

COMMISSIONERS PRESENT: Bill Leake, Cindy Riegel (Kelly Park excused)

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

Chairman Leake called the meeting to order at 9:01 am and led the Pledge of Allegiance.

● **MOTION.** Chairman Leake made a motion to amend the agenda to add an update from Ted Hendricks with The Development Company to occur no sooner than 10:45 am. Motion seconded by Commissioner Park and carried unanimously.

ADMINISTRATIVE

● **MOTION.** Commissioner Park made a motion to approve the minutes of February 23 as presented. Motion seconded by Commissioner Riegel and carried.

● **MOTION.** Commissioner Riegel made a motion to approve the minutes of March 3 as presented. Motion seconded by Commissioner Park and carried.

COMMITTEE REPORTS. Commissioner Riegel attended a meeting regarding the Southern Valley Urban Interface Trails Project. The group is proposing new trails in the Mike Harris area. The Forest Service must follow the NEPA process before determining whether to accept the trails, which will take at least one year.

Chairman Leake reviewed his memo regarding the February 27 meeting of the Council of Governments (COG) (Attachment #1). The Mayors would like a lead entity to coordinate efforts related to the county's Recreation and Public Access Plan and Chairman Leake thinks the county could provide that leadership. He said the first objective would be to establish communications between the three cities and the county, then create a strategy to move forward with the plan. He has talked with GIS manager Rob Marin, who is willing to assume the additional responsibilities on a trial basis. Planning Administrator Jason Boal said he had discussed implementation options with the previous Board. Chairman Leake will coordinate a meeting with Mr. Boal and Mr. Marin to discuss options and will let the cities know that the County is willing to take the lead.

Other items discussed at the COG meeting include Driggs' request for funds to help pay for wayfinding signs and Geotourism Center operating costs; coordinating a week-long Clean-up Week; and the need for a Youth Center.

OTHER BUSINESS. Commissioner Park may attend the Idaho Association of Counties Social Services conference in Lewiston April 21-23; Commissioners will wait until an agenda is available to decide whether to attend the annual conference of the Idaho Association of Commissioners & Clerks in Coeur d'Alene June 9-11. The Board reviewed the monthly report submitted by the Teton Valley Business Development Center; their next quarterly meeting with the Board will take place April 13. Chairman Leake asked the Board to review the updated Priority List (Attachment #2).

OPEN MIC

No one present wished to address the Board during Open Mic.

ASSESSOR & TREASURER

TAX ADJUSTMENT. Assessor Beard reviewed her memo regarding the county's 2008 error processing the deed for a 7-acre parcel owned by Brent and Lorraine Reiley (Attachment #3). The error resulted in tax notices being sent to the wrong owner, who paid them until 2011; no taxes have been paid since then. Assessor Beard said a related error also exists because the property value has been assessed at a residential rate rather than the agricultural rate, even though it has been used as pasture land all along. This error occurred because the owner never received the Assessor's 2009 letter notifying owners that a written lease was required in order to qualify for the agricultural exemption. Assessor Beard recommends that the past due taxes be calculated based on the agricultural value.

review plans for E5000Sand hopes to have this out to bid sometime in May. An application has been submitted to the US Corps of Engineers and Idaho Department of Water Resources related to the 6000S project. Wetlands mitigation will most likely be required.

The 2015 FY budget includes a \$30,000 line item for a new vehicle for the road and bridge supervisor. The truck will cost \$30,759.75 via a State of Idaho contract. The \$759.75 excess cost will be paid with funds remaining after the pup trailer purchase. The current Supervisor's truck will become part of the R&B fleet, and their 1982 Chevrolet ¾ ton will be sold via auction.

PLANNING & BUILDING

LAND USE CODE REVISIONS. Planning Administrator Jason Boal has asked Fremont County if remaining grant funds could be used to create a website for public outreach. Code Studio currently has a website for Teton Valley, but he is concerned about its continued availability and ability to update content after the contract ends. Mr. Boal is making good progress on Article 10 use provisions and will write his review and post it on the website. He and the city planners have discussed the need for similar definitions.

TITLE 2-2-6 REVISION. The Board reviewed a proposed amendment to the Planning & Zoning Commission Attendance Policy and recommended several changes (Attachment #3).

TARGHEE RANCH INSIGNIFICANT PLAT AMENDMENT. The owners of two lots are seeking a relocation of the access in order to preserve view angles. This subdivision is in the Driggs area of impact and the city has no problem with the proposed amendment (Attachment #4).

● **MOTION.** Commissioner Riegel made a motion to approve the request for an insignificant plat amendment for Targhee Ranch Division 1, Lots 20A and 20B. Motion seconded by Commissioner Park and carried unanimously.

W4000N PACKSADDLE ROAD UPDATE (TETON VIEW SCENIC BYWAY). The Board reviewed Mr. Boal's memo summarizing the Scenic Byway conversations to date (Attachment #5). He would like to transition responsibility for this road issue to Public Works Director Darryl Johnson. Chairman Leake doesn't believe the County wants to assume ownership and maintenance responsibilities for the road. Mr. Boal reminded the Board that if adopted, the County is under no obligation to provide road maintenance beyond what is currently being provided for W4000N. The County has requested engineered plans and has not received them, so is unable to decide if it should be adopted. Due to persistent public inquiries, Commissioner Leake asked that a short summary about the road be posted on the website. Mr. Boal will provide the requested summary and will also post other documents relating to the road. Mr. Johnson is willing to become the point person for this road issue, but will consult with Mr. Boal and the Board regarding any planning/zoning questions.

FAIR BOARD REQUESTS & RECREATION PLAN. The Board discussed Mr. Boal's memo about Department Responsibilities (Attachment #6), written in response to a memo from the Fair Board (Attachment #7). Mr. Boal is concerned that assisting with Fair Board projects will take away from services currently provided by various departments. He is also concerned that departments not be assigned conflicting or competing responsibilities. Since the Fair is a strong component of the recreation plan, the Board wondered if there may be an opportunity to create a county position to assist the Fair Board and also begin implementation of the recreation plan. Mr. Boal said coordination of the recreation plan is very important in order to maximize available resources.

Fair Board member Linda Skujins said she found Mr. Boal's memo to be very disconcerting since they were simply making very minor requests for assistance with signage and easements. She said the Fair Board wants to work with the county via an improved partnership. Chairman Leake assured Ms. Skujins that the Board wants to help the Fair Board in any way possible.

Commissioner Riegel believes it's worth looking into a position for someone to coordinate activities at the fairgrounds, as well as other recreational activities, and wants to do so during the budget process. Since it's

so close to summer, and there are a multitude of items that need attending, Chairman Leake asked if it might be worth contracting someone to help the Fair Board and also get started on implementation of the recreation plan. That would allow the County to start the process and learn if a regular position would be warranted. Mr. Boal offered to create a job description and determine what the county should pay for this position. He recommended against hiring or contracting with anyone until that information is available.

ADMINISTRATIVE BUSINESS

● **MOTION.** Commissioner Park moved to approve transfer of the TR Golf, LLC Alcoholic Beverage License to Raven Golf Services, LLC, doing business at the Teton Reserve Golf Course. Motion seconded by Commissioner Riegel and carried.

● **MOTION.** Commissioner Park moved to approve the minutes from March 9 and 11 as presented. Motion seconded by Commissioner Riegel and carried.

● **MOTION.** Chairman Leake made a motion to approve the following claims as presented, with exception of two claims from the County Extension office. Motion seconded by Commissioner Riegel and carried unanimously.

General	28,953.61
Road & Bridge	3,400.26
Court & Probation	4,249.72
Elections	4,197.94
Solid Waste	14,827.03
Road, Special	13,943.65
Ambulance	119.18
Fair Board.....	1,241.81
TOTAL.....	\$71,308.20

The meeting was recessed at 10:40 am so the Board could travel to Jackson, Wyoming to meet with the Teton County, Wyoming Board of Commissioners. (Separate minutes are available for this meeting.)

The meeting resumed at 2:45 pm.

WEEDS

County Extension Agent/Weed Supervisor Ben Eborn provided an overview of the County weed program and explained what triggers a weed enforcement letter. He feels our county is a lot more aggressive in sending letters and enforcement than neighboring counties. Mr. Eborn said the biggest challenge is that many residents don't know what noxious weeds look like. Commissioners' Assistant Dawn Felchle received permission to update the letters to be more specific.

SHERIFF'S REQUEST

John Leidorf, Sheriff's Office IT Services Coordinator, requested additional funds to purchase and install one more car video system, bringing the total to 11. The Board directed him to use funds already within the Sheriff's budget to purchase the other system.

● **MOTION.** Commissioner Park moved to approve moving \$2,000 out of line item 01-04-804 and into 01-04-802 to cover the costs of purchase and installation of the car video system. Motion seconded by Commission Riegel and carried unanimously.

EXECUTIVE SESSION

● **MOTION.** At 4:07 pm Chairman Leake made a motion for Executive Session to discuss indigent matters pursuant to Idaho Code 67-2345(1)(d). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor. The Executive Session ended at 4:11pm.

EXECUTIVE SESSION

● **MOTION.** At 11:37 am Chairman Leake made a motion for Executive Session to discuss personnel and indigent matters pursuant to IC 67-2345(1b)&(1d). Motion seconded by Commissioner Park and a roll call vote showed all in favor. The Executive Session ended at 11:56 am.

● **MOTION.** Commissioner Park made a motion to deny indigent case 1T 2015-10007 because the applicant is not indigent. Motion seconded by Commissioner Riegel and carried unanimously.

MONTHLY ELECTED OFFICIAL & DEPARTMENT HEAD MEETING

Nine elected officials and 12 department heads discussed issues of mutual concern.

AMERICAN INSURANCE

Travis Argyle of American Insurance introduced himself to the new commissioners and provided a Health Care Reform update outlining upcoming changes due to the Affordable Health Care Act (Attachment #8). He said current nation-wide renewal rates are showing about a 9% increase.

FAIR BOARD

President Katie Salsbury reviewed her memos regarding purchase of signs and a new tractor (Attachment #9). The county's Purchasing Policy has been followed to identify the lowest cost tractor and funds are available within the Fair and Arena funds. Ms. Salsbury said the tractor is considered part of the Arena facility and explained that the Fair Board strategically left money in the arena fund to purchase a tractor and other items (wheelbarrows, exit signs, rakes, etc.) necessary to make the arena operable. They would also like to purchase a groomer for the old tractor, so that two tractors are available when necessary.

ICRMP has been contacted regarding county liability related to volunteers driving the tractor. The Risk Manager recommends that the Fair Board provide a short list of tractor drivers, who must be at least 21 years of age. Furthermore, she suggests there be an age limit on others allowed in the facility while the tractor is being used and that no one other than the driver be allowed on the tractor. The Board asked Ms. Salsbury to develop a written policy incorporating these guidelines.

Regarding the signage, Ms. Salsbury is coordinating with the City of Driggs about the appearance of the signs.

● **MOTION.** Commissioner Riegel made a motion to approve the purchase of a new tractor using \$10,000 of the Fair's Remaining Cash Fund Balance and \$16,925 already budgeted within the Arena Fund. Motion seconded by Commissioner Park and carried unanimously.

● **MOTION.** Commissioner Riegel made a motion authorizing the Fair Board to purchase signs with capital improvement funds previously intended to purchase gravel. Motion seconded by Commissioner Park and carried unanimously.

● **MOTION.** Commissioner Park made a motion to approve use of \$3,650 from the Arena Fund to purchase a groomer for the old tractor. Motion seconded by Commissioner Riegel and carried unanimously.

RECREATION/FAIRGROUNDS COORDINATOR. Ms. Salsbury said Planning Administrator Jason Boal had contacted her several weeks ago to discuss her memo about the Fair Board's future need for an employee to manage the Fair grounds. He proposed the idea of a Recreation/Fair Grounds Coordinator, which Ms. Salsbury has discussed with her Board. They have decided to respectfully decline the offer of a shared employee. Public use of the fairgrounds is increasing dramatically and her Board foresees that they could soon need a full time position, which could be fully funded by revenues generated from renting the fairgrounds. In fact, she predicts the Fair Board will eventually need a full time maintenance person and a full time administrative person. In the long run, said Ms. Salsbury, the responsibility for managing the fairground property should probably become a responsibility of the Public Works Director. Ms. Salsbury said the Fair Board recently updated their fairground

MEETING RESUMED AT 9:00 AM, TUESDAY, APRIL 28, 2015.

FY 2016 BUDGET

The Board discussed items identified in Clerk Hansen's FY 2016 Budget Memo #1 (Attachment #12).

