@silverstar.com
Subject: Planning Commission appointments

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From: [Sean Moulton](#)
To: [Holly Wolgamott](#)
Subject: Mosquito Abatement Position
Date: Tuesday, August 30, 2016 5:24:21 PM

Holly:

My name is Sean Moulton. I am currently a commissioner on the County's Mosquito Abatement District. Please consider this a request to remain on the District for another term. Dan Burr and I initially set out as private citizens to start the Mosquito Abatement District by voter initiative, which was successful. I'm proud at the progress we've made to control mosquitos across the County and keep costs down. I would like to continue the work we started.

Thank you,

Sean R. Moulton

From: [Dan Burr](#)
To: [Holly Wolgamott](#)
Subject: Mosquito board
Date: Tuesday, August 09, 2016 3:42:01 PM

Hey Holly,

This is Dan Burr, I currently serve on the mosquito board and would like to continue serving as I understand my term is coming to an end.

Please consider this my official letter of intent to continue serving.

thanks,

Dan

Dan Burr Illustration
208-351-2302
www.danburr.com

From: [Kristin Owen](#)
To: [Holly Wolgamott](#)
Subject: FW: Impact Fee Committee openings
Date: Friday, August 26, 2016 1:19:37 PM
Attachments: [image003.png](#)
[image002.png](#)

Hi Holly,

Sarah would like to be considered for another term on the Impact Fee Committee. I also have an email from Pete saying he's interested in PZC. Do you want me to forward that to you as well? I don't know if you need more than them just saying they're interested in being reappointed.

Thanks,

Kristin Owen, CFM
Planning Administrator
Teton County, Idaho
150 Courthouse Drive #107
Driggs, Idaho 83422
Ph. (208) 354-2593 ext. 200
Fax (208) 354-8410
kowen@co.teton.id.us



***Please note my name and email change - krader will continue to forward for a short time.**

From: Arrowleaf Engineering [<mailto:arrowleafengineering@gmail.com>]
Sent: Friday, August 26, 2016 1:05 PM
To: Kristin Owen <kowen@co.teton.id.us>
Subject: Re: Impact Fee Committee openings

Hi Kristin,

Thanks for letting me know. Yes, I would like to be considered for a new term.

Thank you,
Sarah

On Wed, Aug 24, 2016 at 4:24 PM, Kristin Owen <kowen@co.teton.id.us> wrote:

Hi everyone,

We have 5 openings for the impact fee committee. Sarah and Ann, your positions are both up at the end of September. If you'd like to be considered for a new term, we just need something in writing from you saying that you're interested in the position still.

We haven't received any applications yet, so if you could help spread the word that we're looking, we'd really appreciate it! We also have openings on the Planning Commission if you know anyone that may be interested in that!

The BoCC has extended the application deadline to 9/7.

Thanks,

Kristin Owen, CFM
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Teton County, Idaho
150 Courthouse Drive #107
Driggs, Idaho 83422
Ph. [\(208\) 354-2593 ext. 200](tel:(208)354-2593)
Fax [\(208\) 354-8410](tel:(208)354-8410)
kowen@co.teton.id.us



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***Please note my name and email change - krader will continue to forward for a short time.**

From: [Kristin Owen](#)
To: [Holly Wolgamott](#)
Subject: FW: Impact Fee Committee openings
Date: Thursday, September 01, 2016 12:49:06 PM
Attachments: [image001.png](#)

Another one wants to stay! 😊

From: Ann Moyer [mailto:ann@placelas.com]
Sent: Thursday, September 1, 2016 1:53 PM
To: Kristin Owen <kowen@co.teton.id.us>
Subject: Re: Impact Fee Committee openings

Hi Kristin,

I'm still interested in serving on the Committee and would entertain another term.

Thanks,
Ann

Ann Moyer, RLA, ASLA, LEED AP
ann@placelas.com
p. 307.690.0354
www.placelas.com



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[<image001.jpg>](#)

[<image002.png>](#)

Fax (208) 354-8410
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[<image003.png>](#)

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