

**Teton County Idaho Commissioners' Meeting Agenda**  
**Monday May 9, 2016 9:00 am**  
150 Courthouse Drive, Driggs, ID – 1<sup>st</sup> Floor Meeting Room

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

**PUBLIC WORKS** – Darryl Johnson

1. Solid Waste
  - a. Spring Clean Up Day is May 14<sup>th</sup>
  - b. Metal Recycling
2. Road & Bridge
  - a. Gravel Stabilization Contract
  - b. Pulling Shoulders on County Roads
3. Engineering
  - a. Ski Hill Road Treatment
4. Facilities
  - a. Portable Toilets at Access Points Along Teton River

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

**10:00 LETTER OF SUPPORT FOR SOUTHERN VALLEY REC PROJECT**

**PLANNING AND BUILDING** – Jason Boal

1. Land Use Development Code
2. Building Plan Review MOU – City of Victor
3. Planning and Building Department Transition Discussion

**EMERGENCY MANAGEMENT/IT** – Greg Adams

1. Projects Accomplished
2. Mosquito Abatement District's Tire Drive
3. National Cascadia Rising Exercise
4. Generator Funding Sources
5. Future Appointments

**11:00 AMBULANCE SERVICE DISTRICT**

1. Approve Available Minutes
2. Ambulance Service Contract Discussion

**1:00 PROPERTY DEED AUCTION**

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

1. Approve Available Minutes
2. Other Business
  - a. Beer & wine licenses, if any
  - b. Remote Terminal Access Agreement
  - c. Affordable Housing
  - d. Planning and Building Department Restructuring
  - e. Communication Update
  - f. IACC conference June 7-9
3. Committee Reports
4. Claims
5. Executive Session as needed per IC74-206(1)(a)(b)(d)& (f)

**ADJOURNMENT**

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**Upcoming Meetings**

May 23 9:00 am Regular BoCC Meeting

June 13 6:00 pm Public Hearing

June 27 9:00 am Regular BoCC Meeting

June 13 9:00 am Regular BoCC Meeting

June 20 & 22, 9:00 am Budget Work sessions

July 25 9:00 am Regular BoCC Meeting



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

**Public Works Department**  
**MEMORANDUM**

150 Courthouse Drive  
Driggs, ID 83422

May 4, 2016

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

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The following items are for your review and discussion at the May 9, 2016 BoCC Meeting.

SOLID WASTE

**Spring Clean Up Day Saturday May 14** – The Transfer Station Spring Cleanup Day will be Saturday, May 14. The attached notice was published in the TVN.

**Metal Recycling** – Metal prices are on the rise and the Transfer Station is considering hauling off the metal salvage pile. We are currently getting bids for the metal.

ROAD & BRIDGE

**Gravel Stabilization Contract** - Bids were received for delivery of 106,000 gallons of magnesium chloride to Teton County for gravel stabilization efforts. A summary of the bids are as follows:

COMPANY	BID
<b>Mountain Valley Construction</b>	<b>\$50,880</b>
Desert Mountain Corp	\$62,540
Rip’s Dust Control	\$72,080

Mountain Valley Construction is the apparent low bid at \$0.48/gallon. Purchase of magnesium chloride will be paid from the Levy Fund line item 520 – Gravel Stabilization. Teton County applies magnesium chloride to approximately 30 miles of roads every year.

*ACTION ITEM – Motion to award gravel stabilization bid to Mountain Valley Construction with a cost not to exceed \$50,880. Funds will be paid from line item 33-0-520; Gravel Stabilization*

**Pulling Shoulders on County Roads** - Road & Bridge was given the opportunity to demo a road grader disc attachment. This allowed R&B to disc the road shoulders without pulling the shoulder material onto the road. With the use of this disc, R&B can windrow the shoulder material and let organics die without impeding traffic. Crews can return at a later date to pull shoulder material and re-shape in the same day causing less of an inconvenience for traffic. We are considering the purchase of this disc attachment in our FY2017 budget.

### ENGINEERING

**Ski Hill Road Treatment** – Teton County will be meeting with TVTAP on Tuesday, 5/10 to discuss our upcoming chip seal treatment scheduled for Ski Hill Road. It has been requested that a fog seal treatment be used on the bike lanes instead of the scheduled 3/8" chip seal treatment.

### FACILITIES

**Portable Toilets** are placed seasonally at access points along the Teton River. Locations are South Bates, Bates Road, Old Rightaway Road and Packsaddle Road. Costs are paid through the Waterways Vessel fund. A-1 Rental will be providing ADA accessible portable toilets again this season.

# Spring Clean Up Day

**Free & Discounted Transfer Station Fees**

**Saturday, May 14  
8am to 1pm  
(Normal Saturday hours)**

## HOUSEHOLD GARBAGE

First 250 lbs FREE per vehicle.  
Remainder will be \$76/ton

## UNSORTED WASTE— NON-HOUSEHOLD

First 250 lbs. FREE per Vehicle.  
Remainder will be \$210/Ton

## REFRIGERATORS, FREEZERS AND A/C UNITS

One item per vehicle will be \$7  
(1/2 price). 2nd unit will be charged at  
regular price \$15 each plus \$76 per ton.

## TIRES

\$5/tire for 18 inch rim and smaller.  
\$10/truck for tire 19 inch rim and bigger.  
\$125/ton for more than 5 tires.

## SORTED WASTE IS FREE: Items MUST BE SORTED into their designated locations. SORTED ITEMS LISTED BELOW

- |  |  |  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• # 1&amp; #2 plastic bottles</li> <li>• Aluminum cans</li> <li>• Corrugated cardboard</li> <li>• Glass bottles &amp; jars</li> <li>• Mixed Paper</li> <li>• Tin Cans</li> <li>• Batteries (All Types)</li> </ul> | <ul style="list-style-type: none"> <li>• Cell phones</li> <li>• Computers/ laptops</li> <li>• Ink Cartridges</li> <li>• Printer/fax machines</li> <li>• Flat screen monitors</li> <li>• Engines: (Drain fluids)</li> <li>• Masonry/concrete</li> <li>• Metals</li> </ul> | <ul style="list-style-type: none"> <li>• Used motor oil</li> <li>• Wire: No Post Attached</li> <li>• Brush/ trees</li> <li>• Dimensional lumber</li> <li>• Lawn/Yard waste</li> <li>• Manure</li> <li>• Asphalt (Clean)</li> </ul> |
|--|--|--|



## HELP US KEEP SPRING CLEAN UP **FAST** AND **FREE!**

- **Credit Card Transactions take longer to process; consider paying cash on Spring Cleanup Day.**
- **Paying by check? Please fill out check with proper information before hand. Example: Make check payable to TCSW, include phone number on check and sign it in advance (Except Amount Owed).**
- The more you sort your items, the more you save.
- Mixed loads with Sorted Waste and Household/Non-Household **must go through the line twice and be weighed twice** to be eligible for free sorted items.
- **No dump trucks** allowed.
- **Residential** customers only.
- **No hazardous wastes, liquids, or any waste deemed unacceptable by the County Personnel.**
- Please be patient! Lines may be long.



## Summer Hours

SUMMER HOURS OF OPERATION WILL  
REMAIN THE SAME AS WINTER HOURS

**CLOSED SUNDAY & MONDAY**

**TUESDAY - FRIDAY 8 am to 3 pm**

**SATURDAY - 8 am to 1 pm**

QUESTIONS? Visit [www.tetoncounty.idaho.gov](http://www.tetoncounty.idaho.gov)  
or contact us at (208)354-3442



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**FROM:** Planning and Building Administrator  
**TO:** Board of County Commissioners  
**RE:** Planning & Building Department Update  
**MEETING:** May 9, 2016

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\*Designates items where BoCC action is needed or potential action is possible

**Land Use Development Code:**

We have a combined BoCC & PZC on May 10<sup>th</sup> at 5pm.

**\*Building Plan Review MOU- City of Victor:**

Occasionally the cities need a 3<sup>rd</sup> party to provide plan review services. In the past we have done a MOU on project basis, this provides a more general agreement so the BoCC and City Council approval is not needed each time. Attached is the MOU.

**\*Planning & Building Department Transition Plan:**

Attached is a outline of my general responsibilities and suggestions on a path forward

TETON COUNTY – CITY OF VICTOR INTERAGENCY AGREEMENT  
FOR PROVISION OF OCCASIONAL PLAN REVIEW SERVICES  
BY TETON COUNTY BUILDING OFFICIAL

This AGREEMENT FOR PROVISION OF PLAN REVIEW SERVICES BY TETON COUNTY BUILDING OFFICIAL (the “Agreement”) is made and entered into this \_\_\_\_ day of May, 2016 by and between the **City of Victor, Idaho**, a municipal corporation (hereinafter referred to as “City”), and “**Teton County, Idaho**, a political subdivision of the State of Idaho (hereinafter referred to as “County”).