SALARIES, RAISES & BENEFITS. The Board asked Clerk Hansen to insert a 6% placeholder for COLA/merit/equity raises into the first draft budget and approved the Budget Guidelines for Salaries memo for distribution the elected officials and department heads (Attachment #12). There are no plans to modify the employee benefit plan. The Board agreed upon a schedule for completing annual Performance Evaluations for the six employees they supervise directly.

REVENUES & FEES. The Board plans to increase the county tax levy by 3% next year. They discussed possible modifications to the county's Solid Waste User Fee, which is currently levied only on structures. Collecting a fee from land, not structures, would roughly double the number of parcels contributing, which would allow for a significant reduction in the amount needed from each parcel. Since the county must provide solid waste management services regardless of the number of residents or structures, this may be a more fair way to allocate the basic costs of the solid waste operations. Tipping fees paid by actual users of the solid waste facilities would continue to reflect the amount of waste produced by each. Possible revisions to the SWUF will receive further consideration after the actual cost of the landfill cap rehabilitation is known.

NON-PROFIT FUNDING REQUESTS. The Board reviewed and modified the instructions and forms to be distributed to non-profit organizations requesting county funding. They continued the previous day's discussion about the appropriateness of providing county funds to the Geotourism Center and debated whether county government should fund social services, economic development and/or tourism enhancement efforts. The Board agreed that county funds should only be allocated to entities providing a specific service with measurable benefits to county taxpayers. They decided that further discussion was necessary before making a decision about the Geotourism Center's 2015 funding request. Budget work sessions with non-profit organizations will be held June 8.

COMMISSIONER PRIORITIES & BUDGETS. Chairman Leake distributed the updated Priority List (Attachment #14). The Board had a wide-ranging discussion about various county services and programs, and the possibility of adding new employees and/or re-configuring job descriptions to meet needs in the most cost-effective manner. Topics covered included weed control, mosquito abatement, emergency services, facilities management, information technology, public works, animal control, economic development, recreation and public access. The Board tentatively agreed to put placeholders into the first draft budget to allow for the possibility of additional IT services, increased weed control efforts, extra manpower for public works administration and facilities management, one FTE for animal control and another for Economic Development/Recreation/Regional Planning Coordination.

● **MOTION.** At 2:40 pm Commissioner Park made a motion to adjourn. Motion seconded by Chairman Leake and carried.



Bill Leake, Chairman

ATTEST 

Mary Lou Hansen, Clerk

Attachments: #1 Agricultural Exemption Requests
#2 Non-Profit Exemption Requests
#3 Weed Spraying Contract
#4 Quarterly Juvenile Probation report
#5 Agreement for Wraparound Services
#6 Public Works update
#7 Letter of Support for Tin Cup Challenge
#8 Canyon View Estates Request for Insignificant Plat Amendment
#9 Request for funding to improve courthouse electrical issues
#10 Payment extension request for Personal Properties
#11 R. Mossman's Animal Control/Dog Catcher proposal
#12 Clerk's FY 2016 Budget Memo #1
#13 Budget Guidelines for Salaries
#14 BoCC Priorities (4/27/2015)

would be available for equity raises. Chairman Leake wondered if the COLA raise should be less for employees already earning close to the market rate. Clerk Hansen said the COLA raise would increase the overall payroll by about \$35,000, which equals 1.2% of the county's gross payroll. The last across-the-board COLA raise for County employees was awarded October 2008.

● **MOTION.** Chairman Leake made a motion to approve a 50 cents per hour raise for each employee for FY 2016 and to adjust the salary schedule by 1% for FY 2016. Motion seconded by Commissioner Riegel and carried. Commissioner Park abstained, saying he would prefer to make all decisions regarding employee raises later in the budget process, similar to previous years.

The Board asked the Clerk to insert a single \$285,000 budget placeholder into the first draft budget and include extra time in the budget work sessions for further discussion about the county's organizational needs and alignment. They also asked that time be scheduled to discuss the Housing Authority Commission with former chairman Glenn Vitucci.

NON-PROFIT FUNDING REQUESTS. The Board discussed Prosecutor Spitzer's memo regarding non-profit funding (see pp. 10-14 of Attachment #7). She said county funds should only be spent on activities mentioned in the code or enumerated within specific county duties. This could include the TRPTA bus system, senior center, animal shelter and American Legion (Veterans Memorial).

Chairman Leake said a county policy was needed regarding non-profit funding. He believes the county should have contracts with any non-profit organizations receiving county money in order to clearly identify the specific benefit the county receives in exchange for the funding.

The Board decided that any non-profit group requesting funding for activities related to economic development or recreation should connect their request to goals identified in the county's Economic Development Plan or the county's Recreation-Public Access Plan. However, Prosecutor Spitzer suggested that the Board should first decide how to implement those plans and then either hire an employee, or contract with a non-profit, to perform specific tasks desired. The Board acknowledged the need to decide priority rankings for items in both plans.

Although she believes the county's social service non-profits (such as the Food Bank, Mental Health Coalition, Family Safety Network) provide valuable services, Prosecutor Spitzer can find no statute giving the county authority to provide funding to such groups.

Clerk Hansen said the county is obligated to provide indigent assistance and managed the food bank when she first took office. She said TVCR provides recycling research, outreach and education that would otherwise not occur, or else would be performed by county staff.

Commissioner Riegel said there are 40 non-profit organizations in the county and only 10 of them know the county might be willing to provide funding. The county obviously must draw a line regarding where to spend money. Chairman Leake said the county spends a lot of money on the Fair, which is an activity that benefits a small group of people. Similarly, the ice rink benefits a small group of people. He said the county needs to invest in the future and believes that kids need activities and facilities. Although things evolve over time, he said state statutes haven't been changed to keep up with the changes.

The Board decided to delay a decision regarding FY 2015 funding for the Geotourism Center until June 8. At that time, they will meet with all the non-profits that have requested county funding. Clerk Hansen will provide copies of all current non-profit contracts, along with a list of every Teton County non-profit, for review at that meeting.

AMBULANCE SERVICE DISTRICT

● **MOTION** At 1:10 pm Commissioner Park made a motion to recess the Board of County Commission meeting and convene as the Ambulance Service District. Motion seconded by Commissioner Riegel and carried. (See Attachment #8 for the Draft Ambulance Service District minutes.)

TETON VALLEY COMMUNITY ANIMAL SHELTER. No one from the animal shelter was present. Chairman Leake said the sheriff's office is required by statute to provide this service and believes this contract should be a line item within the Sheriff's budget.

TETON VALLEY MENTAL HEALTH COALITION. Co-Chair Adam Williamson said the coalition was formed in 2009/10 after losing four community members to suicide. The funding provides stop-gap services for people who are actively suicidal. They served 31 people last year who were unable to obtain assistance elsewhere. The highest risk for suicide is the elderly and the Coalition targets them specifically.

FAMILY SAFETY NETWORK. Executive Director Jennifer Smith said they serve an average of 300 families per year, providing emergency shelter, transitional housing, food, clothing, and access to legal aid. They also receive funding from Teton County, Wyoming. She said the facility in Hailey, Idaho went through a similar review when Blaine County questioned whether their local organization could continue to be funded.

TETON VALLEY COMMUNITY RECYCLING. Executive Director Jen Werlin appreciates the Board funding TVCR's work during the past several years. They provide outreach and education about recycling to the community. Chairman Leake said the county needs to support recycling as it reduces county costs, but TVCR should have a contract with Solid Waste because this type of non-profit does not fall under any statutory regulations.

TETON VALLEY FOUNDATION, SNOWFEST. Speaking on behalf of the Foundation, Lauren Bennett asked for the same support they have received for past 3 years: an in kind contribution from Road and Bridge to move snow. Last year's request was approved up to a certain amount and was paid through the contingency fund. She said Snowfest has significant economic value and brought in \$100,000 during this year's event.

TETON VALLEY FOUNDATION, KOTLER ICE ARENA. Executive Director Erica Linnell said the arena has been very successful and they recently decided to start seeking government funding. They requested \$60,000 from the county for expansion and improvements. The funds could be used for something specific if needed for a contract. Chairman Leake said the Kotler Arena is listed on the recreation plan but without a parks and recreation department, this funding request would have to be tied to some sort of statute. He said future funding will depend upon which path forward is followed for implementation of the recreation plan.

SENIORS WEST OF THE TETONS. Director Tina Dean said they currently provide lunches 3 days a week but hope to expand to 5 days a week by the end of the year. They are implementing a "Sponsor a Senior" program to check on safety in the homes and make sure that Seniors are taking their medications. They are currently looking for community volunteers.

● **MOTION.** At 3:31 pm Chairman Leake made a motion to adjourn. Motion seconded by Commissioner Park and carried.



Bill Leake, Chairman

ATTEST



Julie Wenger, Deputy Clerk

Attachments: #1 Emergency Management update
#2 Public Works update
#2a Contract for lease/purchase of 2014 Motor Grader
#3 E5000S Bid Results
#4 Weed Program summary report
#5 Fair Board maintenance contract
#6 Non-Profit funding requests for FY 2016

Public Works Director Darryl Johnson noted that Road & Bridge and Solid Waste have been unable to hire and retain workers for their summer seasonal positions.

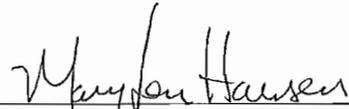
Chairman Leake said no entity coordinates all recreational activities and said there has been much discussion within the community about the need for some coordination. Commissioner Riegel said it would be wonderful to have a coordinator to begin implementation of the county's Recreation and Public Access Plan, but that such a position was probably not a county priority. Mr. Boal said the biggest need was a county-wide program manager, not a county-wide manager of recreation facilities.

Chairman Leake said every department needed a long-range plan for facilities, vehicles and personnel needs. Mr. Boal said he would like to work with all EODH on the future update of the county's Capital Improvement Plan to include their capital needs.

The meeting was adjourned at 11:43 am.



Bill Leake, Chairman

ATTEST 

Mary Lou Hansen, Clerk

MINUTES: June 23, 2015 continuation

COMMISSIONERS PRESENT: Bill Leake, Cindy Riegel, Kelly Park

OTHER ELECTED OFFICIALS PRESENT: Clerk Mary Lou Hansen

Chairman Leake re-convened the meeting at 9:04 am.

INFORMATION TECHNOLOGY. IT Coordinator Dawn Felchle provided a second draft budget for review. She has reduced the first draft IT budget request by over \$30,000, partially due to the proposed purchase of a new county-wide Microsoft Office license. Ms. Felchle and future IT Coordinator Greg Adams agreed that buying all new non-Sheriff-related computers from a single IT budget provided the best possible oversight and cost controls. Clerk Hansen will have to be sure that new computer purchase expenses are reimbursed by the appropriate funds if they receive dedicated revenues. Clerk Hansen is analyzing the copy machine/printer/scanner requests and will make a recommendation regarding those purchases on July 13.

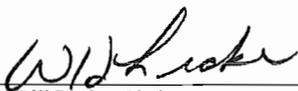
CLERK Hansen reviewed her budgets. The Election budget is about \$10,000 higher due to new legislation which created a March Presidential Primary. State funds will reimburse the county for all expenses related to this new election. She will adjust the Indigent Fund revenue projection to include \$40,000 of Remaining Cash. She is requesting an additional 2 hours per week of Court Clerk time.

NON-PROFIT FUNDING. The Board discussed and made preliminary decisions regarding the non-profit requests presented June 8. They approved the Senior Center, TRPTA and American Legion requests as allowed by state statute. They said the Mental Health Coalition and Food Pantry qualify for county funding because they provide services to senior citizens. They decided the County should contract with Teton Valley Community Recycling for \$5,000 worth of Information, Education & grant writing services paid for out of the Solid Waste fund. The Board may increase the TVBDC contract for implementation of the county's Economic Development plan to \$35,000, with \$10,000 earmarked for implementation of the tourism component of that plan. The Family Safety Network will be contracted for \$5,000 worth of services and the county will provide up to \$3,000 worth of snow moving services for the 2016 Snowfest.

Teton Valley Foundation's request for \$60,000 for the ice rink was discussed at length. Commissioners Park and Riegel do not support a donation. Commissioner Riegel believes the ice rink is a very valuable amenity and wonderful asset, but said taxpayers had not voted to support an ice rink. Chairman Leake said recreation is very important and keeps kids out of trouble. He noted that the ice rink was included in the county's recreation plan. Chairman Leake predicted that community members would pursue creation of a Recreation District if the county and/or cities don't begin implementing the Recreation & Public Access Plan.

COMMISSIONER PRIORITIES. The Board discussed the \$285,000 placeholder inserted into the budget pursuant to Chairman Leake's April 27 memo. They decided to eliminate the placeholder for implementation of the Recreation Plan and to reduce the animal control and weed supervisor placeholder amounts.

● **MOTION.** At 11:44 am Commissioner Park made a motion to adjourn the meeting. Motion seconded by Commissioner Riegel and carried.



Bill Leake, Chairman

ATTEST 

Mary Lou Hansen, Clerk

Attachment #1 Clerk's FY 2016 Budget Memo #3
#2 Sheriff's personnel and equipment memo
#3 Solid Waste User Fee options
#4 List of county buildings
#5 American Legion funding request
#6 Fair Board 2015-16 Operating Plan



FROM: Planning Staff, Jason Boal
TO: Board of County Commissioners
RE: Planning & Building Department Update
MEETING: July 27th, 2015

Long-Range Projects:

- Land Use Code Revisions- Update on the Code



WK: 208-354-0245
djohnson@co.teton.id.us

Public Works Department
MEMORANDUM

150 Courthouse Drive
Driggs, ID 83422

July 21, 2015

TO: Board of County Commissioners
FROM: Teton County Public Works Director – Darryl Johnson, PE, PLS
SUBJECT: Public Works Update

The following items are for your review and discussion at the July 27, 2015 BoCC Meeting.

SOLID WASTE

Landfill Cap Update:

Landfill Cap Rehabilitation Project – DePatco continues moving dirt. 18” of cap material will be scraped this week then re-shaping for new cap will begin.

Material Haul Project – Zollinger continues to haul material from the Felt gravel pit. Zollinger appears to be behind on their contract completion date. Efforts will continue and they hope to be completed by July 31 or the first week in August.

General Fill Haul Project – DePacto is coordinating with Action Excavation for the general fill material. They will begin hauling late July when cap re-shaping efforts begin.

Waste & Recyclable Collection Contract: A summary of the RFP submittals and recommendation memorandum will be provided at the 7/27/2015 BoCC meeting.

ROAD & BRIDGE

Road & Bridge Crews:

Chip seal maintenance efforts begin this week and will continue through the first week in August.

ENGINEERING

E5000S Road Reconstruction: The first pass is near completion and contractor will continue building up the road section. Construction should be to substantial completion the first week in August.

I have been receiving numerous concerned calls about chip seal vs asphalt wearing surfaces. Please see the attached memorandum regarding cost comparison of the two wearing surfaces.

Scenic Parkway: Attached are DRAFT agendas for the 8/3/2015 Work Session and the 8/10/2015 Town Hall Meeting. Please review and provide any changes necessary.

See attached e-mail from Jess Horton regarding additional clarification about the road offering.



**REQUEST FOR PROPOSAL
WASTE & RECYCLABLES
COLLECTION**

TETON COUNTY, IDAHO

Teton County Courthouse 150 Courthouse Drive
Driggs, Idaho, 83422

June 4, 2015

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1. TETON COUNTY WASTE & RECYCLE COLLECTION GOALS

Teton County aims to achieve the following objectives by incorporating them into this Waste and Recyclables Collection RFP:

1. Dispose of waste throughout the county responsibly and safely
2. Reduce tonnage being shipped to Jefferson County through diversion
3. Minimize cost to tax payers
4. Have fair and equitable fees at the Transfer Station
5. Increase level of service both at the Transfer Station and private businesses
6. Increase the amount of recyclables collected at the Transfer Station by private businesses
7. Determine the best value for the county and residents
8. Keep the entire process of managing waste as simple as possible for the public
9. Improve and increase public awareness and education program that includes household waste, green waste, e-waste, C&D, etc.

2. INTRODUCTION

The County of Teton in the State of Idaho ("County") is soliciting responses to this Request for Proposals (RFP) for solid waste and recyclables collection from qualified providers. The area to be served by this RFP is the unincorporated boundaries of Teton County. The initial exclusive contract term will be determined by the bid proposals to be either three (3) or seven (7) years with the option to extend for one (1) additional term with modification, not to exceed seven (7) years. The contract will be reviewed with the aim of improving on the framework to meet the long term needs and goals of the County.

The 2010 United States Census data showed the Teton County population to be approximately 10,170. The estimated unincorporated population of Teton County is 5,670.

Teton county solid waste collection is a voluntary service. A ten (10) year exclusive contract with Voorhees Sanitation recently expired in September of 2014. Teton County does not currently have a contract for curbside collection of waste or recyclables. Currently Voorhees Sanitation offers solid waste collection and RAD and RAM offer various levels of recyclable collection in Teton County.

The County owns and operates a solid waste transfer station located at 1088 Cemetery Road. Currently, waste collection contractors take all waste to the Transfer Station. The hauler is weighed and tipping fees are assessed at a negotiated price. Solid waste is hauled from the Transfer Station to the Circular Butte Landfill located in Terreton, Idaho under a separate contract.

As a mountain community, Teton County has strong values related to the integrity of our natural systems, systems that are fundamental to the wellbeing of our community and the viability of our

economy. The winning proposal will encourage appropriate waste streaming decisions by the public, reduce per capita residual waste (waste that currently goes to the landfill), and deliver cost saving to Teton County and its constituents.

The Transfer Station currently recycles the following traditional materials:

Paper:

- Newspaper
- Office
- Notebooks
- Magazines
- Phone Books
- No Grey Board or Box Cutter Board
- No Brown Paper

Glass:

- Bottles and Jars
- Without lids
- No window panes
- No drinking glasses or ceramics

Corrugated Cardboard

- NO pizza boxes or food residue

Aluminum Cans

Plastics:

- # 1's & # 2 bottles or jugs. NO lids
- The neck MUST be narrower than the base

E-Waste:

- Televisions: any size
- Cell phones
- iPods/MP3 players
- Digital Cameras
- PDA's and palm pilots
- Computers
- Printers/Fax
- Ink Cartridges

Tin Cans

Batteries (all)

The Transfer Station currently recycles the following non-traditional materials:

Wire

Steel

Aluminum

Wood

Gypsum Wall Board

Inert Fill

Brush

Green Waste

Manure

Used Motor Oil

The Transfer Station does not currently accept Household Hazardous Waste:

Household hazardous waste is defined as any substance that will no longer be used for its intended purpose and exhibits any of the following characteristics; it's flammable, reactive with other chemicals to emit toxic gases, or becomes explosive; it's corrosive or toxic to humans and animals. This includes; antifreeze, acid-based products, ammonia-based cleaners and photo chemicals, flammable liquids such as paint, brake fluid, hydrogen peroxide, nitrites and nitrates, flammable solids such as adhesives, glues, waxes and silicone sealants, aerosols, poisons, pesticides and asbestos containing materials.

Teton County Idaho will reimburse up to \$150/year of cost for materials taken to the Teton County Wyoming Household Hazardous Waste Disposal Facility with proper receipt submitted to the Weigh master or at the courthouse.

Teton County desires to increase efficiencies in solid waste management by reducing solid waste. The County is seeking a firm who will continue the existing voluntary solid waste collection services and also provide voluntary curbside recyclable collection as outlined in the Scope of Services.

Another solid waste issue that Teton County faces are human/bear conflicts. Bears are lured into residential and commercial areas by garbage and other non natural food sources. Conflicts are intensified when local residents or visitors fail to properly dispose of their garbage or make other human sourced foods available to bears. Teton County is looking for help from the contractor in educating the public regarding bear conflict and ensuring waste receptacles in the bear conflict areas are bear-proof.

3. TIME SCHEDULE

The County will follow the following general timetable:

- | | |
|--|------------------|
| a. Issue RFP for collection services | June 4, 2015 |
| b. Deadline for submitting written questions | June 20, 2015 |
| c. Proposals Due; 10:00 a.m. local time | July 1, 2015 |
| d. Presentation to BoCC (if necessary) | July 15, 2015 |
| e. Contract Award | July 31, 2015 |
| f. Collection Service start | November 1, 2015 |

4. INSTRUCTIONS TO BIDDERS

- a. All responses shall be sent to:

Teton County
Attention: Darryl Johnson/Public Works Director
150 Courthouse Drive
Driggs, ID 83422
(208) 354-0245

OR hand delivered to the County Clerk/Recorder office
at 150 Courthouse Drive, Driggs, ID

- b. Any questions concerning the County's RFP process shall be directed to Darryl Johnson, Public Works Director at (208) 354-0245 or emailed to djohnson@co.teton.id.us.
- c. Please place five (5) copies of your RFP in a sealed envelope and clearly label "RFP for Waste & Recyclables Collection" and the name of the respondent.
- d. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request.

Emphasis should be on completeness and clarity of content. Use of both sides of paper sheets for any submittals to the County is desirable whenever practicable.

- e. An authorized representative of the firm must complete and sign at least one (1) original of its RFP, certifying the truth of the statements and representations made in the RFP. This can be addressed in the cover letter.
- f. To be selected, bidders must demonstrate that their equipment and personnel can perform, and provide the service called for under the contract. Responses should emphasize the bidder's qualifications and experience regarding all aspects of the Services.
- g. Additionally, bidders are expected to be knowledgeable about customer service, service standards, complaint resolution programs, quality management and other matters necessary to ensure high quality customer service throughout the term of the contract.
- h. Bidders are encouraged to read and understand the terms of the attached contract and be prepared to sign without substantial change.
- i. Bidders are expected to be familiar with the service area, local (Teton County) conditions, terrain and streets.
- j. Bidders are expected to be familiar with the Teton County Transfer Station hours of operation and general operations.
- k. At a minimum, **all** of the following information **MUST** be furnished by each bidder. The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the proposal.
 - i. Cover Letter: letter should introduce your team, identify the single point of contact, and provide the contact telephone number and address. This letter should include a statement committing the personnel and resources identified in the proposer's submittal. It should also include:
 - 1. Full, correct legal name and type of business entity,
 - 2. Address (street and mailing),
 - 3. Name of respondent's representative for purposes of notice or other communications regarding the RFP,
 - 4. Telephone, facsimile numbers and email addresses of the office and the representative.
 - i. Proposal Forms: All proposal form charts listed under the "Forms" section of this RFP. Bidders are not required to bid on all services. Enter "n/a" if you do not wish to bid on providing that service.
 - ii. Public education plan
 - iii. Hazardous waste screening plan
 - iv. Implementation plan

VSL
✓
✓
✓
✓

- v. Process operation plan including options offered for both waste and recyclables collection
 - vi. Diversion plan with measurable goals. Identify short, mid and long range goals
 - vii. Franchise fee structure
- l. The County encourages bidders to provide their own creative alternative proposal/bid if they find it useful. Please submit any alternative options as a separate proposal. If any other type of alternative option is proposed, proponents are also requested to submit the alternative or option as a separate proposal.
- m. Proposals should be comprehensive and designed to cover all areas of solid waste and recycling collection. The County reserves the right to review or reject alternative option proposals.

5. PROPOSAL EVALUATION

- a. Proposals will be evaluated based on the service provider's ability to provide the required services in a cost effective professional manner.
- b. A review committee will be formed consisting of three to five people from the county. Proposals will be evaluated on the basis of the following criteria:
 - i. Proposer's ability to meet the County's service needs
 - ii. Cost effectiveness and value
 - iii. Conformance to the terms of the RFP and the Contract
 - iv. Contractor's customer service record
 - v. Contractor's ability to deliver high-quality, cost-effective services to customers
 - vi. Contractor's billing system
 - vii. Minimizing impacts on taxpayers
 - viii. Proposal's ability to increase Teton County's diversion rates and reduce waste
 - ix. Waste minimization promotion and education plan
 - x. Innovative, responsive management
 - xi. Ability to ensure consistent, reliable quality service
 - xii. Equipment quality
 - xiii. Service options
- c. During the RFP process, bidders may be required to attend interviews, and give presentations as requested.
- d. The committee's recommendation will be presented to the Board of County Commissioners within 45 days of RFP opening.

- e. The Board of County Commissioners will select, at a timeline of their choosing, the most qualified firm on the basis of demonstrated competence and qualifications for waste and recyclables collection services. Additional information or interviews may be requested.
- f. All applicants will be notified of the Board of County Commissioner's choice.
- g. Final approval of any selected applicant is subject to the action of the Board of County Commissioners.