WITNESSETH:

**WHEREAS**, the City requires an independent certified building official to perform plan review services for occasional residential, commercial, and/or mixed use projects located within the incorporated city limits

**WHEREAS**, Teton County employs a properly certified building official who is capable of performing such plan review duties;

**NOW THEREFORE**, in consideration of the foregoing recitals, which are incorporated herein by this reference, the covenants and promises set forth herein, and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. The Teton County Building Official will fulfill the plan review duties required by the Project.
2. Teton County will invoice the City of Victor \$50 an hour for the plan review services, upon execution of this agreement.
3. The City of Victor will pay Teton County the invoiced amount with 30 days of receiving the invoice.
4. The City of Victor will provide for all other requirements of administering the Project’s building permit.
5. The parties agree that the relationship created by this Agreement is solely that of a County and City. Nothing in this agreement shall create the County or City as an agent, employer, employee, legal representative, partner or subsidiary of the other.
6. The Agreement may only be modified in writing and shall be executed by all parties hereto.
7. The failure of any party to insist upon the strict performance of any term of this Agreement shall not be considered a waiver of any term of this Agreement. All terms of this Agreement shall remain in full force and effect.
8. All notices in connection to this Agreement shall be in writing and shall be deemed delivered to the addresses when delivered in person on a business day at the address set forth under the signatures of this agreement below or on the same day as deposited in the United States Mail, postage prepaid, certified or registered mail, return receipt requested, addressed to the address set forth under the signatures of this agreement below.
9. This agreement shall be construed and enforced pursuant to the laws of the State of Idaho.

10. If any party shall bring suit against another party to enforce this Agreement, the Prevailing party shall be entitled to reasonable attorney fees and costs.
11. If any term of this Agreement is declared invalid, illegal, or unenforceable, the remainder of this Agreement shall remain operative and binding.
12. This Agreement shall be signed in duplicate originals. Each party shall receive one original of this Agreement.
- 12-13. The term of this Agreement shall be at will and as such may be canceled by either party by giving 60 days written notice the other party of such cancellation. In the event this Agreement is cancelled or otherwise terminates any money or other obligations owed pursuant to the terms hereunder by one party to the other shall survive the termination or cancellation.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals the day and year first above written.

CITY OF VICTOR, IDAHO

Attest:

\_\_\_\_\_  
By: Mayor  
City of Victor  
PO Box 122  
32 Elm Street  
Victor, ID 83455

\_\_\_\_\_  
By: City Clerk

TETON COUNTY, IDAHO

Attest:

\_\_\_\_\_  
By: Bill Leake, Chairman  
Board of County Commissioners  
150 Courthouse Drive  
Driggs, ID 83422

\_\_\_\_\_  
By: County Clerk



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**FROM:** Planning & Building Administrator Jason Boal  
**TO:** Board of County Commissioners  
**RE:** Planning & Building Department Transition  
**MEETING:** May 9, 2016

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Below is a list of my current responsibilities and projects, as well as several courses of action for you to consider.

I can and will be available to assist in any of the items listed below. I have worked out with the City of Victor, after May 20<sup>th</sup>, to be available to the County one day a week, if the County would like me assist in the transition. I would propose that I stay on as a part time employee with no benefits (my hourly rate would stay the same). I could identify a day of the week (or part of a day) to come in and address any particulars of the following responsibilities with you or with staff to assist in providing direction.

#### **Departmental Management-**

Decision Making/Interpretation- It will be imperative for the BoCC to hire a new Planning & Building Administrator ASAP. A lot of my time has been spent on “interpreting” codes, policies, applications, budgets, and providing direction to the department. There will be a decision making void that may hamper the processing of applications and/or departmental progress.

1. You could identify a interim PB Admin to make these decisions for planning & building or just planning and let Tom make the decisions for building.
2. You could have staff present the questions or issues to you and you make the decisions (the two weeks in between meetings may be problematic)

Supervisor/Department Manager- I do think there may be opportunities to decrease the supervision demands by removing the responsibility of certain activities from the Planning and Building Department. The “Weed Department” is one of these areas that could be removed from this department.

1. You could identify a interim PB Admin
2. You could operate without a Department Head for the short term and divide up the responsibilities below

Budget- I will submit preliminary budgets for Building, (Fund 21), Planning (Fund 22), Weeds (Fund 27) and Impact Fees (Funds 90-93) by May 16<sup>th</sup>.

1. June 20<sup>th</sup> is when the BoCC sits down with the EODC. I would anticipate a new PB Admin could be hired by then and could continue through the budget process. If not, the BoCC could meet with each “department” individually- Wendy/Tom- Building, Kristin- Planning and Amanda- Weeds.

Claims- I would propose you give Wendy the authority to sign off as the department head on claims. They will still come to you for approval, but she is most familiar with the budget and tracking claims.

#### Staffing-

1. The department has been approved to transition the part time clerk position to a full time “Land Use/Planning Service Assistant”.
  - a. I can start advertising this position and be available to be part of the hiring committee.
  - b. I can start advertising and utilize departmental staff and a BoCC member as the hiring committee.
  - c. Hold off on advertising and let the new PB Admin advertise and hire (this may be adding undue stress to someone who is trying to get a feel for the position).

Reporting- It may be beneficial for the BoCC to get reports from each of the individual sub-departments (Buildin, Planning, weeds, etc.) to gain a better understating of those staff memebes and their duties. Putting an additional task on staff, would be the only drawback.

File/Document Organization- Efforts need to continue in organizing, digitizing and cleaning out the files and documents in the department. Wendy is working on a department specific “file & document” retention policy that conforms with the County’s policy and the State’s requirements. This is an area I will work with Wendy on to bring the new PB Admin up to speed on. Susan will continue to work part time working on this until that position is transitioned to a full time position. I would recommend that she gets her direction and tasks from Wendy.

### **Building-**

I do have concerns that the work load on the Building Department over the next few months. I know that Tom & Wendy are very capable of handling it, but I ask that the BoCC check in on them to make sure they are not being over whelmed.

### **Planning-**

Current applications/projects- Kristin should be able to take over the current applications. I would be available to work with her as they move forward after the 20<sup>th</sup> if she has questions.

1. Finn & Feather Rezone & CUP- PZC hearing on the 10<sup>th</sup>. Kristin has been handling this and I would anticipate that to continue.
2. River Rim Ranch Plat Amendment- PZC hearing on the 10<sup>th</sup>. I have mainly been working with the applicant. Kathy Spitzer has been involved with the new Development Agreement. I anticipate Kristin could take this over.
3. Chapter 11, Title 9 Amendment- I can bring Kristin up to speed on this. She is very aware of the conversations and issues surrounding the buildable parcel questions.
4. Other Applications- I have been including Kristin in all pre-app meetings, and will continue to do that to ensure she is aware of incoming applications.
  - a. Deer Run- The City of Driggs and Kristin were in the meeting with the property owner.

### Long range projects-

1. The Land Use Code- We have a combined BoCC/PZC meeting on May 10<sup>th</sup>. From that meeting I anticipate the process forward being much clearer. The revision process moving forward will be based on public comments and PZC/BoCC comments in response to the public input. I strongly encourage you to continue to move the process forward. A new PB Admin should be able to come in and provide a new and beneficial point of view. It will be much easier for that individual if the process is already laid out.
2. Comp Plan Report- I would may this a priority for a new PB Admin as a way to become familiar with the Comp Plan and the planning efforts in the county.
3. Impact Fee Ordinance- Teton County needs to update the Impact Fee Ordinance and Capital Improvement Plan. This might be an area where the BoCC would like to budget some extra funds in the planning department to bring in a 3<sup>rd</sup> party to perform the update, or hire a PB Admin who has very specific experience in writing/updating a impact fee ordinance in Idaho.

### **Floodplain Management-**

Kristin is a certified Floodplain manager and can take over the review of Development Permits.

There does need to be some time put into inventorying, organizing and mapping the floodplain permits, elevation certificates, reports and documents we have. Susan started scanning some of them in, but it needs to be completed.

**Recreation-**

One thing that has not been talked about is the possibility of a "Recreation Committee". I do have concerns with lead by committee approach, but recreation is a very diverse topic and it may be a way to bring in numerous segments of the community and provide direction to the Recreation Planner.

**Weeds-**

I do think Amanda is capable to act as the department head for the Weeds Department. There are also very strong ties between weeds and Public Works. As the program moves forward there will be a need for additional facility space, which it makes sense to share with public works.

**Code Enforcement-**

There are a number of outstanding Code Enforcement issues I have been working on.

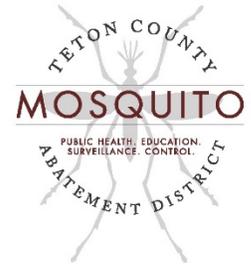
1. PEI- The property owner will be pursuing a CUP. Kristin is aware of his intentions.
2. Table Rock Auto- I am following up with an inspection by the fire district and will follow up with a letter to them this week.
3. BYUI- I am working on an email responding to the site visit I did this week. I will make sure Kathy is included so that they can respond to her and work with her on an agreement.
4. Aaron Davis/Evan Frampton- Tom is contacting Fall River to see if they have concerns about the electrical. We will send another letter about living in the RV.
5. Murdock Acres- Tom and I did a site visit. I sent the property owner a letter and have not heard from him yet. If I hear anything I will let Tom know.
6. Teton Saddleback Vista's- Tom "red tagged" a cabin on the open space. We have not heard from the property owner yet.