6. TERMS AND CONDITIONS

- a. The opening of any RFP response does not constitute acceptance of such respondent as a responsible, qualified respondent.
- b. The County reserves the right to request clarification of information submitted, and to request additional information from any consultant.
- c. Any RFP response may be withdrawn up until the date and time set above for opening of the RFP responses.
- d. The County reserves the right, in its sole discretion, to reject any and all RFP's and to waive any minor technicality, informality or irregularity in any RFP responses received for any reason at any time prior to entering into a contract to perform the Services. Without limiting the foregoing, the County specifically reserves the right to reject a proposal if the respondent fails to furnish the data required by this RFP or if the proposal is in any way incomplete or irregular.
- e. The information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the County, nor is it necessarily comprehensive.
- f. The County shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
- g. If a written contract cannot be negotiated within 20 days of notification to the lead proponent, Teton County may, at its discretion at any time thereafter, terminate negotiations with that firm and either negotiate a contract with the next qualified proponent or cancel the RFP process and not enter into a contract with any firm.
- h. Firms shall not directly or indirectly communicate with any other firm regarding the preparation or presentation of their proposals, or in connection with the Proposal engage in any collusion, fraud or unfair competition.
- i. Firms may submit written questions concerning this RFP to the Contact Person for receipt no later than 5:00 PM local time on June 20, 2015. Questions may also be submitted to Darryl Johnson via email at djohnson@co.teton.id.us or by facsimile at (208)354-8778. Questions received after the stated deadline will not be answered. No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFP, and changes to the RFP, if any, shall be made in writing only and issued in the form of an Addendum to the RFP. All addenda will be noticed on the County website at www.tetoncountyidaho.gov.

- j. The County encourages minority and women-owned firms to submit qualifications consistent with the County's policy to ensure that minority and women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.
- k. Through the submission of a proposal, the firm agrees to all terms and conditions of this RFP.

7. SCOPE OF SERVICES

SERVICE PROVIDED

Teton County is requesting proposals from qualified solid waste collection service providers to collect solid waste and recyclables within Teton County in accordance with their agreement with Teton County and local, state and federal laws. The successful bidder is required to dispose of all waste and recyclables collected from Teton County at the Teton County Transfer Station. The bidder shall be responsible for providing equipment, labor, supervision and supplies necessary to perform the contracted services.

Service area is the legal boundaries of Teton County, Idaho excluding the city limits of the cities of Victor, Driggs and Teton.

Provide non-mandatory curbside waste and recycling collection services to residents and businesses.

CONTAINERS

Franchisee shall purchase and provide appropriate containers to customers based on level of service for which the customer subscribes and area in which customer is located. Franchisee shall deliver, service and maintain all containers as appropriate. Bidders shall identify container sizes and options in the Bid Forms.

CUSTOMER SERVICE

Franchisee will maintain regular business hours and provide a customer service representative to respond to public inquiries and complaints. Franchisee will be responsible for all customer services related to waste or recyclable material collections and disposal. Customer service shall include all necessary information required to provide an effective solid waste and recycling collection service. In general, customer service shall include delivering new containers, servicing containers, customer education, container labeling, communicating container sizes, types and frequency of service or service level options, billing, and handling all calls relating to services, changes to service and missed service. All complaints will be investigated by Franchisee and remedied in a timely manner.

Franchisee shall develop and keep current a web site listing services provided and associated rates. Education awareness will also be provided on the web site.

Franchisee shall be responsible for developing and executing a public education plan. Bidders shall submit a detailed public education plan as a part of their proposal.

Franchisee is responsible for all billing and collection activities with subscribers.

DURATION OF CONTRACT

Bid Forms to be completed by Bidder allow for unit costs based on a three (3) year and seven (7) year contract. The County will determine which is most beneficial based on bids. The County may exercise the option to extend the contract for one (1) additional term with modification, not to exceed seven (7) years.

DIVERSION OF SOLID WASTE

Curbside recycling shall be a part of the contract. Bidder shall complete Bid Forms outlining recycling options that will be available. Bidder shall also submit a Proposed Diversion Plan with measurable goals. The Diversion Plan should identify short, mid and long range goals. The plan should specify the details of diversion including but not limited to, what waste will be diverted, how the waste will be diverted, and how the Franchisee will document that the waste was diverted. Contract Administrator shall review the plan and notify Franchisee of the Plan's approval or rejection. If the Plan is rejected, the Contract Administrator shall provide specifics about the basis for rejection, and Franchisee shall make corrections to the Plan as required.

HAZARDOUS WASTE SCREENING

Franchisee shall implement a hazardous waste screening identification and prevention protocol. If Franchisee inadvertently delivers material to the Transfer Station which is comprised of hazardous waste and Franchisee cannot identify and fails to remove it, Franchisee shall arrange for its proper disposal in accordance with applicable law or cooperate with the facility owner or operator with respect thereto. Bidder shall submit a Proposed Hazardous Waste Screening Plan.

DAYS AND HOURS OF COLLECTION

Garbage collection may occur any day of the week, except Sundays, between the hours of 6:00 am and 8:00 pm, except for designated holidays, the subsequent make-up days, and special collection days. Hours of delivery will be during regular Transfer Station hours of operation. Franchisee shall not collect or transport at other times unless the Franchisee has received the prior written approval of the Public Works Director. The Franchisee's commercial containers and vehicles shall be securely covered when transporting waste and recyclables. The Franchisee shall immediately pick up and properly process or dispose of any and all material that is spilled by the Franchisee.

All of the trucks used by the Franchisee for the collection of waste and shall be marked with the name and phone number of the Franchisee in letters that are plainly visible and at least four inches high. All containers used by the Franchisee shall be labeled with the name and phone number of the Franchisee.

RECORDS

Franchisee shall prepare and file reports with the County's Contract Administrator. The reports shall include information regarding the volume and nature of the solid waste and recyclables, the location where the solid waste and recyclables were generated. Diversion details and frequency of reporting shall be outlined in the approved Diversion Plan.

Franchisee shall keep, maintain and report accurate records of all revenue received under this

agreement.

At a minimum, all reports shall be filed with the County’s Contract Administrator at the end of each quarter and shall be considered delinquent if not received by the 20th of the following month. Failure to file reports timely shall constitute grounds for termination of this Franchise Agreement.

FRANCHISE FEE

Bidder shall propose a detailed Franchise Fee structure as a part of the proposal.

8. FORMS

Instruction to Bidders: The following charts outline the various services described in this RFP. Bidders are not required to bid on all the services. Enter “n/a” if you do not wish to bid on providing that service. At a minimum, bidders must complete the forms to satisfactorily provide for basic curbside solid waste and recyclables collection. Prices will be used in part to determine the successful bidder. Prices on the forms must include taxes, overhead, wages, equipment procurement and maintenance costs, insurance, profit, waste handling, transportation, tipping fees, surcharge, fuel, fees imposed by federal, state and local laws, or any other cost franchisee expects to pay to provide for the proposed services. Bidder must complete forms in ink, typewriter, or computer printed format.

If the bidder wishes to submit an alternative proposal, the alternative proposal should be in a form comparable to the Forms included in this section of the proposal so that it can be compared to the other proposals. Alternative proposals must also include a costs.

Curbside Residential Waste Collection Services

Service Type	Container Size (gallon)	Collection Frequency Base Service	Collection Frequency Alternate Bid	3 Year Contract Customer Monthly Costs	7 Year Contract Customer Monthly Costs
Base Service					
Alternate 1:					
Alternate 2:					
Second Container					
Bear Proof Container					

Curbside Residential Recycling Services

Service Type	Container Size(s)	Collection Frequency Base Service	Collection Frequency Alternate Bid	3 Year Contract Customer Monthly Cost	7 Year Contract Customer Monthly Cost
Base Service					
Alternate 1:					
Alternate 2:					
Bear Proof Container					

Curbside Business Waste Collection Services

Service Type: Frontload Refuse Collection	Container Size	Collection Frequency Base Service	Collection Frequency Alternate Bid	3 Year Contract Customer Monthly Cost	7 Year Contract Customer Monthly Cost
Base Business Service					
Alternate Business					

Curbside Business Recycling Services

Service Type	Container Size(s)	Collection Frequency Base Service	Collection Frequency Alternate Bid	3 Year Contract Customer Monthly Cost	7 Year Contract Customer Monthly Cost
Base Service					
Alternate 1:					
Alternate 2:					

Roll-off Services for Waste Drop Sites

Container Type	Container Size(s)	3 Year Contract Cost Per Pickup	7 Year Contract Cost Per Pickup

Roll-off Services for Recycling Drop Sites

Container Type	Container Size(s)	3 Year Contract Cost Per Pickup	7 Year Contract Cost Per Pickup

Specials Events and Public Facilities Waste Collection

Service Type	3 Year Contract Cost Per Pickup	7 Year Contract Cost Per Pickup
Roll-off service		
Front Load		

Specials Events and Public Facilities Recycle Collection

Service Type	3 Year Contract Cost Per Pickup	7 Year Contract Cost Per Pickup
Roll-off service		
Front Load		

Note: The prices shown on the Form must include taxes, overhead, wages, equipment procurement and maintenance cost, insurance, profit, waste handling, transportation, tipping fees, surcharge, fuel, fees imposed by federal, state and local laws, or any other cost bidder expects to pay to provide the proposed services. The bidder must complete all blank spaces shown in the Form/s in ink, typewriter, or computer printed format.

The bidder is also required to present the following:

1. Public education plan
2. HHW screening plan
3. Implementation plan
4. Proposed Diversion Plan with measurable goals. Identify short, mid and long range goals
5. Narrative outlining operation startup, operation process and options offered for both waste collection and recycling

Applicant: _____

SCORING TABLE				
Criteria	Available Score	Weight (%)	Score	Weighted Score
1 Completeness of RFP Response	1 to 10 where 10 is highest score	5		
2 Waste & Recycle Collection Alternatives	1 to 10 where 10 is highest score	10		
3 Cost to the Public	1 to 10 where 10 is highest score	15		
4 Familiarity with Teton County	1 to 10 where 10 is highest score	5		
5 Waste & Recycle Experience	1 to 10 where 10 is highest score	10		
6 Public Education Plan	1 to 10 where 10 is highest score	15		
7 Hazardous Waste Screening Plan	1 to 10 where 10 is highest score	10		
8 Process Operation Plan	1 to 10 where 10 is highest score	10		
9 Diversion Plan	1 to 10 where 10 is highest score	15		
10 Franchise Fee Structure	1 to 10 where 10 is highest score	5		
			TOTAL:	



WK: 208-354-0245
djohnson@co.teton.id.us

**Public Works Department
MEMORANDUM**

150 Courthouse Drive
Driggs, ID 83422

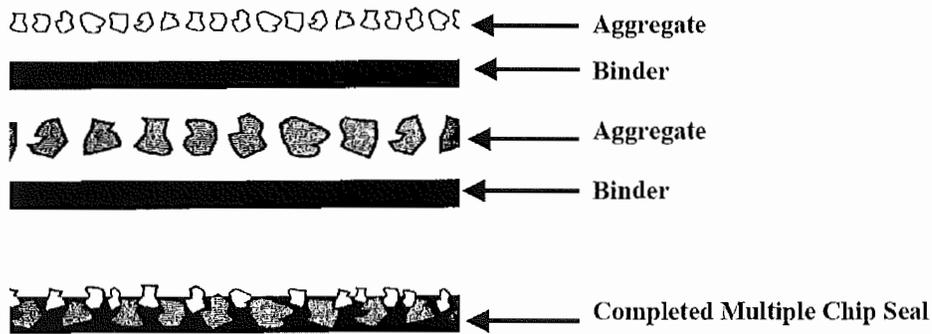
DATE: July 22, 2015

TO: Board of County Commissioners

FROM: Teton County Public Works Director – Darryl Johnson, PE, PLS

SUBJECT: E5000S Additional Cost for Asphalt

E5000S was a chip seal wearing surface at the time of reconstruction. This road has NEVER been paved with hot mix asphalt. The current design for E5000S is to apply 3 coats of chip seal on top of the new structural section. 2 coats of chip seal will be applied in August of this year and a third coat is planned for next August as part of the Road & Bridge annual chip seal maintenance efforts.



The purpose of this memo is to provide a cost estimate for additional funding necessary to apply a 2" hot mix asphalt wearing surface instead of the designed triple chip seal.

Note: For the purpose of this comparison, County labor hours and equipment were not considered in calculating additional County funding necessary for an asphalt treatment.

Teton County currently owns a chip spreader and our yearly maintenance is provided by the Road & Bridge equipment and employees. We also crush our own chips for chip seal applications. Our 2015 chip seal budget covers the cost of oil/binder material and applying the binder on the road surface.

The E5000S reconstruction project is approximately 2.4 miles in length and the new oil surface will be 28' wide for a total of 39,400 square yards. The current design is to place 2 chip seal coats on the finished road section in August of this year. Because we will be using different oil types on each chip seal treatment, the cost per application will vary slightly. Estimated cost (binder material and placement) for the first chip seal treatment is \$49,200. Estimated cost for the second chip seal treatment is \$47,700. Estimated cost for the third chip seal treatment

scheduled for fall of 2016 is \$33,500. Because the binder is the only material that is yet to be purchased, total out of pocket expense remaining for the triple chip seal design to be completed is \$130,400.

Preliminary estimate to place 2 inches of asphalt on the E5000S reconstruction project is \$400,000. If the county were interested in substituting the chip seal design with a 2" asphalt wearing surface application, it would cost an additional \$270,000.

The existing wearing surface for E5000S at the time of construction was a poorly maintained chip seal. If the traffic patterns and volumes continue as they have for recent past, I expect the triple chip seal treatment to withstand the wear. The County is committed to a 5 to 7 year maintenance program that should keep the new wearing surface from deteriorating. The new structural section will help with the freeze thaw damage that this road has experienced in the past. The concern is that circumstances would occur that created a change in traffic patterns. An example of that would be if the Fox Creek Quarry crushing operation started back up and a steady stream of loaded dump trucks began running up and down the road. This would potentially cause rutting and other road damage.

IF cost was not an issue, this road would receive a 2" asphalt wearing surface. IF the traffic patterns remain consistent with what the road has experienced in recent history, the triple chip seal application with a 5 to 7 year overlay should hold up to the demand. A 2" asphalt wearing surface would ensure the County a 20+ year road with that would require minimal maintenance of crack seal as needed and chip seal overlay every 7 to 10 years. I do not feel the need to commit future project funds from the Public Works Department budget to upgrade from chip seal to asphalt wearing surface is necessary. However, if other funding sources were immediately available, I would encourage the asphalt upgrade be funded.

Darryl Johnson

From: Jess Horton <jwh@clmna.com>
Sent: Wednesday, July 22, 2015 1:25 PM
To: Darryl Johnson
Subject: RE: Scenic Bypass Report to BoCC

Darryl -

I will plan to be available on the dates you have identified.

Our objective is to 1- Provide reasonable access to our properties that can be easily maintained, 2- Provide the public the access and parking they need to use the public lands (NFS), and 3- Eliminate public use and resulting damage of our private ground. Accepting the road where and as being built with the new parking area will, in our judgment, accomplish these objectives. These are absolutes for us, not the other items offered for consideration.

The other items that have been proposed such as the multi-use trail and the pullovers for public appreciation and enjoyment are NOT absolutes from our perspective. They were offered as an option for the BOCC to consider and they can be provided to the County at their choosing. All other things being agreed, it is possible that we would donate a Right of Way of the width necessary for the trail to be built later, assuming that the Commissioners and/or public did NOT want the trail completed at this time. The Pullovers could be eliminated or later constructed by a Historical Group that would be responsible for their construction and maintenance.

In summary, we are very flexible on the items in the above paragraph but we have no flexibility in our objectives paragraph. We have chosen to spend a large amount of money to offer what we believe is a fair and reasonable solution to the public needs and to solve our private property concerns. We chose not to complain or create a problem for the public because frankly the public needs a place to park and better access to the NFS. We understand this and have chosen to react with a positive plan to solve a mutual problem.

On maintenance, we have not ask for any maintenance now or in the future on the road we are presently building. There has been a long history of NO maintenance on the existing two track that is called a County Road that travels through our lands. If the County chooses to NOT MAINTAIN the relocated road, that will not be a change from the existing road maintenance activity. You and I know that the new road would require much less maintenance to make it usable for normal traffic and if MAINTENANCE was the problem for the BOCC, we (the West Bench Property Owners) could consider a Private Maintenance Association to satisfy our

needs. Maybe the answer is that we keep it a PRIVATE ROAD and deed the public a right of way for use, assuming that is workable with the attorneys. That would be similar to the existing NFS accesses. They indicate on their signs that their access is a PUBLIC ACCESS across PRIVATE PROPERTY. We would not prefer this approach but it is an option for your consideration.

I hope that this has clarified any questions that you or the BOCC members may have about our position on the offering and I am sorry that my earlier explanations were not more clearly stated.

It may be helpful if you make sure that much of this has been communicated to the BOCC members prior to their review. This could be very helpful in making sure they understand our position and where we are flexible.

Thanks.

Jess

Board of Teton County Commissioners

MINUTES: July 13, 2015

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

- 8:00 **Meeting Called to Order** - Chair
(Amendments to Agenda)
Executive Session per IC§67-2345
Personnel (1)(a)(b) and Indigent (1)(d)
- Board of Equalization Hearings**
1. A.Siegel Residential
 2. RADC/CADC Subdivision Lots
- 9:30 **Open Mic**
- Priorities Check-Up** – Chairman Leake
- 10:00 **DEPARTMENT BUSINESS**
- Emergency Management – Greg Adams
Sheriff's Office – John Leidorf
1. Mobile Project Funding Request
 2. 911 Grant Request
- Public Works – Darryl Johnson
1. Solid Waste – Saul Varela
 - i. Landfill Cap
 - ii. Waste Collection RFB
 2. Road & Bridge – Clay Smith
 - i. Construction Schedule
 3. Engineering
 - i. Teton Scenic Byway Road (Packsaddle)
 - ii. E5000S
 - iii. W6000S
- 12:00 Elected Officials/Dept. Head Meeting
- 1:00 **Public Hearing Targhee Ranch**
Planning & Building – Jason Boal, PA
1. Impact Fee Requests
 2. Alta Vista Plat Amendment
 3. Quarterly Permit Report
 4. Long-Range Projects
- 1:30 **Public Hearing** for Acquisition of Properties
by Tax Deed
Treasurer – Beverly Palm
1. Cancellation of Taxes, Interest, Penalties
& Fees – Quarterly Report
 2. Woiwode Cancellation Request
- 1:35 **TV Business Development Center**
1. 2016 MOU Economic Development
& ID Dept. of Commerce
 2. County Economic Development
Plan & Implementation
- Teton Valley Recreation and Public Access
Master Plan Implementation**
- FY 2016 Budget** – Clerk's Memo #4
- 2:30 **Ambulance Service District**
- a. Approve Available Minutes
 - b. FY 2016 Budget
- 4:00 Solid Waste User Fee
- Administrative Business**
will be dealt with as time permits
Approve Available Minutes
1. Other Business
 - a. Quarterly Financial Reports,
3rd quarter FY 2015
 - b. Resolution 2015-0713,
3rd quarter budget transfers
 - c. Fair Grounds Repairs
 - d. Retail Alcohol Beverage License *Plain
Air Festival*
 - e. Resolution 2015-0713B
Records Destruction
 - f. Pay Grade Increase – Sheriff
 - g. CHC Foundation Letter of Support
 2. Committee Reports
 3. Claims
- Adjourn**

COMMISSIONERS PRESENT: Bill Leake, Cindy Riegel, Kelly Park

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

Chairman Leake called the meeting to order at 8:00 am and led the Pledge of Allegiance.

EXECUTIVE SESSION

● **MOTION.** At 8:06 am Chairman Leake made a motion for Executive Session to discuss personnel and indigent issues pursuant to IC 67-2345(1)(b)&(d). Motion seconded by Commissioner Park and a roll call vote showed all in favor. The Executive Session ended at 9:20 am.

● **MOTION.** After reconsideration of the previous denial, Commissioner Park made a motion to deny indigent cases 1T-10006 and 1T-10010 due to a lack of cooperation and the fact that the county may not be the last resource. Motion seconded by Commissioner Riegel and carried unanimously.

BOARD OF EQUALIZATION

● **MOTION.** At 9:22 am Chairman Leake made a motion to recess the meeting of the Board of County Commissioners and convene as the Board of Equalization. Motion seconded by Commissioner Riegel and carried unanimously.

Those present to provide evidence were sworn in.

RP000390010020, Andrew Siegel. Consulting appraiser Garrett Marshall said he had reviewed an appraisal submitted by the applicant and recommends that the assessed value for the property be changed to match the appraisal. The land value should remain at \$75,000 and the improvement value should be adjusted to \$545,000, for a total value of \$620,000 (Attachment #1).

There was no other testimony regarding this appeal.

● **MOTION.** Chairman Leake made a motion to approve the request for revaluation of RP000390010020 (Lot 2, Block 1 Grove Creek Subdivision) based upon the evidence as presented by the appellant and the recommendation of the Assessor. The land shall remain at \$75,000 and the improved value shall be set at \$545,000, for a total property value of \$620,000. Motion seconded by Commissioner Park and carried unanimously.

RADC/CADC 20 lots in South Leigh Creek Ranch. Assessor Beard said the county requires all agricultural leases to be submitted by April 15 in order to be considered. However, the lease for this property was not submitted until June 3. Furthermore, state statute 63-604(2) states that "land shall not be classified or valued as agricultural land which is part of a platted subdivision with stated restrictions prohibiting its use for agricultural purposes." Assessor Beard said the CC&Rs for this subdivision prohibits agricultural use. She recommends denial of the appeal because the lease was submitted untimely and because state statutes do not allow the property to be classified as agricultural (Attachment #2).

There was no other testimony regarding this appeal.

● **MOTION.** Chairman Leake made a motion to deny the property valuation appeal for the 20 lots located in the South Leigh Creek Subdivision, as listed below, based upon the recommendation and documentation presented by the Assessor. The following lots shall remain at their current assessed value:

RP005450000010, RP005450000020, RP005450000030, RP005450000040, RP005450000050,
RP005450000060, RP005450000070, RP005450000090, RP005450000100, RP005450000140,
RP005450000150, RP005450000160, RP005450000170, RP005450000180, RP005450000190,
RP005450000200, RP005450000210, RP005450000220, RP005450000230, RP005450000240

Motion seconded by Commissioner Park and carried unanimously.

Chairman Leake asked that the written record show that there were three (3) appeals received prior to the June 22 deadline, and the appellants withdrew those appeals prior to the deadline. An additional appeal was withdrawn on Thursday, July 9. One appeal was received after the deadline and, per Idaho Statute, was not considered for a hearing. (*The application was received on Tuesday, June 23rd, by hand in the Assessor's office.*)

● **MOTION.** At 9:32 am Chairman Leake made a motion to adjourn the Board of Equalization meeting and reconvene the Board of County Commissioners meeting. Motion seconded by Commissioner Park and carried.

OPEN MIC

Shawn Hill, of Valley Advocates for Responsible Development spoke about county staffing, the role of non-profit organizations, affordable housing, the Teton Valley Scenic Parkway and ordinance update processes.

EMERGENCY MANAGEMENT

Greg Adams reviewed his monthly report (Attachment #3). The Board approved of the reorganization of the Local Emergency Planning Council made necessary by the resignation of Chief Sheriff Deputy Kelly Wells. Jared Gunderson (Driggs Public Works Director) is now Chairman, Jenifer Van Meeteren-Shaum will continue as Vice-Chair and Mr. Adams will become Secretary. The Board approved Mr. Adams' request to attend an on-line Homeland Security Exercise and Evaluation program class. The Board also approved the 2015 SHSP grant projects identified by the first response agencies and listed in his report.

SHERIFF REQUESTS

IT Coordinator John Leidorf reviewed his written memo explaining the need for an additional \$26,017 in order to complete the installation of new mobile software and devices into every patrol vehicle and enable e-citations via the new iPads. A spreadsheet detailed the budget transfers requested to fund the necessary purchases (Attachment #4). The Board approved the request and included the specific amounts in the quarterly budget transfer resolution adopted later in the meeting.

Mr. Leidorf also reviewed the Grant Application Proposal prepared by the Administrative Manager of Operations requesting \$13,119.40 via an Idaho Emergency Communications Commission 2016 grant. If approved, the grant will fund the purchase of 2 new dispatch computer workstations and AVL licensing for the GPS mapping of 911 calls and patrol vehicles (Attachment #5).

● **MOTION.** Commissioner Park made a motion to approve the Grant Application proposal as presented. Motion seconded by Commissioner Riegel and carried unanimously.

PUBLIC WORKS

Public Works Director Darryl Johnson reviewed his bi-monthly update (Attachment #6).