# Teton County

## Emergency Management & Mosquito Abatement & IT

Department Report 4/9-5/8/2016



### Projects Accomplished

We have finished the setup on the new Storage Area Network (SAN) and have migrated all of the servers we are migrating off of the old SAN and host servers. We have two old virtual servers that will not be moved, but will be shut off, and then we will be done with the server migration project. We anticipate that occurring before the end of May. We did run into some issues with migrating the GIS server to the new host and I think we have solved them, but we are also taking steps for a contingency option in that regard.

We have deployed all of the new workstations for the year and only have a few older refurbished workstations that we are redeploying left to do. We anticipate those being accomplished within 2 weeks.

Attached with this report is the operational plan for the Mosquito Abatement District for the coming season. We don't anticipate any significant changes for this season.

### Future Projects

The Mosquito Abatement District's tire drive will be on May 14<sup>th</sup> for Driggs, May 21<sup>st</sup> for Teton, and May 23<sup>rd</sup> for Victor. The Driggs location will be at the Driggs City Public Works building on 5<sup>th</sup> Street. The Teton location will be at the park. The Victor location will be at 39 Depot Way. The hours of operation for each of these sites will be from 8 AM to 5 PM

On June 10<sup>th</sup> we will be participating in the national Cascadia Rising exercise that will simulate an earthquake on the Cascadia fault that will also produce a tsunami. This will force a massive evacuation that will send refugees our direction. We will be setting up a mass care shelter in the Driggs Armory utilizing all of the regional equipment that we have staged there.

I am working on the grant application for the Pre-Disaster Mitigation (PDM) generator project. The anticipated costs for the project are about \$500,000. Our match for the project would be approximately \$125,000. Is that acceptable? The project would focus on installing manual transfer switches and standard connections at our critical facilities and procuring a few more mobile generators. In a related issue our first responder agencies recently chose to utilize our 2016 homeland security grant funds to setup a generator connection at the County fuel pumps, to rewire the Law Enforcement Center to have some or all of the building heat on the generator, and to rewire the Courthouse EOC to have the lights and outlets work on generator power. This would accomplish some of what we were trying to do in the PDM project anyway. Should we continue with the PDM grant application, or just utilize the 2016 homeland security grant to accomplish part of our intended project?

### Future Appointments

- |      |  |
|------|--|
| 5/11 | Regional Ebola Exercise                      |
| 6/7  | Teton County Radio/LEPC Meeting 2:30 to 5 PM |
| 6/10 | Cascadia Rising Exercise at Armory           |

# Pesticide Discharge Management Plan



Teton County Mosquito Abatement District

7550 Dry Ridge Road  
Tetonia, ID 83452

*Preparation Date:*

April 13, 2016

Global Leaders in Mosquito Control



# Pesticide Discharge Management Plan (PDMP)

## Introduction

Historically, pesticide applications have been regulated under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA). FIFRA covers the production, labeling, use and safety of pesticides, but how pesticides were being applied became a point of contention. Beginning in 2001, several lawsuits sought to determine whether the Clean Water Act covered pesticide applications. Most courts found that the Clean Water Act did apply. However, a minority of courts found that applying pesticides did not require an NPDES permit.

In the wake of this legal uncertainty and liability exposure, the EPA issued a final rule in 2006 that exempted pesticide applications to control pests in or near water from Clean Water Act regulation so long as the pesticides were FIFRA-compliant.

This 2006 rule was quickly challenged, and the Sixth Circuit Court of Appeals vacated the rule in *National Cotton Council of America v. EPA*. Following this decision, on April 9, 2009 the EPA requested a two-year stay to develop an NPDES pesticide permit program. That stay was granted on June 8, 2009. On April 9, 2011, NPDES permits were to be required for all point source discharges to waters of the United States of biological pesticides, and chemical pesticides that leave a residue. However, a second stay until October 31, 2011 was granted on March 28, 2011. Finally, as of October 31, 2011, an NPDES Pesticide General Permit (PGP) is required for the discharge of biological and chemical pesticides to waters of the US.

The PGP applies only to four enumerated categories of pest control activities:

1. Mosquito and other flying insect pest control
2. Aquatic weed and algae control
3. Aquatic nuisance animal control
4. Forest canopy pest control

For mosquito control operations, the PGP, and the requirement to file a Notice of Intent (NOI), is limited to those applicators and operators that treat at least 6,400 acres per year. In most states, the NOI must be submitted 10 days or more before exceeding this threshold amounts. While operators who do not meet this threshold amount need not submit an NOI, they are still subject to the requirements contained in the PGP.

The PGP also requires operators to prepare a Pesticide Discharge Management Plan (PDMP) to document how the operator will comply with the PGP. The PMDP must indicate who is in charge of pesticide management and application controls, what measures will be implemented to meet effluent limitations, and what other actions will be taken to minimize discharges. Any updates or changes in the PMDP, however, must be documented and records retained.

A key component of the PGP requires operators to engage in both technology-based effluent limitations and water-quality based effluent limitations. To meet the technology-based limitations in the permit, our operators will: (1) use only the amount of pesticide and frequency of pesticide application necessary to control the target pest; (2) perform regular maintenance activities to reduce leaks, spills and unintended discharges; and (3) clean, calibrate and maintain application equipment on a regular basis. Additionally, all

control actions must follow all appropriate integrated mosquito management (IMM) practices. The IMM practices as described in the current PGP involve identifying pests, addressing effective management of the identified pests, and following specified procedures for pesticide application. The water-quality based effluent limitations in the PGP require that the operator meet applicable state water quality standards. The expectation is that if an operator follows the permit's technology-based effluent limitations, there will be no violation of applicable water quality standards.

The PGP regulates operators, that is, those persons responsible for achieving permit compliance. The operator is, generally, the party operating and controlling the application of pesticides, and includes those persons or entities with the ability to control the financing or decision-making on how to control pests and where and how that control is applied. Operators also include the entity with the day-to-day control over those activities necessary to comply with the permit. As the primary entity responsible for the Teton County Mosquito Abatement District's daily mosquito control practices, Vector Disease Control International is considered the operator in this PDMP.

## **PMPD Preparation Date:**

04/13 / 2015

## **PDMP Contact(s):**

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Vector Disease Control International  
Robert A. Loe  
7550 Dry Ridge Road  
Tetonia, ID 83452  
800-413-4445  
aloe@vdcnet.net

Vector Disease Control International  
Daniel Markowski, PhD  
1320 Brookwood Dr, Suite H  
Little Rock, AR 72202  
800-413-4445  
dmarkowski@vdcnet.net

Teton County Mosquito Abatement District  
Greg Adams  
230 N. Main  
Driggs, ID 83422  
208-354-2703  
gadams@co.teton.id.us

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## SECTION 1: Operator Information

1. Brief description of the Pest Management Area(s).

The Pest Management Area of the Teton County Mosquito Abatement District includes the entire area of Teton County, including all high water marks of the Teton River and its tributaries, located in eastern Idaho, as illustrated by the General Location Map, Attachment A.

2. The Pesticide Use Pattern(s) for this Pest Management Area that triggers the requirement to develop a Pesticide Discharge Management Plan. (check all that apply).

- |   |   |
|---|---|
| a. <input checked="" type="checkbox"/> Mosquitoes and Other Flying Insect Pests | c. <input type="checkbox"/> Animal Pests        |
| b. <input type="checkbox"/> Weeds and Algae                                     | d. <input type="checkbox"/> Forest Canopy Pests |

3. Operator Type (check one):

- |   |
|---|
| a. <input type="checkbox"/> Federal Government  |
| b. <input type="checkbox"/> State Government  |
| c. <input type="checkbox"/> Local Government  |
| d. <input checked="" type="checkbox"/> Mosquito control district (or similar)               |
| e. <input type="checkbox"/> Irrigation control district (or similar)                        |
| f. <input type="checkbox"/> Weed control district (or similar)                              |
| g. <input type="checkbox"/> Other: If other, provide brief description of type of Operator: |

## SECTION 2: PDMP Team

1. **Decision-maker:** *Any entity with control over the decision to perform pesticide applications including the ability to modify those decisions.*

**Company or Organization Name:** Vector Disease Control International, LLC

**Name:** Robert A. Loe

**Address:** 7550 Dry Ridge Road

**City, State, Zip Code:** Teton, ID 83452

**Telephone Number:** 800-413-4445

**Email address:** aloe@vdc.net

**Fax number:** 866-839-8595

**Area of Control** (if more than one Operator at site): Primary Operational Decision Maker

**Company or Organization Name:** Vector Disease Control International, LLC

**Name:** Daniel Markowski, PhD

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**Area of Control** (if more than one Operator at site): VDCI's Director of NPDES Compliance

**Company or Organization Name:** Teton County Mosquito Abatement District

**Name:** Greg Adams, District Director

**Address:** 230 N. Main

**City, State, Zip Code:** Driggs, ID 83422

**Telephone Number:** 208-354-2703

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**Fax Number:** 208-354-2703