SOLID WASTE. Supervisor Saul Varela reviewed his memo (Attachment #7). The transfer station is experiencing serious staffing shortages due to injuries and the inability to hire a seasonal worker. He received approval to hire a seasonal laborer at the rate of \$13.50 per hour. This position may become permanent in the future. Mr. Johnson said work on the landfill cap repair has begun. Two responses were received from the RFP for the waste hauler contract; the review committee will have a recommendation by July 27.

ROAD & BRIDGE. No additional field survey work is required for the Smith Canyon Road project. The consultant will be instructed to record the alignment as it was surveyed in 2012. The Board asked Mr. Johnson to notify the appropriate property owner that the dirt berm he built within the county right-of-way must be removed.

The Local Highway Technical Assistance Council has approved the Cedron Road shoulder widening project. This \$391,000 project will widen almost 4 miles of road. It's scheduled for design in FY2017 with construction in FY2018.

Regarding the use of bentonite, Mr. Johnson explained that the benefits of higher plasticity makes the road more durable and longer lasting and is more cost effective than mag chloride applications. Commissioner Park questioned why the county maintained some roads that provide access only to private property. Mr. Johnson agreed that some roads should probably be removed and said the county road map should be reviewed and revised in the future. The snowplowing policy also needs review and formal adoption. The Board asked Mr. Johnson to schedule a work session in September or October.

TETON VALLEY SCENIC PARKWAY (PACKSADDLE ROAD). Mr. Johnson reviewed his memo regarding how adoption of the Parkway fits within the County's planning goals (Attachment #8). He said the enhancement and preservation of access to public lands is a consistent theme throughout all county planning documents. Adopting a road constructed to county standards would improve such access. In addition, the applicant plans to donate an 8-acre parking lot for Forest users. Mr. Johnson said other issues to be considered include access points and driveways, required permits, BLM application, costs and agency support. Before a decision is made, Mr. Johnson recommended the Board hold a 2-3 hour meeting in order to have time to discuss and understand all aspects and ramifications of the proposal, including allowing for public comment. The Board scheduled an August 3 work session for this purpose, which will include a field tour beginning at 9 am followed by an 11 am meeting at the courthouse. They also scheduled an August 10 town hall meeting with the Scenic Parkway as a listed topic.

ADMINISTRATIVE

● **MOTION.** Commissioner Riegel made a motion to approve the minutes of June 16. Motion seconded by Commissioner Park and carried.

● **MOTION.** Commissioner Riegel made a motion to approve the budget work session minutes of June 17, 19, 22 & 23. Motion seconded by Commissioner Park and carried.

● **MOTION.** Commissioner Riegel made a motion to approve the minutes of June 22. Motion seconded by Commissioner Park and carried.

QUARTERLY BUDGET REPORTS. Clerk Hansen reviewed her financial reports for the quarter ending June 30, 2015 (Attachment #9). She said all expense and revenue budgets are within expectations. There is still \$15,000 in the contingency fund. The quarterly employee accrual reports caused her to suggest that the Board consider revising the county's Comp Time policy so that personnel providing 24/7 services (Sheriff deputies, dispatchers and the road and bridge snow plow crew) could be paid overtime wages rather than accruing comp time. This would help reduce the challenge for those departments maintain sufficient staffing while allowing employees to use accumulated Comp Time and/or PTO hours.

● **MOTION.** Commissioner Park made a motion to approve Resolution 2015-0713A quarterly budget transfers for the third quarter of FY 2015. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #10)

● **MOTION.** Commissioner Riegel made a motion to approve \$2,166 for miscellaneous repairs at the Fair Grounds. Motion seconded by Commissioner Park and carried unanimously.

Facilities Manager Dawn Felchle is seeking the most-cost effective alternative for the crow's nest repairs. Usage will be restricted until appropriate upgrades are made.

● **MOTION.** Commissioner Park made a motion to approve a Non-Profit Beer and Wine Permit for the Driggs Plein Air Festival. Motion seconded by Commissioner Rinaldi and carried unanimously.

● **MOTION.** Commissioner Park made a motion to adopt Resolution 2015-0713B authorizing the destruction of certain records maintained by the Board of County Commissioners. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #11)

● **MOTION.** Chairman Leake made a motion to send a letter to the CHC Foundation in support of Teton Valley Health Care’s application for partial funding of a power supply unit. Motion seconded by Commissioner Park and carried. (Attachment #12)

COMMITTEE REPORTS. Commissioners Park and Leake attended a meeting of the 7th Judicial District Judges, Commissioners and Court Clerks in Salmon June 25-26. The day before Chairman Leake participated in a Magistrate Commission meeting during which James Barrett was selected the new Custer County Magistrate. Earlier in June, Chairman Leake attended the quarterly meeting of the Eastern Idaho Public Health Board of Directors.

SENTRY EAGLE. Dale Burr has completed the eagle and is willing to store it for 2-3 months until the county makes plans for installation. He will help determine the optimum location whenever the county is ready.

● **MOTION.** Chairman Leake made a motion to approve the final \$1,400 payment for the Sentry Eagle. Motion seconded by Commissioner Park and carried unanimously.

● **MOTION.** Commissioner Park made a motion to approve the claims as presented Motion seconded by Commissioner Riegel and carried.

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Bonds.....	6,497.00
Revaluation.....	9,500.00
Solid Waste.....	52,311.09
Weeds.....	82.65
Road Levy.....	19,836.50
Emergency 911.....	9,558.31
Ambulance.....	42,321.37
Mosquito.....	21,273.48
Fair Board.....	6,863.22
Arena.....	9,000.00
Grants.....	134.86
TOTAL.....	\$367,253.00

EXECUTIVE SESSION

● **MOTION.** At 11:32 am Chairman Leake made a motion for Executive Session to discuss personnel issues pursuant to IC 67-2345(1)(b). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor. The Executive Session ended at 11:49 am.

MONTHLY ELECTED OFFICIAL & DEPARTMENT HEAD MEETING

Eight elected officials and seven department heads discussed issues of mutual concern.

PLANNING & BUILDING

1:07 pm **TARGHEE RANCH SIGNIFICANT PLAT AMENDMENT PUBLIC HEARING.** Robert Howard and Cherry Payne are seeking approval to divide Lot 33 of Targhee Ranches Division 1 into two lots which requires a Significant Plat Amendment. They received preliminary plat approval May 26. (Attachment #13)

Chairman Leake opened the meeting for public comment. No one spoke in favor of, nor in opposition to, the proposal. Two persons spoke in a neutral position:

Neighbor Richard Brown is concerned about maintaining his views and has tried to communicate with the owners and/or purchase this lot. He would like to be sure any future building envelope takes his views into consideration.

Shawn Hill of VARD said the Comp Plan aims to regulate lot supply to prevent a massive glut on the market. He hopes the new code provides some ability to protect rights of owners such as Mr. Brown.

The public comment ended at 1:16 pm.

Planning Administrator Jason Boal said there was no requirement for building envelopes with this plat, but that setbacks would apply.

● **MOTION.** Chairman Leake made a motion to approve the Targhee Ranch Division I Significant Plat Amendment pursuant to the Findings of Fact identified by the Planning Staff. Motion seconded by Commissioner Park and carried unanimously.

IMPACT FEE REQUEST. Mr. Boal said the Impact Fee Advisory Committee met July 2 to review requests for expenditure of impact fees (Attachment #14). They recommend spending \$230,000 from the Circulation Facilities Impact Fee for reconstruction of E5000S and \$3,700 from the EMS Facilities Impact Fee for purchase of a storage container. They are requesting additional information regarding the Fair Board's request to use \$25,000 of recreation impact fees for upgrades at the fair building.

● **MOTION.** Chairman Leake made a motion to approve use of \$230,000 from impact fees for reconstruction of E5000S and \$3,700 from impact fees to purchase a storage container. Motion seconded by Commissioner Park and carried unanimously.

ALTA VISTA I SUBDIVISION INSIGNIFICANT PLAT AMENDMENT. Robert and Debra Whipple are requesting approval to combine 2 lots, which will reduce the number lots in the subdivision (Attachment #15).

● **MOTION.** Chairman Leake made a motion to approve the Alta Vista I Subdivision Insignificant Plat Amendment as presented. Motion seconded by Commissioner Park and carried unanimously.

QUARTERLY REPORT. Mr. Boal reviewed his departmental quarterly statistics (Attachment #16). Building permits have already been issued for 35 new single family homes this year, compared to 25 in all of 2014; building permit fees have already exceeded last year's total. There have been 27 planning and zoning applications submitted to date, compared to 39 for all of 2014. He said a couple developers are considering the construction of houses or apartments that might be considered "affordable."

TREASURER

TAX DEED PUBLIC HEARING. Treasurer Beverly Palm provided Affidavits of Compliance for 8 properties with delinquent 2011 taxes. She confirmed that all due process has been followed to prepare the tax deeds and recommended that the Board take a tax deed on the properties and set a property auction date of May 9, 2016 (Attachment #17). Several of the properties are encumbered by liens, which means that the purchaser(s) will have to pay those liens in order to have clear title.

Chairman Leake opened the meeting for public comment. There was none.

● **MOTION.** Given that no owner or party in interest has appeared at the hearing, and the Board has been satisfied that the county tax collector has fulfilled the requirements of Idaho Code 63-1005, Chairman Leake made a motion that the county tax collector issue and record a tax deed on each of the following real properties: RPA02600060020A, RPA02600060010A, RP003270090250A, RP003250030110A, RPG00240120190A, RPA0044400137BA, RPA0044400137AA, RP002200070050A. The properties will be auctioned by the County on Monday, May 9, 2016 at 1:00 pm. The motion was seconded by Commissioner Park and carried unanimously.

OTHER TREASURER BUSINESS. Treasurer Palm said 94% of the 2014 taxes were collected by June 30. Since she began accepting credit cards, 133 taxpayers have taken advantage of this method to pay \$71,347 in taxes. The Board reviewed the Treasurer's quarterly tax cancellation report (Attachment #18) and discussed John Woiwode's request for cancellation of 2014 penalty and interest (Attachment #19). They concluded that the county should not cancel fees when taxpayers make a mistake, only when the County makes a mistake.

● **MOTION.** Chairman Leake made a motion to approve the quarterly tax cancellations as presented. Motion seconded by Commissioner Park and carried unanimously.

● **MOTION.** Commissioner Riegel made a motion to deny the Woiwode cancellation request. Motion seconded by Commissioner Park and carried unanimously.

TETON VALLEY BUSINESS DEVELOPMENT CENTER

Executive Director Brian McDermott reviewed his quarterly report (Attachment #20). TVBDC currently has \$9,571 in cash assets. The Board discussed the 2016 grant from the Idaho Department of Commerce and the requirement for \$26,500 in local match; \$25,000 will come from the County. Mr. McDermott is working with the Teton Valley Chamber of Commerce Executive Director to incorporate tourism-related strategies and accountabilities into the TVBDC contract. He will provide more information July 27.

RECREATION & PUBLIC ACCESS MASTER PLAN

Chairman Leake said he met recently with the President of Teton Valley Recreation Association, which is the umbrella organization for softball, baseball, basketball and soccer. TVRA may cease to exist unless funds can be found to hire an Executive Director. Since there are multiple recreation-related non-profits in the county, Chairman Leake is reluctant to fund just one, however, he feels a need to support recreation and begin implementing the county's Recreation & Public Access Master Plan. He asked Planning Administrator Jason Boal regarding a possible path forward for recreation in Teton County. Mr. Boal shared a preliminary job description and agreed to research the amount of registration fees that might be available to help offset the cost of hiring a Recreation Coordinator. Chairman Leake said there's a wide variation in Idaho regarding what recreation facilities and/or activities, if any, are supported by cities and/or counties.

AMBULANCE SERVICE DISTRICT

● **MOTION** At 2:30 pm Chairman Leake made a motion to recess the Board of County Commission meeting and convene as the Ambulance Service District. Motion seconded by Commissioner Riegel and carried. (See Attachment #21 for the Draft Ambulance Service District minutes.)

FY 2016 BUDGET

The Board reviewed Clerk Hansen's Budget Memo #5 (Attachment #22). They noted her remaining cash projections and agreed with her recommendation to purchase 3 new copy machines rather than all 6 requested. During the Ambulance Service District meeting it was agreed to revise the allocation of dispatch expenses between the three 24/7 agencies. For FY 2016 the cost will be split 25% Fire, 25% Ambulance and 50% County. The Board will meet with the Sheriff July 27 to discuss animal control, city contracts and other budget-related matters.