**Area of Control** (if more than one Operator at site): District Administrative Decision Maker

2. **PDMP Contact:** *Person(s) who should be contacted regarding PDMP questions.*

**Company or Organization Name:** Vector Disease Control International, LLC

**Name:** Robert A. Loe

**Address:** 7550 Dry Ridge Road

**City, State, Zip Code:** Teton, ID 83452

**Telephone Number:** 800-413-4445

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**Fax number:** 866-839-8595

**Area of Control** (if more than one Operator at site): Primary Operational Decision Maker

**Company or Organization Name:** Vector Disease Control International, LLC  
**Name:** Daniel Markowski, PhD  
**Address:** 1320 Brookwood Dr. Suite H  
**City, State, Zip Code:** Little Rock, Arkansas 72202  
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**Area of Control** (if more than one Operator at site): VDCI's Director of NPDES Compliance

3. This PDMP was Prepared by: *Person(s) responsible for developing and revising the PDMP.*

**Company or Organization Name:** Vector Disease Control International, LLC  
**Name:** Robert A. Loe  
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**City, State, Zip Code:** Tetonia, ID 83452  
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**Area of Control** (if more than one Operator at site): Primary Operational Decision Maker

**Company or Organization Name:** Vector Disease Control International, LLC  
**Name:** Daniel Markowski, PhD  
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**Email Address:** dmarkowski@vdc.net  
**Fax Number:** 866-839-8595  
**Area of Control** (if more than one Operator at site): VDCI's Director of NPDES Compliance

4. Please include any additional team members and their responsibilities.\*

<b>Team Member Name(s)</b>	<b>Individual Responsibilities</b>
Robert A. Loe, Contract Supervisor	Primary Decision Maker, Program Manager and Pesticide Applicator (Lic. #48230)
Tim Bennett, Regional Director	Program Manager and Pesticide Applicator (Lic. #49747)
Annabel Martinez, Contract Supervisor	Program Manager and Pesticide Applicator (Lic. #49915)
Tim Metivier, Pilot	Pilot and Pesticide Applicator (Lic. #46390)
Malcom Williams, Chief Pilot	Chief Pilot and Pesticide Applicator (Lic. #48064)
Jason Alred, Pilot	Pilot and Pesticide Applicator (Lic. #48065)

*\*Note: The Program hires seasonal, part-time applicators which change from year to year throughout the active mosquito-breeding season. Each year, the list of seasonal applicators will be updated and a copy maintained, on file, with the PDMP, as Attachment I.*

## SECTION 3: Problem Identification

### 3.1 Pest Problem Description

While more than 50 species of mosquitoes have been identified in the state of Idaho, and over 20 species may occur in southeastern Idaho, only the twelve (12) species listed in the table below occur within the Pest Management Area in quantities high enough to warrant active control measures. This list will be reviewed annually, prior to the first pesticide application each calendar year, and any changes will be appropriately documented, as detailed in Section 8: PDMP Modifications.

Summary of Pest Problem

Target Pest(s)	Source of the Pest Problem	Data Source (e.g. survey conducted in 2010)
<i>Aedes vexans</i>	Temporary Floodwater	2009 – 2014 IPM Surveillance and Control Program Data
<i>Culex pipiens</i>	Permanent Water/Septic Water Habitats	2009 – 2014 IPM Surveillance and Control Program Data
<i>Culex tarsalis</i>	Permanent Water/Temporary Floodwater	2009 – 2014 IPM Surveillance and Control Program Data
<i>Coquillettidia perturbans</i>	Permanent Water	2009 – 2014 IPM Surveillance and Control Program Data
<i>Culiseta inornata</i>	Permanent Water/Temporary Floodwater/Snowmelt Pools	2009 – 2014 IPM Surveillance and Control Program Data
<i>Ochlerotatus dorsalis</i>	Permanent Water/Temporary Floodwater	2009 – 2014 IPM Surveillance and Control Program Data
<i>Ochlerotatus increpitus</i>	Temporary Floodwater/Snowmelt Pools	2009 – 2014 IPM Surveillance and Control Program Data
<i>Ochlerotatus melanimon</i>	Temporary Floodwater	2009 – 2014 IPM Surveillance and Control Program Data
<i>Ochlerotatus nigromaculis</i>	Temporary Floodwater	2009 – 2014 IPM Surveillance and Control Program Data
<i>Ochlerotatus spencerii idahoensis</i>	Temporary Floodwater/Snowmelt Pools	2009 – 2014 IPM Surveillance and Control Program Data
<i>Anopheles earlei</i>	Permanent Water	2009 – 2014 IPM Surveillance and Control Program Data
<i>Anopheles freeborni</i>	Permanent Water	2009 – 2014 IPM Surveillance and Control Program Data

The following mosquito species are of primary concern within the Pest Management Area.

*Aedes vexans* is a common freshwater mosquito that has the potential to cause great nuisance based upon aggressive daytime and crepuscular biting and potentially explosive populations. This mosquito has not definitively been documented as a vector of disease but has been implicated as a secondary vector of Eastern Equine Encephalitis (EEE) and dog heartworm. *Ae. vexans* is usually the predominant and most abundant nuisance mosquito in the Pest Management Area. As such, they are a primary species of concern for pest control strategies.

*Culex pipiens* is a permanent-water mosquito breeder typically found in high organically rich and polluted waters such as dairy pastures, sewage processing facilities and catch basins. *Culex pipiens* is an opportunistic feeder of both mammals and birds. This species is believed to be a primary vector of West Nile Virus (WNV) to humans in urban areas and likely plays an important maintenance role for WNV in wild birds. *Cx. pipiens* larvae are usually first detected in late May or early June, and populations can flourish throughout the mosquito season if not controlled.

*Culex tarsalis* is the primary vector species of West Nile Virus (WNV) in the Pest Management Area, and as such, this species is of primary importance as a target species for pest control activity. Larvae prefer semi-permanent pools and are found in a wide variety of habitats including pastures, roadside ditches, sub-water areas and grassy marshlands. Unlike *Cx. pipiens*, the larvae of *Cx. tarsalis* are typically a more rural species and not often found in urban areas. Larvae are commonly found in water in which *Ae. dorsalis* larvae are in the latter stages of development and are typically a warmer water mosquito species. Larvae are usually first found in May, and peak from July through early August. *Cx. tarsalis* is a very commonly collected species in the Pest Management Area and is also a vector of Western Equine Encephalitis (WEE). Adults take blood meals primarily from birds in the spring, gradually switching to mammals in by late July. Blood meals are usually taken at dusk, the time when many homeowners are working around the house or children are out playing.

*Coquillettidia perturbans* is a fairly large mosquito that is often associated with aquatic habitats containing cattails, *Typha spp.* It is generally considered a bridge vector of Eastern Equine Encephalitis (EEE) to mammals, but has also tested positive for WNV in the United States although it has not been proven to be an effective transmitter of WNV. It commonly takes blood meals from both bird and mammal species (including humans), is an aggressive biter, and can be locally abundant around its preferred habitat.

*Culiseta inornata* is almost invariably the largest species found in the Pest Management Area. The larvae are found in a wide variety of habitats with semi-permanent water, and can thrive in colder bodies of water. Often one of the first species detected in early spring, larvae normally occur from April through September, often peaking in late May or early June, with a second smaller peak in September. Larval populations are highest in the spring and fall and tend to decline during the warmer months. Adults take their blood meals mainly from birds and large mammals. This is not a known vector of disease to humans in the Pest Management Area, however, the adults are large and can inflict painful bites. They typically are not as aggressive as *Aedes* species. Adults are usually found throughout the summer, but generally in much larger numbers in the cooler times of the mosquito season, May-June and September-October.

*Ochlerotatus dorsalis* larvae prefer shallow, intermittently flooded pools with abundant vegetation, but are also found in a variety of habitats including pastures and roadside ditches. The larvae are often found in abundance from April through September, and from June forward it is often found alone, but may be succeeded by *Cx. tarsalis*, if the water source does not dry up. Its main importance is as a pest that is able to fly long distances in search of blood meals and will bite during the day as well as at crepuscular times. This species tends to migrate in mass after large hatches especially in September and October if the temperatures remain warm.

*Ochlerotatus increpitus* is considered to be a snowmelt, or cold water, species. Larvae of this univoltine species are usually found early in the spring in overflow pools along streams and in depressions filled by rain or melting snow. It is a common species in the Pest Management Area, and in some years can be locally very abundant. This species is very long-lived, and when present, can be a troublesome biter for much of the mosquito season.

*Ochlerotatus melanimon* is a common species in the Pest Management Area that prefers open, fresh water breeding habitat, such as irrigation and floodwaters. It is often found in similar habitat as, and may be confused with, *Oc. dorsalis*. Adults can occur in very large numbers, and are aggressive biters when their habitat is disturbed, at dusk, and at night. While not a known vector of West Nile Virus (WNV) to humans in Idaho, it can be a problematic nuisance species to both domestic livestock and humans. *Oc. melanimon* is often found consistently throughout the mosquito season where its preferred breeding habitat occurs.