SOLID WASTE USER FEES. Clerk Hansen reviewed her spreadsheet summarizing the per parcel costs for the five options identified by the Board in June (see page 5 of Attachment #22). She recommended that the SWUF be kept high enough for 2-3 years to increase the balance in the solid waste self-assurance fund, repay the \$311,078 PILT funds from FY 2014 and FY 2015 that were spent on the landfill cap repair, (perhaps) speed up the repayment of the transfer station bond, and (perhaps) provide funding for a possible future regional landfill developed with Madison and Fremont counties.

The Board unanimously preferred Option #4, charging the same flat fee to every parcel, excepting only agricultural parcels not in subdivisions. They decided that a \$60 fee would be appropriate and would generate about \$780,000 in annual revenue. The same fee will be charged to parcels owned by governmental and non-

profit entities, but property owners qualifying for the circuit breaker program will continue receiving a 50% reduction.

Allen Monroe, representing the Alta Solid Waste District, said the Wyoming Assessor's data does not track agricultural parcels in/out of subdivisions. Therefore, the Alta Solid Waste parcel count was used to determine that Alta's share should be \$23,400. The ASWD will decide how to allocate it among their property owners.

● **MOTION** At 5:09 pm Commissioner Park made a motion to recess the meeting until 8 am on Thursday, July 16 in order to continue budget and salary discussions. Motion seconded by Commissioner Riegel and carried unanimously.

MINUTES: July 16, 2015 continuation

Chairman Leake re-convened the meeting at 8:02 am.

RESIGNATION. The Board discussed a transition plan for changes made necessary by the resignation of Dawn Felchle, who has served as Commissioners Assistant-Facilities Manager-IT Coordinator since 2006. Ms. Felchle's last day will be August 14 and the Board accepted her resignation with reluctance. Public Works Director Darryl Johnson, Planning Administrator Jason Boal and Emergency Management coordinator Greg Adams interact with Ms. Felchle often and participated in the transition discussion.

Plans were already under way for a FY 2016 transition of the IT Coordinator duties to Mr. Adams and the Facilities Manager duties to a new dual-responsibility position within the Public Works department titled "Facilities Maintenance Supervisor/Engineering Technician." The Board had also been revising Ms. Felchle's job description. They made final changes to a grade 10 position titled "County Executive Assistant" and decided to advertise both jobs immediately, and accept applications through July 30. The Board will review applications August 3 and proceed with interviews as quickly as possible. IT Coordinator duties will transition to Mr. Adams immediately.

SALARIES & BENEFITS. Due to incorrect and incomplete information provided by Clerk Hansen on May 26, the Board decided to rescind their previous decision to give every county employee a 50 cent per hour raise. They reviewed and tentatively approved equity raises needed to achieve the following status for all employees:

Employees with 1 year at their current pay grade will earn 88% of the market rate
Employees with 2 years at their current pay grade will earn 90% of the market rate
Employees with 3 years at their current pay grade will earn 92% of the market rate
Employees with 4 years at their current pay grade will earn 94% of the market rate
Employees with 5 years at their current pay grade will earn 96% of the market rate
Employees with 6 years at their current pay grade will earn 98% of the market rate
Employees with 7 years at their current pay grade will earn 99% of the market rate
Employees with 8+ years at their current pay grade will earn 100% of the market rate

These equity raises will cost about \$65,000. The second draft budget includes a \$180,000 placeholder for raises, plus another 6% placeholder for increased insurance expenses. A preliminary estimate of insurance costs will be available later this month, but nothing will be certain until the rates are re-negotiated in October or November. Merit raise requests will be discussed with individual EODH on July 27. Clerk Hansen will contact BDPA consultants to discuss the 2 pay grade differential between road & bridge equipment operators and solid waste operators. She will also ask for recommendations regarding Chief Deputy salaries.

EXECUTIVE SESSION

● **MOTION.** At 8:55 am Chairman Leake made a motion for Executive Session to discuss personnel issues pursuant to IC 67-2345(1)(b). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor. The Executive Session ended at 9:42 am.

The Board announced they had decided to make Mr. Adams' equity raise effective August 1, plus a 2% merit raise, in order to compensate him for the new IT responsibilities he is responsible for immediately.

ANIMAL CONTROL & WEED SUPERVISOR. Chairman Leake said he met recently with Kathy Rinaldi of the Greater Yellowstone Coalition who pointed out that bear education and awareness was an important need. That caused him to consider whether the animal control position should be placed into the Sheriff's budget, or whether Sheriff deputies should simply continue responding to problem animals when they are called. A non-Sheriff animal control officer could provide education and information about all types of animal problems, including bears, in addition to providing proactive neighborhood patrols for loose dogs. Commissioner Riegel said that weed control information and education activities might also fit into a new "natural resource officer" type of position. The Board will discuss the idea further July 27.

● **MOTION.** At 9:46 am Commissioner Park made a motion to adjourn. Motion seconded by Commissioner Riegel and carried.

Bill Leake, Chairman

ATTEST

Mary Lou Hansen, Clerk

Attachments: #1 Andrew Siegel appeal of property assessment
#2 RADC/CADC appeal of property assessment
#3 Emergency Management Coordinator's monthly report
#4 Memo re mobile software for Sheriff deputy vehicles
#5 Grant Application Proposal for \$13,119 IECC grant
#6 Public Works update
#7 Solid Waste update
#8 Teton Valley Scenic Parkway analysis
#9 FY 2015 quarterly financial report
#10 Resolution 2015-0713A quarterly budget transfers
#11 Resolution 2015-0713B destruction of certain BoCC records
#12 Letter of Support to CHC Foundation on behalf of Teton Valley Health Care
#13 Significant Plat Amendment -- Targhee Ranches Division I
#14 Impact Fee requests
#15 Insignificant Plat Amendment -- Alta Vista I Subdivision
#16 Quarterly planning & building permit report
#17 Public Hearing for acquisition of properties via Tax Deed
#18 Quarterly tax cancellations
#19 Woiwode application for cancellation of interest & penalties
#20 TVBDC quarterly report
#21 Draft minutes from the Ambulance Service District
#22 Clerk's Budget Memo #4

● **MOTION.** Chairman Leake made a motion to send a letter to the CHC Foundation in support of Teton Valley Health Care's application for partial funding of a power supply unit. Motion seconded by Commissioner Park and carried. (Attachment #12)

COMMITTEE REPORTS. Commissioners Park and Leake attended a meeting of the 7th Judicial District Judges, Commissioners and Court Clerks in Salmon June 25-26. The day before Chairman Leake participated in a Magistrate Commission meeting during which James Barrett was selected the new Custer County Magistrate. Earlier in June, Chairman Leake attended the quarterly meeting of the Eastern Idaho Public Health Board of Directors.

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EXECUTIVE SESSION

● **MOTION.** At 11:32 am Chairman Leake made a motion for Executive Session to discuss personnel issues pursuant to IC 67-2345(1)(b). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor. The Executive Session ended at 11:49 am.

MONTHLY ELECTED OFFICIAL & DEPARTMENT HEAD MEETING

Eight elected officials and seven department heads discussed issues of mutual concern.

PLANNING & BUILDING

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Chairman Leake opened the meeting for public comment. No one spoke in favor of, or in opposition to, the proposal. Two persons spoke in a neutral position:

OTHER
BUSINESS

Teton County Idaho Commissioners' Meeting Agenda
Monday, August 3, 2015 - 9:00 am

150 Courthouse Drive, Driggs, Idaho - 1st Floor Meeting Room

9:00 AM Meeting Called to Order - Bill Leake, Chair (*Amendments to Agenda*)

TETON VALLEY SCENIC PARKWAY - Site Visit & Tour

Participants will gather at courthouse, drive to Packsaddle for tour, then return to courthouse for discussion

11:00 AM **TETON VALLEY SCENIC PARKWAY - Discussion at Courthouse, with public comment**

EXECUTIVE SESSION *personnel per IC 67-2345(1)(b)*

Review applications for County Executive Assistant and Facility Maintenance Supervisor/Engineering Technician

FY 2016 BUDGET

UPCOMING MEETINGS

August 10 9:00 am Regular BoCC meeting
August 10 6:30 pm Town Hall Meeting

Teton County Idaho Commissioners

TOWN HALL MEETING

Monday, August 10, 2015 - 6:30 pm

150 Courthouse Drive, Driggs, Idaho - 1st Floor Meeting Room

6:30 PM Meeting Called to Order - Bill Leake, Chair

TETON VALLEY SCENIC PARKWAY

Brief Overview - Darryl Johnson, Public Works Director

Public Comments

PUBLIC COMMENT - *Regarding any other issues of interest*

CERTIFICATE OF RESIDENCY

Type of Student: Post High School Credits <input type="checkbox"/>		Assistance is requested from: Teton <input type="checkbox"/> County.		
Enrollment Date(s): Fall & Spring <input checked="" type="checkbox"/> 2015 - 2016 <input type="checkbox"/>		Student's Grade Level: Post Secondary <input checked="" type="checkbox"/>		
School Providing Course(s)/Dual Credit(s): (check all that apply) <input checked="" type="checkbox"/> College of Southern Idaho <input type="checkbox"/> College of Western Idaho <input type="checkbox"/> North Idaho College		Idaho EDUID #: <u> </u>	College Student ID #: 370332	
Student Contact Information and Residence	Last Name: Park		First Name: William	M.I. C
	Maiden Name (if married):		Birth Date (mm/dd/yyyy): 00/00/1997 <u>12-27-1997</u>	Phone #: (numbers only) (208) 390-6594
	High School Last Attended (high school students only)		Current Academic Year: 2014-2015 <u>15-16</u>	SSN: (numbers only)
	Email address: Charleswilliamp2015@gmail.com			
	Current Mailing Address: 10175 Snowy LN. County: Teton <input checked="" type="checkbox"/> City: Tetonia State: Idaho Zip: 83452		Current Physical Address: (if different than mailing address) County: _____ City: _____ State: Idaho Zip: _____	
	Previous Mailing address: _____ County: _____ City: _____ State: Idaho Zip: _____		Previous Physical Address: (if different) County: _____ City: _____ State: Idaho Zip: _____	
Dates of Residency at Current Address: _____ to current.		Dates of Residency at Previous Address: _____ to _____		
Parents OR Court-Appointed Guardian	Parent/Guardian Last Name: Park		Parent/Guardian First Name: Kelly	M.I. C
	Parent/Guardian Email address: Rpark4@silverstar.com		Phone #: (numbers only) (208) 390-2615	
	Current Parent/Guardian Mailing Address: 10175 Snowy LN. County: Teton <input checked="" type="checkbox"/> City: Tetonia State: Idaho Zip: 83452		Current Parent/Guardian Physical Address: (if different) County: _____ City: _____ State: Idaho Zip: _____	
	Dates of Residency at This Address: _____ to current.			
Residency Specifics	(Check and complete all that apply)		<input type="checkbox"/> I am on active military orders and am stationed at _____ and residing in _____ County. (Please attach copy of orders)	
	<input checked="" type="checkbox"/> I am a registered voter in Teton <input checked="" type="checkbox"/> County. <input checked="" type="checkbox"/> My vehicle is registered in Teton <input checked="" type="checkbox"/> County. My license plate number is: 1T 796		<input type="checkbox"/> I was honorably discharged after serving 2 years and designated _____ County as my residence. (Please attach copy of your DD214 form)	
Documentation-	<input checked="" type="checkbox"/> My parent(s) or court-appointed guardian(s) have lived in Teton <input checked="" type="checkbox"/> County for at least 12 consecutive months prior to the start of the term in which I am enrolling. <input checked="" type="checkbox"/> My parent(s) or court-appointed guardian(s) provide more than 50% of my financial support.		<input type="checkbox"/> I am a resident of _____ County, but have been living in another county for less than 1 year and have not established residency.	
	<input type="checkbox"/> I provide more than 50% of my support and have lived in _____ County for at least 12 consecutive months prior to the start of this term. (continued in next column ⇨)		<input type="checkbox"/> I have received or am receiving tuition assistance from another county. (List all counties and dates below)	
I have attached a copy of at least ONE of the following to prove my residency in this county (check all that apply):				
■ For the student: <input checked="" type="checkbox"/> The student's government-issued identification <input type="checkbox"/> Other: _____				
■ Student's parent/court-appointed guardian (required if student is a minor): <input type="checkbox"/> Student's parent/court-appointed guardian government-issued identification <input type="checkbox"/> Other: _____				
I certify that all statements I have made in this Certificate of Residency are complete, true and correct.				
Student's Signature: <u>William Park</u>		Parent or Court-Appointed Guardian's Signature: (required if student is a minor) <u>Kelly Park</u>		
Date: 07/12/2015		Date: _____		