*Ochlerotatus nigromaculis* larvae are almost exclusively found in freshly irrigated pasturelands and can be found from June through September, but are usually most abundant in the hot summer months. Adults can fly long distances in search of blood meals, and when present, the females are very aggressive biters attacking throughout the day.

*Ochlerotatus spencerii idahoensis* is a locally common species, typically occurring in early spring through early summer. Its preferred breeding habitat is snowmelt pools and runoff, often first detected along river margins in spring. While small, they are fairly strong fliers and actively seek blood meals from mammals during the day, evening or at night. While not a major pest problem in the Pest Management Area, this species can cause severe localized nuisance issues.

*Anopheles earlei* larvae prefer permanent water sources with emergent vegetation such as floating duckweed. This species is relatively uncommon, but periodically appears in numbers great enough to warrant control activity. *Anopheles* larvae float parallel to the water surface when feeding. Thus, they are often not recognized as mosquito larvae by inexperienced field inspectors. The low larval collection numbers may not reflect the true abundance of this species in the Pest Management Area.

*Anopheles freeborni* larvae prefer pools with deep semi-permanent water and emergent vegetation or floating debris. This species, while relatively uncommon, occurs frequently enough to be considered a target pest in certain parts of the Pest Management Area. This is the principle vector of malaria in the western United States.

The following larval mosquito habitats (sources) occur in the Pest Management Area and will be inspected regularly and mapped into a GIS database using GPS technology.

**Permanent Water** sites, including semi-permanent sites, consist of habitat that remains inundated for an extended period of time. Examples of these sites would be lakes, rivers, retention ponds, swamps, marshes, etc. Primary Pest Species: *Culex pipiens*, *Culex tarsalis*, *Coquillettidia perturbans*, *Anopheles earlei*, *Anopheles freeborni*

**Temporary Floodwater** is standing water that may exist for short periods of time after high water or rainfall. Examples of this type of habitat include bottom lands, woodland pools, swales (low areas), irrigated pastures, drainage ditches, tire ruts, and sub-water. Primary Pest Species: *Aedes vexans*, *Culex tarsalis*, *Culiseta inornata*, *Ochlerotatus dorsalis*, *Ochlerotatus increpitus*, *Ochlerotatus melanimon*, *Ochlerotatus nigromaculis*, *Ochlerotatus spencerii idahoensis*

**Snowmelt Pools** occur when snow melts each spring causing rivers to rise and water to collect in low lying areas such as ditches, pastures, bottom lands, and floodplains. Snowmelt pools are a particular problem at higher elevations and northern latitudes. Primary Pest Species: *Culiseta inornata*, *Ochlerotatus increpitus*, *Ochlerotatus spencerii idahoensis*

**Artificial Containers/Tree Holes** are considered one of the most troublesome problems faced by a mosquito control operation. Old tires, cans, bottles, buckets, cups, pet water bowls, birdbaths, gutters, livestock troughs, and swimming pools are some of the more common artificial containers. Primary Pest Species: *Culex tarsalis*

**Septic Water Habitats** occur when water holding areas become polluted with high levels of organic matter. Examples of this type habitat would include urban catch basins, oxidation ponds, ditches with sewage or septic discharge, and waste-water treatment plants. These are one of the most likely habitat types to receive pre-treatment with residual larvicides based on historical mosquito population data. Primary Pest Species: *Culex pipiens*

### 3.2 Action Thresholds

- Below is a brief summary of the action thresholds for the primary pest species within the Pest Management Area.

Summary of Action Thresholds – By Species

Target Pests	Larval Surveillance	Adult Trap Surveillance	Adult Landing Rate
<i>Aedes vexans</i>	1 larva/10 dips	≥15 females per CDC or Gravid trap per night	≥10 females/10 minutes
<i>Culex pipiens</i>	1 larva/20 dips	≥10 females per CDC or Gravid trap per night	≥10 females/10 minutes
<i>Culex tarsalis</i>	1 larva/20 dips	≥10 females per CDC or Gravid trap per night	≥10 females/10 minutes
<i>Coquillettidia perturbans</i>	1 larva/40 dips	≥15 females per CDC or Gravid trap per night	≥10 females/10 minutes

<i>Culiseta inornata</i>	1 larva/10 dips	≥15 females per CDC or Gravid trap per night	≥10 females/10 minutes
<i>Ochlerotatus dorsalis</i>	1 larva/10 dips	≥15 females per CDC or Gravid trap per night	≥10 females/10 minutes
<i>Ochlerotatus increpitus</i>	1 larva/10 dips	≥15 females per CDC or Gravid trap per night	≥10 females/10 minutes
<i>Ochlerotatus melanimon</i>	1 larva/10 dips	≥15 females per CDC or Gravid trap per night	≥10 females/10 minutes
<i>Ochlerotatus nigromaculis</i>	1 larva/10 dips	≥15 females per CDC or Gravid trap per night	≥10 females/10 minutes
<i>Ochlerotatus spencerii idahoensis</i>	1 larva/10 dips	≥15 females per CDC or Gravid trap per night	≥10 females/10 minutes
<i>Anopheles freeborni</i>	1 larva/40 dips	≥15 females per CDC or Gravid trap per night	≥10 females/10 minutes
<i>Anopheles earlei</i>	1 larva/40 dips	≥15 females per CDC or Gravid trap per night	≥10 females/10 minutes

### Summary of Action Thresholds – General

In addition to the species specific thresholds listed in the table above, the following general thresholds will also be utilized within the Pest Management Area:

- Larvae of any *Anopheles* or *Coquillettidia* species: ≥0.025 larvae per dip
- Larvae of any *Culex* species: ≥0.05 larvae per dip
- Larvae of any *Aedes*, *Culiseta*, *Ochlerotatus*: ≥0.1 larvae per dip
- Larvae of any mosquito not listed above: ≥0.1 larvae per dip
- CDC light traps: ≥ 25 total female mosquitoes of any species combination per trap night
- Gravid traps: ≥ 25 total female mosquitoes of any species combination per trap night
- Landing Rates: ≥ 1 total female mosquitoes of any species combination per minute
- Disease Surveillance: Detection of mosquito borne disease within the Pest Management Area
- Service Requests: ≥ 5 service requests in a single control zone during a 1 week period, or ≥20 service requests from the entire Pest Management Area during a 1 week period

The above listed action thresholds for mosquito control operations were determined by evaluating the individual mosquito species' biology, behavior, disease vector risk and corresponding habitat, the historical surveillance data for the Pest Management Area, and local demographics and tolerance. These Action Thresholds will be reviewed annually, prior to the first pesticide application each calendar year, and any changes will be appropriately documented, as detailed in Section 8: PDMP Modifications.

VDCI will use larval dip counts along with CDC light traps, gravid traps, landing rates, disease testing and resident service requests to determine when the action thresholds have been met, to develop a true picture of the current mosquito population dynamics, and to determine which Pest Management Measures to implement.

### **Larval Mosquito Surveillance**

The following larval habitats will be inspected regularly with larval dip counts, using standard 300 ml dippers, and mapped into a GIS database using GPS technology to determine if the established Action Thresholds for larval mosquito control have been reached within the Pest Management Area.

**Permanent Water** sites, including semi-permanent water sites, consist of habitat that remains inundated for an extended period of time. Examples of these sites would be lakes, rivers, retention ponds, swamps, marshes, etc. Permanent water sites will be inspected on a routine basis throughout the mosquito breeding season.

**Temporary Floodwater** is standing water that may exist for short periods of time after high water or rainfall. Examples of this type of habitat include floodplains, bottom lands, woodland pools, swales (low areas), irrigated pastures, drainage ditches, tire ruts, and sub-water. These areas will be inspected for the presence of larvae as soon as possible after every substantial rainfall throughout the mosquito breeding season.

**Snowmelt Pools** occur when snow melts each spring causing rivers to rise and water to collect in low lying areas such as ditches, pastures, bottom lands, and floodplains. Snowmelt pools are a particular problem at higher elevations and northern latitudes and will be inspected as soon as warmer weather causes snow to begin consistently melting each year, and routinely throughout the mosquito breeding season as needed.

**Artificial Containers/Tree Holes** are considered one of the most troublesome problems faced by a mosquito control operation. Old tires, cans, bottles, buckets, cups, pet water bowls, birdbaths, gutters, and swimming pools are some of the more common artificial containers. As private and public properties are inspected, container habitats will be checked and treated, emptied, or removed as needed.

**Septic Water Habitats** occur when water holding areas become polluted with high levels of organic matter. Examples of this type habitat would include oxidation ponds, ditches with sewage or septic discharge, and waste-water treatment plants. Routine management of this habitat type enhances the control of many arboviral vector species and will be conducted throughout the mosquito season.

### **Adult Mosquito Surveillance**

Surveillance of adult mosquitoes includes several methods of collection to sample for nocturnal, diurnal, and crepuscular species. Adult mosquito surveillance helps to elucidate the mosquito distribution, density, and species composition throughout the Pest Management Area. Furthermore, it can provide direct evidence of an increased risk of contracting mosquito-borne viruses. It is also crucial for the efficient and precise application of adulticides. All mosquito species found in an area may not be attracted to the same type of traps, therefore, a combination of techniques may be used throughout the Pest Management Area. All adult mosquito surveillance activities are mapped into a GIS database using GPS technology. The following adult surveillance techniques will be used to determine if Action Thresholds for adult mosquitoes have been reached within the Pest Management Area:

**CDC (Centers for Disease Control) Miniature Light Traps** are lightweight, portable, battery operated traps that will be used throughout the mosquito management area to assess local adult mosquito population abundance. These traps are baited with dry ice (a source of CO<sub>2</sub>) to increase their appeal to host-seeking mosquitoes and will be sampled weekly throughout the mosquito season. This is the most common type of trap used as it attracts the largest variety of mosquito species.

**Gravid Traps** are lightweight, portable, battery operated traps that use putrid water as an attractant for certain species of ovipositing mosquitoes. Where appropriate, these traps are used to identify population dynamics of certain *Culex* mosquito species, such as *Culex pipiens* and *Culex quinquefasciatus*, which are common vector species for West Nile virus in North America. These traps, when used, are sampled weekly throughout the mosquito breeding season.

**New Jersey Light Traps** are semi-permanently placed traps powered by 110-volt household current. NJ Light traps are used to provide rapid information on mosquito abundance and species composition within the Pest Management Area which is used for planning and directing day-to-day mosquito control activities. NJ light traps may be set throughout the Pest Management Area primarily in urban areas. These traps, when used, are sampled weekly from mid-May through October.

**Landing Rates** are performed by inspectors and are instrumental in determining which species of mosquitoes are actively feeding on humans in an area. Inspectors establish areas throughout the management area where they can expose themselves as bait and count the number of mosquitoes landing on them in a given period of time (usually one to ten minutes). These counts will be conducted as needed (a.m. or p.m.) throughout the mosquito season.

#### **Disease Surveillance & Response**

Sorting and identification of the mosquitoes collected in the CDC light traps and the gravid traps will be conducted by VDCI staff. In addition, VDCI will test all *Culex spp.* mosquito pools, in numbers greater than five (5), for the presence of West Nile virus using the Rapid Analyte Measurement Platform (RAMP) bioassay and if positive pools are detected, they will be sent to the Idaho State Department of Laboratories for further testing using their RT-PCR equipment. Test results will be a primary factor in determining if an action threshold has been met and what the appropriate Pest Management Measures will be.

Contact will be maintained with local, tribal, state and federal health agencies in order to project potential public health concerns. Any finding of local significance will be immediately reported to the all appropriate government officials. VDCI will work closely with all appropriate agencies to implement the most effective response to any findings of mosquito-borne diseases within the mosquito management area. The presence of mosquito-borne pathogens will meet the Action Threshold for mosquito control activity and will result in the implementation of one or more Pest Management Measures, as determined on a case by case basis.

### **Service Requests**

The public is always encouraged to call VDCI's local offices, or log onto VDCI's website and report service requests to our Integrated Mosquito Management Programs. All service calls will be recorded and used to help identify mosquito problem areas. In each instance of a call, an Inspector will be dispatched to the area within 24 hours and all appropriate Pest Management Measures will be taken, ranging from removal of tires and other debris to applying larvicides or adulticides when necessary, provided that one or more Action Thresholds have been met. The number of Service Requests received in a given area will be regarded as an Action Threshold, as previously detailed. In Service Request situations where the appropriate Pest Management Measure(s) will not affect waters of the United States, no Action Threshold is necessary.

Additionally, service calls requesting that an area not be treated for larval or adult mosquitoes will be recorded and documented as "No Spray Zones". Registered organic farms and apiaries, who contact VDCI, will be eliminated from pesticide application activities. These "No Spray Zones" will be treated with a "No Action" Pest Management Option whenever possible, within the scope of all local, state and federal laws. However, should vector-borne diseases, such as West Nile Virus, be detected in a particular area, "no spray" requests may not be honored if the public's health is at risk.

### **3.3 General Location Map**

The Pest Management Area of the Teton County Mosquito Abatement District includes the entire area of Teton County, including all high water marks of the Teton River and its tributaries, located in eastern Idaho.

A copy of the general location map which identifies the geographic boundaries of the area to which this PDMP applies and the location of the waters of the US is included in Attachment A.

### **3.4 Water Quality Standards**

There are two scenarios where it is believed the PGP may not be adequately protective of water quality standards and has excluded discharges in each of these scenarios. Of primary concern are any discharges from a pesticide application to waters of the US if the water is identified as impaired by a substance which either is an active ingredient in that pesticide or is a degradate of such an active ingredient. Also, any discharges to Tier 3 Waters except for pesticide applications made to restore or maintain water quality or to protect public health or the environment that either do not degrade water quality or only degrade water quality on a short-term or temporary basis. Any Operator desiring to apply pesticides in either of these two scenarios is required to submit an application for an NPDES individual permit.

As per the State Water Quality Standards, there are no Tier 3 water bodies located in Pest Management Area nor are there any water bodies located in Pest Management Area that have been impaired by pesticides (or their degradates) used in the mosquito abatement program.

## SECTION 4: Pest Management Options Evaluation

VDCI employs a fully inclusive and modern Integrated Mosquito Management (IMM) program to control target mosquito species found within the Pest Management Area. Only mosquitoes that impact public health, domesticated animal health, economic development and/or negatively affect human quality of life are the targeted pests of this IMM program. Integrated Mosquito Management is a comprehensive mosquito abatement strategy that utilizes all available mosquito control methods, singly or in combination, to exploit the known vulnerabilities of mosquitoes in order to reduce their numbers to tolerable levels while maintaining a quality environment. IMM does not emphasize mosquito elimination or eradication.

The following Pest Management Options may be utilized singly, or in combination, in order to gain the best control of the target pests (larval and adult mosquitoes), while maintaining minimal environmental impact and reducing discharges to waters of the United States. When evaluating these Pest Management Options in order to determine the most efficient and effective Pest Management Measures to implement, factors such as the impact to water quality and the environment, the impact on non-target organisms, efficacy, cost, public acceptance, pesticide resistance, weather patterns, and overall feasibility are all fully considered. These Pest Management Options will be reviewed annually, prior to the first pesticide application each calendar year, and any changes will be appropriately documented, as detailed in Section 8: PDMP Modifications.

– **No Action:** No action, or delayed action may be taken under the following circumstances:

1. Widespread or severe flooding within the Pest Management Area. When widespread and/or prolonged flooding occurs, it is generally more economical and environmental friendly to allow mosquito larvae to emerge and utilize adult control measures at a later time as necessary. Typically, these larval habitats cannot be treated quickly or effectively enough to prevent adult emergence, therefore adult control becomes the most practicable and sound option. Additionally, adult mosquitoes may migrate into the Pest Management Area from the surrounding regions that have little or no mosquito control resources.
2. Rapidly Drying Environmental Conditions. No action may also be taken when standing water containing larvae are shallow and weather forecasts indicate hot, dry conditions. Such situations often allow larval habitat to dry before mosquitoes can complete their aquatic life stages, resulting in no adult emergence. In such cases the most cost effective, efficient and environmentally sound option is to take no action beyond surveillance.
3. Remote location. The proximity of mosquito larvae and adult populations to humans and domestic animals may in some cases allow for a no action pest management option. If larval or adult mosquitoes of species known to migrate only short distances are discovered in small enough quantities, the no action option may be appropriate.
4. "No Spray" Requests. Residents within the Pest Management Area may request that their property not have any pesticides applied to it. In such cases, provided that local, state and federal laws allow it, these requests will be honored. In cases where the public health is at risk or a significant source of nuisance mosquitoes is found to severely affect other residents, such requests may not be honored.

– **Prevention:** Prevention, while not defined in the PGP, is interpreted through standard Integrated Mosquito Management programs to mean Public Education and Outreach. By providing educational programming to local schools, civic organizations, and area events, VDCI informs residents about mosquito biology, mosquito-borne diseases, and personal protection. Our programs teach residents to help prevent mosquito problems in their area by eliminating any source of standing water on their property or in their neighborhood. Such public education (prevention) strategies are cost effective and environmentally friendly methods of mosquito control when used in conjunction with other pest management options. Such prevention programs are generally not an effective pest management option when used alone.

– **Mechanical/Physical Methods:** Mechanical/Physical Methods are defined as “mechanical tools or physical alterations of the environment, for pest prevention or removal”, which is very similar, and shares characteristics with Cultural Methods, as defined below. When taken in standard Integrated Mosquito Management context, Mechanical/Physical and Cultural Methods are considered Source Reduction techniques. Mechanical/Physical Methods may include any elimination of larval habitat such as emptying buckets, cleaning gutters, disposing of tires, or cleaning culverts. Such methods can be effective, environmentally friendly and cost effective, as part of an Integrated Mosquito Management Program, as in the given examples. Conversely, some may incur a high environmental impact with expensive costs, such as the dredging or draining of entire marshes. Typically, Mechanical/Physical Methods will only be utilized on a small scale, where the results are efficient, effective and provide little or no environmental impact.