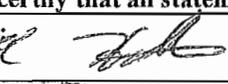
For County Use Only Below this Line

This Certificate of Residency has been: Approved Denied

Reason, if denied: Non-residency Lifetime limit met Incomplete application Other: _____

By: _____ Attest: _____ Date: _____

CERTIFICATE OF RESIDENCY

Type of Student: <u>College freshman</u>		Assistance is requested from: <u>Teton</u> County.		
Enrollment Date(s): <u>2015-2016</u>		Student's Grade Level: <u>Freshman</u>		
School Providing Course(s)/Dual Credit(s): (check all that apply) <input checked="" type="checkbox"/> College of Southern Idaho <input type="checkbox"/> College of Western Idaho <input type="checkbox"/> North Idaho College		Idaho EDUID #:	College Student ID #: <u>353635</u>	
Student Contact Information and Residence	Last Name: <u>Huff</u>		First Name: <u>Russell</u>	
	Maiden Name (if married):		M.I.: <u>J.</u>	
	Birth Date (mm/dd/yyyy): <u>05/17/1997</u>		Phone #: (numbers only) <u>208-419-6633</u>	
	High School Last Attended (high school students only) <u>Teton High School</u>		Current Academic Year: <u>2015</u>	
	Email address: <u>russell.huff12@gmail.com</u>			
	Current Mailing Address: <u>P.O. Box 144</u> County: <u>Teton</u> City: <u>Teton</u> State: <u>ID</u> Zip: <u>83452</u>		Current Physical Address: (if different than mailing address) <u>4295 W 10750 N</u> County: <u>Teton</u> City: <u>Felt</u> State: <u>ID</u> Zip: <u>83424</u>	
	Previous Mailing address: County: _____ City: _____ State: _____ Zip: _____		Previous Physical Address: (if different) County: _____ City: _____ State: _____ Zip: _____	
Dates of Residency at Current Address: to current.		Dates of Residency at Previous Address: to _____		
Parents OR Court-Appointed Guardian	Parent/Guardian Last Name: <u>Huff</u>		Parent/Guardian First Name: <u>Denise</u>	
	Parent/Guardian Email address: <u>dahuff68@gmail.com</u>		M.I.: <u>A.</u>	
	Current Parent/Guardian Mailing Address: <u>P.O. Box 144</u> County: <u>Teton</u> City: <u>Teton</u> State: <u>ID</u> Zip: <u>83452</u>		Current Parent/Guardian Physical Address: (if different) <u>4295 W 10750 N</u> County: <u>Teton</u> City: <u>Felt</u> State: <u>ID</u> Zip: <u>83424</u>	
Dates of Residency at This Address: to current.				
Residency Specifics	(Check and complete all that apply)		<input type="checkbox"/> I am on active military orders and am stationed at _____ and residing in _____ County. (Please attach copy of orders) <input type="checkbox"/> I was honorably discharged after serving 2 years and designated _____ County as my residence. (Please attach copy of your DD214 form) <input type="checkbox"/> I am a resident of _____ County, but have been living in another county for less than 1 year and have not established residency. <input type="checkbox"/> I have received or am receiving tuition assistance from another county. (List all counties and dates below)	
	<input checked="" type="checkbox"/> I am a registered voter in <u>Teton</u> County. <input checked="" type="checkbox"/> My vehicle is registered in <u>Teton</u> County. My license plate number is: _____ <input checked="" type="checkbox"/> My parent(s) or court-appointed guardian(s) have lived in <u>Teton</u> County for at least 12 consecutive months prior to the start of the term in which I am enrolling. <input checked="" type="checkbox"/> My parent(s) or court-appointed guardian(s) provide more than 50% of my financial support. <input type="checkbox"/> I provide more than 50% of my support and have lived in _____ County for at least 12 consecutive months prior to the start of this term. (continued in next column =>)			
Documentation	I have attached a copy of at least ONE of the following to prove my residency in this county (check all that apply):			
	<input checked="" type="checkbox"/> For the student: <input checked="" type="checkbox"/> The student's government-issued identification <input type="checkbox"/> Other: _____ <input type="checkbox"/> Student's parent/court-appointed guardian (required if student is a minor): <input type="checkbox"/> Student's parent/court-appointed guardian government-issued identification <input type="checkbox"/> Other: _____			
I certify that all statements I have made in this Certificate of Residency are complete, true and correct.				
Student's Signature: <u>X</u> 		Parent or Court-Appointed Guardian's Signature: (required if student is a minor) <u>X</u>		
Date: <u>7-14-15</u>		Date: _____		

For County Use Only Below this Line

This Certificate of Residency has been: Approved Denied

Reason, if denied: Non-residency Lifetime limit met Incomplete application Other: _____

By: _____ Attest: _____ Date: _____



July 15, 2015

To the Board of Commissioners and County Clerk
Teton County, Idaho
Driggs, ID 83422

We are pleased to confirm our understanding of the services we are to provide Teton County, Idaho for the year ended September 30, 2015. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Teton County, Idaho as of and for the year ended September 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Teton County, Idaho's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Teton County, Idaho's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Schedules
- 3) GASB Required Supplementary Pension Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies Teton County, Idaho's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards.
- 2) Combining schedules of nonmajor governmental funds.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The OMB Circular A-133 report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Circular A-133, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Circular A-133, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners of Teton County, Idaho. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of

abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Circular A-133.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Teton County, Idaho's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Teton County, Idaho's major programs. The purpose of these procedures will be to express an opinion on Teton County, Idaho's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Teton County, Idaho in conformity with U.S. generally accepted accounting principles and OMB Circular A-133 based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with OMB Circular A-133. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Circular A-133; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Circular A-133; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be

required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Rudd & Company, *PLLC* and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Federal Oversight Agencies or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rudd & Company, *PLLC* personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

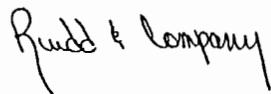
The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Federal Oversight Agencies or their designee. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Brad Reed is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$18,800. If we are required to do a single audit under OMB Circular A-133 our estimated fee for that will be an additional \$1,875. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Teton County, Idaho and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Rudd & Company, *PLLC*

RESPONSE:

This letter correctly sets forth the understanding of Teton County, Idaho.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

State of Idaho
Idaho State Police

Cycle Tracking Number: 81105



Non-Profit Beer and/or Wine Permit

License Number: 18862

This is to certify that County of Teton

For: Teton County Fair Board Dinner

At: Teton County Fairgrounds, Driggs

Is hereby entitled to receive, dispense and/or sell beer and/or wine (as indicated below) for its benevolent, charitable or public purposes for the event on the following date(s) and time(s).

Beer	Yes
Wine	Yes

COUNTY OF TETON
TETON COUNTY FAIR BOARD DINNER
150 COURTHOUSE DR

DRIGGS, ID 83422
Mailing Address

Russell Wheatley

Bureau Chief, Alcohol Beverage Control

Dated: 07/16/2015

Permit Valid:

07/25/2015 - 07/25/2015 6:00 pm - 9:00 pm

THIS LICENSE MUST BE CONSPICUOUSLY DISPLAYED

**TETON COUNTY
RETAIL ALCOHOLIC BEVERAGE LICENSE APPLICATION**

To the Board of County Commissioners, TETON COUNTY, Idaho.

The undersigned, a(n) **Corporation**

Date JULY 20, 2015

does hereby make application for a license to sell during the year 2015

		<u>Fee</u>
BEER LICENSE	<input type="checkbox"/> Draft Beer or Bottled or Canned Beer	0.00
	<input checked="" type="checkbox"/> Bottled or Canned Beer, to be consumed on the premises	0.00
	<input type="checkbox"/> Bottled or Canned Beer, NOT to be consumed on the premises	0.00
LIQUOR LICENSE		0.00
WINE LICENSE	<input type="checkbox"/> Retail Wine	0.00
	<input checked="" type="checkbox"/> Wine by the Drink	0.00
	<input type="checkbox"/> Special Wine (Sunday)	0.00
Total Fees:		0.00

Applicant is the holder of STATE OF IDAHO RETAIL ALCOHOL BEVERAGE LICENSE number 18862 dated the 16th day of July, 2015.

Within TETON COUNTY, at the following described place of business: TETON COUNTY FAIR BOARD DINNER, 1413 N HWY 33, DRIGGS, IDAHO, and tenders herewith the license fees of \$0.00 as provided by resolution of the Board of County Commissioners of said County, adopted .

Applicant: TETON COUNTY FAIR BOARD
Business Name: TETON COUNTY FAIR BOARD DINNER
Physical Address: 1413 N HWY 33, DRIGGS, ID Phone Number: (208) 399-2223
Mailing Address: 150 COURTHOUSE DR #208, DRIGGS, ID 83422

Is/Has Applicant (and/or his associates):

Citizen(s) of the United States? Yes No
Over the age of nineteen (19)? Yes No
Ever been convicted of a felony? Yes No

Active Manager Information:

Mgrs Name: KATIE SALSBURY
Address: PO BOX 444
City/State/Zip: VICTOR, ID 83455

Applicant Signature: _____

Officers & Governing Board of a Corporation - Partners if a Partnership - Individual

THIS SECTION FOR TRANSFERS ONLY

I hereby authorize the transfer of No. _____ Beer License; No. _____ Liquor License; No. _____

Wine License; to _____

dba _____

Dated this _____ day of _____, 20____.

Signature of Previous Owner

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public or Clerk of Board of County Commissioners

Approved: _____
Board of County Commissioners

Date: _____

Health Dept Approval

Mary Lou, 7-21-15
11:05
Deb Collins is interested in
leasing county land adjacent
to her house.

Deb Collins

559-326-9930

RPE 0011008001A

To be used for:
Small livestock 4-H
project for granddaughters

Amy

Mary Lou Hansen

Subject: FW: Equipment Operators & Chief Deputies

From: Andrea Fogleman [mailto:eafog@msn.com]
Sent: Thursday, July 16, 2015 1:53 PM
To: Mary Lou Hansen
Cc: Bonnie Brazier
Subject: Re: Equipment Operators & Chief Deputies

7-22-15
In previous years, pay grade adjustments I have resulted in immediate pay increases - change forms are attached for the 3 solid waste equip operators... - me

Hi Mary Lou:

I think the Solid Waste Equipment Operators could move to a grade 5. If you look back at the annual salary report from the Northwest Data Exchange, you'll see that the average salary range difference (between road EO and SW EO) statewide is about 7% and the actual pay is about 9%, with the Road EO at the higher level. On your salary schedule the grade progression is 7% for grades 1-7, so it makes sense that they would be one level apart. I think when we last revised those jobs and placed them at grade 4, they were fairly new positions that I'm sure have expanded over the years. So...the one step differential seems to fit!

With regard to Chief Deputies, I think you need to evaluate the duties/responsibilities they have when assigned the "Chief Deputy". What I've learned from experience with various Counties is that the Chief Deputy Clerk often has a completely different job than the other Deputy Clerk's in the Clerk/Auditor/Recorder office; they seem to have more specialized functions, either Court, payroll, recording, elections, etc. Those specific duties need to be considered in the job valuation process and may require a separate job on the kinds and levels chart. In the Assessor and Treasurer's office, the Chief Deputies typically perform all the same functions/duties/responsibilities as other Deputies in their respective departments so there is a lesser difference in duties. For that reason, many counties do not list the Chief Deputy as a separate position on the kinds and levels chart, but offer a "stipend" instead that is added to base pay while they are the designated "Chief" and the stipend is removed if someone else is eventually assigned as the "Chief". So, the regular pay is within the same pay grade as the other deputies but the "Chief" may receive an additional 7-10% (designated amount that you choose; I chose 7-10% because that's the grade progressions in your pay scale) that is added to their base pay (as opposed to a different pay grade). Does that make sense?? We can discuss further on the phone if needed.

Hope this helps.

Andrea

----- Original Message -----

From: Mary Lou Hansen
To: Andrea Fogleman
Sent: Thursday, July 16, 2015 11:30 AM
Subject: Equipment Operators & Chief Deputies

Andrea: Please read Darryl's email below regarding the pay grade differential between our Road & Bridge equipment operators and our Solid Waste equipment operators. We're thinking there should be just a one step differential between the two, which would help us hire and retain solid waste operators. We would appreciate learning your thoughts.

We also continue to discuss Chief Deputies for the Assessor, Clerk & Treasurer. Would there be a better way to handle the Chief Deputy Designation rather than jumping one deputy clerk up to a pay grade 8 while leaving another at a significantly lower pay grade, even though in a small office their actual duties may overlap significantly?