– **Cultural Methods:** Cultural Methods are defined as “manipulation of the habitat to increase pest mortality by making the habitat less suitable to the pest”, and are considered to be a component of the Source Reduction portion of an Integrated Mosquito Management program. Cultural Methods are the manipulation of habitat such as cutting grass and trimming bushes to reduce the availability of harborage areas for adult mosquitoes. Such methods are not often utilized by VDCI personnel, but rather as part of a public education program where residents are encouraged to reduce the amount of potential mosquito habitat on their property. As such, Cultural Methods can be a cost effective, environmentally sound, and efficient means of getting positive public participation in the Integrated Mosquito Management program; however, they are generally not an effective pest management option when used alone.

– **Biological Control Agents:** Biological Control Agents are organisms that can be introduced into the environment to help control or reduce the pest population. Biological control of mosquitoes may include the introduction or propagation of naturally occurring organisms such as birds, bats, fish, dragonflies, copepods and cannibalistic mosquito larvae. The use of Biological Control Agents has been shown to have very limited effectiveness in most instances, and in some cases has had detrimental effects on the environment and non-target organisms. The introduction of non-native species such as *Gambusia affinis* (the mosquito fish) may be undertaken where appropriate and legal, and has been shown to be a fairly effective control option in small scale applications. However, in many areas, the introduction of such non-native species is illegal, and as such cannot be implemented. Native fish species, such as *Lepomis macrochirus* (Bluegill) may be utilized where appropriate, and legal, within the Pest Management Area. Both birds and bats have been proven to be ineffective control options for mosquitoes and will not be used in the Pest Management Area.

– **Pesticides:** The pesticides used in an Integrated Mosquito Management program are divided into two categories, Biological Pesticides and Chemical Pesticides. The biological pesticides used for larval

mosquito control are referred to as Biochemical Pesticides, and include bacterial larvicides, insect growth regulators and chitin synthesis inhibitors. Chemical pesticides are any other insecticide, used for larval or adult mosquito control, which is not categorized as a biological pesticide. Pesticides are an important pest management option used as part of an Integrated Mosquito Management program to control both larval and adult mosquitoes. When practicable, the use of biological larvicides is preferred due to their target specific nature and low environmental impact. VDCI uses only EPA registered and State approved insecticides. These products are applied only as directed by their respective labels, and all equipment used in this process is closely monitored and calibrated by staff.

Operators must consider impact to non-target organisms, impact to water quality, pest resistance, feasibility, and cost effectiveness when evaluating and selecting the most efficient and effective means of pest management to minimize pesticide discharge to waters of the U.S.

### Summary of Pest Management Measures

- In order to meet the technology-based effluent limitations of the PGP, and to minimize the discharge of pesticides to Waters of the United States from the application of pesticides, the following Pest Management Measures will be utilized within the Pest Management Area to control the target pests as listed.
- In all cases where pesticide applications to Waters of the United States are appropriate, Operators will use only the amount of pesticide and frequency of pesticide application necessary to control the target pest, using equipment and application procedures appropriate for this task.
- At all times, pesticide application equipment will be maintained in proper operating condition in order to prevent leaks, spills, or other unintended discharges. This includes, at minimum, the annual calibration, routine maintenance, and regular cleaning of all pesticide application equipment. Inspection of application equipment will be conducted at the time of operation and any problems will be promptly reported and repaired prior to any further use of that piece of equipment.
- Prior to the implementation of any Pest Management Measure, Operators will assess the current weather conditions (e.g. temperature, precipitation and wind speed) in the treatment area to ensure the application is consistent with all applicable federal requirements. Short range weather forecasts for the Pest Management Area will also be monitored in order to ensure the efficacy of the chosen Pest Management Measure(s).
- As previously detailed in Section 3.2: Action Threshold(s), in order to reduce the impact on the environment and on non-target organisms, all Pest Management Measures will only be implemented after the relevant surveillance data has been assessed. This includes applying any pesticide that may result in a discharge to Waters of the United States, only when the appropriate action threshold(s) has been met. Additionally, in situations or locations where practicable and feasible for efficacious control, VDCI will use larvicides as the preferred pesticides for mosquito or flying insect pest control. In situations or locations where larvicide use is not practicable or feasible for efficacious control, VDCI may use adulticides for mosquito or flying insect pest control when the adult action threshold(s) has been met.

## Target Pest: Larval Mosquitoes

### Larviciding

Control of larval mosquitoes will be implemented whenever and wherever it is determined that mosquito breeding has reached unacceptable levels. VDCI will apply only EPA and State registered public health pesticides labeled for mosquito control only after the appropriate Action Threshold has been met. All larviciding activities will be properly logged, marked with GPS units, and entered in VDCI's GIS database.

**Source Reduction.** Although VDCI does not normally attempt large drainage projects, we often work closely with local agencies in identifying and rectifying such drainage problems. Our technicians will conduct inspections as needed to reduce the production of urban mosquitoes (primarily *Culex* and *Aedes* species) by educating homeowners about identifying and removing mosquito production sources to control backyard production.

**Biological Control of Larval Mosquitoes.** Biological control of mosquitoes may include the introduction or propagation of naturally occurring organisms such as birds, bats, fish, dragonflies, copepods and cannibalistic mosquito larvae. The introduction of non-native species such as *Gambusia affinis* (the mosquito fish) or *Pimphales notatus* (*fathead minnow*) may be undertaken where appropriate and legal. In many areas, however, the introduction of such non-native species is illegal and as such cannot be implemented. Native fish species, such as *Lepomis macrochirus* (Bluegill) may be utilized where appropriate, and legal, within the Pest Management Area.

**Pesticide Control of Larval Mosquitoes.** Pesticides are used to control larval mosquitoes when and where biological control agents are not feasible. Our program relies on the use of two types of bio-rational pesticides: products that contain biological agents such as *Bacillus thuringiensis var israelensis* (Bti) and *Bacillus sphaericus* (Bs), and products that contain methoprene. The most widely used and environmentally sound biological agent in the US is Bti. This larvicide became commercially available in 1978 and has become the larvicide of choice by VDCI.

Methoprene, an insect growth regulator (IGR), may be used in certain mosquito-producing areas where extended control is desired. These areas can be treated on a 30 to 150 day schedule once positive production is found. Control of mosquitoes found in tire piles, catch basins and other permanent water sites can be treated using methoprene. Methoprene-based larvicides may be used in briquette, granular, or liquid forms depending upon treatment needs and habitat type.

When mosquito larvae are detected in an area, and source reduction is not feasible, they will preferentially be controlled through the application of Bti. Depending upon the conditions present, granular, liquid or time-release formulations may be applied and pose little threat of resistance development. In addition, Bs or combination Bti/Bs larvicide applications may be utilized if VDCI determines that the conditions warrant it.

All larviciding will be conducted using a variety of equipment and methods as follows:

1. **Hand-Held Tanks and Spreaders** are used where power equipment is unavailable or unnecessary. Tire piles, swimming pools, artificial containers, backyards, etc. will be treated with this type of equipment.
2. **Backpack Sprayers** are used in intermediate-sized treatment areas and areas that are not accessible to ATVs or trucks.
3. **Power Sprayers and Spreaders** are mounted on All Terrain Vehicles (ATV) or trucks. The chemical tanks hold from 5 to 100 gallons of pesticide. These mechanisms can be used with many types of larvicide and in most habitat types, such as ditches, swales, ponds, etc.
4. **Aerial Application**, as necessary, will be accomplished using an aircraft when areas too large for other applications are involved. Pastures, orchards, rice fields, swamps and large backwater areas can be treated quickly and efficiently with the proper utilization of air power.

### **Control of Mosquito Pupae**

Once a mosquito enters the pupal stage of its life cycle, most larvicides are no longer effective due to their respective modes of action. When mosquito pupae are located during inspections, VDCI will use Agnique MMF (Mono-molecular Film), in liquid or granular form, as its primary control product.

### **Target Pest: Adult Mosquitoes**

#### **Ground Adulticiding**

Chemical control of adult mosquitoes will be used whenever and wherever it is determined that the mosquito population has reached unacceptable levels and adult surveillance Action Threshold(s) have been met. Surveillance, source reduction, larviciding, and public education are used to reduce the quantity, and application frequency, of adulticides that are needed. However, the end result of integrated mosquito management is often the application of adulticides. VDCI applies only EPA and State registered public health pesticides that contain active ingredients labeled for mosquito control such as pyrethrin, resmethrin, permethrin, deltamethrin, bifenthrin and naled. All products applied for the control of adult mosquitoes will be approved and agreed upon by each government agency we work for.

Pesticides are mixed, and spray equipment calibrated, so that the proper application rates are consistently achieved. All hand-held, ATV-mounted, truck-mounted and aerial adulticide equipment is calibrated and droplet size (MMD) tests are conducted routinely to insure the most efficient kill rates with each application.

VDCI uses only the most up-to-date truck and ATV-mounted ULV application equipment. All trucks are equipped with GPS tracking units capable of delineating the spray routes of each vehicle. Detailed GIS maps, graphically illustrating the application data, are produced after each spray operation and included in our routine reports.

In addition to ULV adulticide applications, VDCI will also use "barrier" treatments to aid in the abatement of adult mosquitoes. Barrier treatments are the precise application of residual pesticides

containing active ingredients labeled for mosquito control, such as deltamethrin and bifenthrin, to mosquito resting locations and harborage areas. These barrier applications are made by either hand held sprayers, or more often, through the use of backpack application equipment.

### **Aerial Adulticiding**

In situations where large scale adult mosquito control is necessary, such as public health emergencies or extreme nuisance mosquito outbreaks, VDCI may conduct aerial adulticide applications with fixed-wing aircraft. VDCI's aerial personnel are trained to meet or exceed all applicable safety, operational and licensure requirements in accordance with the Federal Aviation Administration (FAA), Federal Environmental Protection Agency (EPA), and State and local agencies. All of VDCI's aircraft and aerial application equipment is maintained, calibrated, cleaned and repaired to the strictest standards in order to ensure the safety of our operators, residents and the environment. Night vision goggles are used by our flight crews on all nighttime spray missions.

### **– Visual Monitoring Requirements**

During any pesticide application, or post-application surveillance, all Operators will, when considerations for safety and feasibility allow, visually assess the area to and around where pesticides are being, or have been, applied for possible and observable adverse incidents, as defined in the PGP Appendix A, caused by application of pesticides, including the unanticipated death or distress of non-target organisms and disruption of wildlife habitat, recreational or municipal water use.

## SECTION 5: Response Procedures

### 5.1 *Spill Response Procedures*

#### 5.1.1 Spill Containment

All employees are trained annually on spill prevention and response as detailed in VDCI's Health and Safety Plan, Sections 2.2 Health and Safety Training, 2.3 Personal Protective Equipment, 2.4 Other Safety Equipment, 2.6 Loading and Filling Operations, and 2.7 Pesticide Spill Cleanup. All spills should be immediately isolated to the smallest possible area.

Large spills are considered to be the accidental discharge of any pesticide in Reportable Quantities as designated pursuant to Section 311 of the Clean Water Act. Generally, all spills are reportable if there is any potential for harm to human health or the environment from the spill, or if the spill occurs in an area frequented by the public. In the instance of a Reportable Spill, technicians will contact 911 to notify Hazmat Unit; contact VDCI's Safety Director at (318) 372-4073; wear protective clothing as indicated on the pesticide label; isolate the contaminated area and keep people away; and wait for Hazmat Unit to arrive.

Small spills are generally considered to be the accidental discharge of any pesticide in non-reportable quantities. A spill is typically not reportable when it does not result in pesticide lost to the environment, and there is no threat to air, soil, or water, such as when it occurs on a concrete floor, or in an enclosed area, and can be removed by proper spill clean-up procedures. In these instances, spills will be remediated using the following procedures: Technicians will wear protective clothing indicated on the pesticide label during the entire cleaning process; Isolate the contaminated area and keep people away from the spill; Soak up the spill by spreading an absorbent material (e.g., vermiculite) over the entire spill; Collect all contaminated materials and place them into labeled heavy duty hazardous materials bags for disposal; Clean area with water and detergent and remove residues with additional absorbent material which is placed in labeled hazardous materials bags; Decontaminate the area using chemical wipes and place used wipes in labeled hazardous materials bags; Clean up contaminated vehicles and equipment; Dispose of all contaminated materials in labeled hazardous materials bags.

#### 5.1.2 Spill Notification

As detailed in VDCI's Health and Safety Plan, Section 2.7 Pesticide Spill Cleanup, all spills will be reported to the Contract Supervisor and all spills of reportable size will be reported to the VDCI Safety Director who will either report the spill to all appropriate agencies personally, or will direct the supervisor on-site to do so. In the state of Idaho, spills of reportable size (pursuant to Section 311 of the Clean Water Act), will be reported within 15 minutes to both:

- National Response Center (NRC) at 1-800-424-8802
- StateComm (part of Idaho's DHS) at 1-800-632-8000

Additionally, in any emergency situation, all employees are trained to call 911 immediately.

## **5.2 Adverse Incident Response Procedures**

### **5.2.1 Responding to an Adverse Incident**

An Adverse Incident is when non-target plants, animals or wildlife in waters of the US suffer a toxic or adverse effect as a result of exposure to a pesticide application. Toxic or adverse effects include effects that are not identified or described on the pesticide product label or are not expected to be present.

Although some degree of impact to non-target species may occur and may be acceptable during the course of normal pesticide application, immediately observable signs of distress or damage to non-target plants, animals and other macro-organisms within the treatment area may warrant concern for a possible adverse incident related to a discharge of pesticides during the application. During a visual inspection, Operators will look for distressed or dead juvenile and small fish, washed up or floating fish, fish swimming abnormally or erratically, fish lying lethargically at the water surface or in shallow water, fish that are listless or nonresponsive to disturbance, the stunting, wilting, or desiccation of non-target submerged or emergent aquatic plants, and other dead or visibly distressed non-target organisms including amphibians, turtles, and macro-invertebrates. These observations will be noted unless they are deemed not to be aberrant.

In the event an applicator observes or is made aware of an Adverse Incident that may have resulted from the application of their pesticide application, they will immediately notify the appropriate individuals, as outlined in Section 5.2.2 and complete an Adverse Incident Report (see Attachment D).

### **5.2.2 Notification of an Adverse Incident**

Upon observing or being made aware of an Adverse Incident, the following information will be immediately noted and reported:

- The caller's name and telephone number.
- Permittee name and mailing address.
- Permit number from Notice of Intent
- The name and telephone number of a contact person.
- How and when you became aware of the Adverse Incident.
- Description of the Adverse Incident identified and the location.
- The U.S. EPA pesticide registration number for each product applied in the area of the Adverse Incident.
- Description of any steps taken or to be taken to correct, repair, remedy, clean up or otherwise address any adverse effects.

Adverse Incident Contact List:

**1. Internal Decision-maker:**

Company or Organization Name: Vector Disease Control International, LLC  
Name: Robert A. Loe  
Address: 7550 Dry Ridge Road  
City, State, Zip Code: Teton, ID 83452  
Telephone Number: 800-413-4445  
Email address: aloe@vdc.net  
Fax number: 866-839-8595

**2. Permitting Agency:**

Company or Organization Name: US EPA, Region 10  
Name: Dirk Helder  
Address: Idaho Operations Office; 1435 N. Orchard St  
City, State, Zip Code: Boise, ID 83706  
Telephone Number: 208-378-5749  
Email address: helder.dirk@epa.gov  
Fax number:

**3. Hazardous Chemical Responder:**

Company or Organization Name: Teton County Fire District  
Name: Bret Campbell, Fire Chief  
Address: 911 E. Hwy 33  
City, State, Zip Code: Driggs, ID 83422  
Telephone Number: 208-354-2760  
Email address: bcampbell@tetoncountyfire.com  
Fax number: 208-354-2760

**4. Emergency Medical Facility:**

Company or Organization Name: Teton Valley Hospital  
Name:  
Address: 120 Howard Ave  
City, State, Zip Code: Driggs, ID 83422  
Telephone Number: 208-354-2383  
Email address:  
Fax number:

## **SECTION 6: Documentation to Support Eligibility Considerations under Other Federal Laws**

If applicable, a copy of the required documentation for any discharges to waters of the United States containing National Marine Fisheries Service (NMFS) Listed Resources of Concern, as defined in the PGP is included in Attachment C.

## SECTION 7: Plan Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the application of pesticides, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 8: PDMP Plan Modifications

This Pesticide Discharge Management Plan (PDMP) will be modified when necessary to address any of the triggering conditions for corrective action or when a change in pest control activities significantly changes the type or quantity of pesticides discharged, such as timing of the project, changes in personnel, updates to site maps, etc. Changes to the PDMP will be made before the next pesticide application that results in a discharge, if possible, or if not, no later than 90 days after any change in pesticide application activities. The revised PDMP will be signed and dated.

Reference Attachment E, F, and/or I.

## SECTION 9: PDMP Availability

A copy of the current PDMP, along with all supporting maps and documents, will be retained on file at the address provided on the cover of this document.

The PDMP and all supporting documents will be readily available and provided to, upon request, and copies of any of these documents provided, upon request, to EPA; a State, Territorial, Tribal, or local agency governing discharges or pesticide applications within their respective jurisdictions; and representatives of the U.S. Fish and Wildlife Service (USFWS) or the National Marine Fisheries Service (NMFS).

Certain Confidential Business Information (CBI), as defined in 40 CFR Part 2, may be withheld from the public provided that a claim of confidentiality is properly asserted and documented in accordance with 40 CFR Part 2; however, CBI will be submitted to EPA, if requested, and will not be withheld from those staff within EPA, FWS, and NMFS cleared for CBI review.

## ATTACHMENTS

Attachment A – General Location Map

Attachment B – Pesticide General Permit

Attachment C – NOI and Acknowledgement Letter from EPA/State

Attachment D – Adverse Incident Report

Attachment E – Corrective Action Log

Attachment F – PDMP Amendment Log

Attachment G – Subcontractor Certifications/Agreements

Attachment H – Delegation of Authority

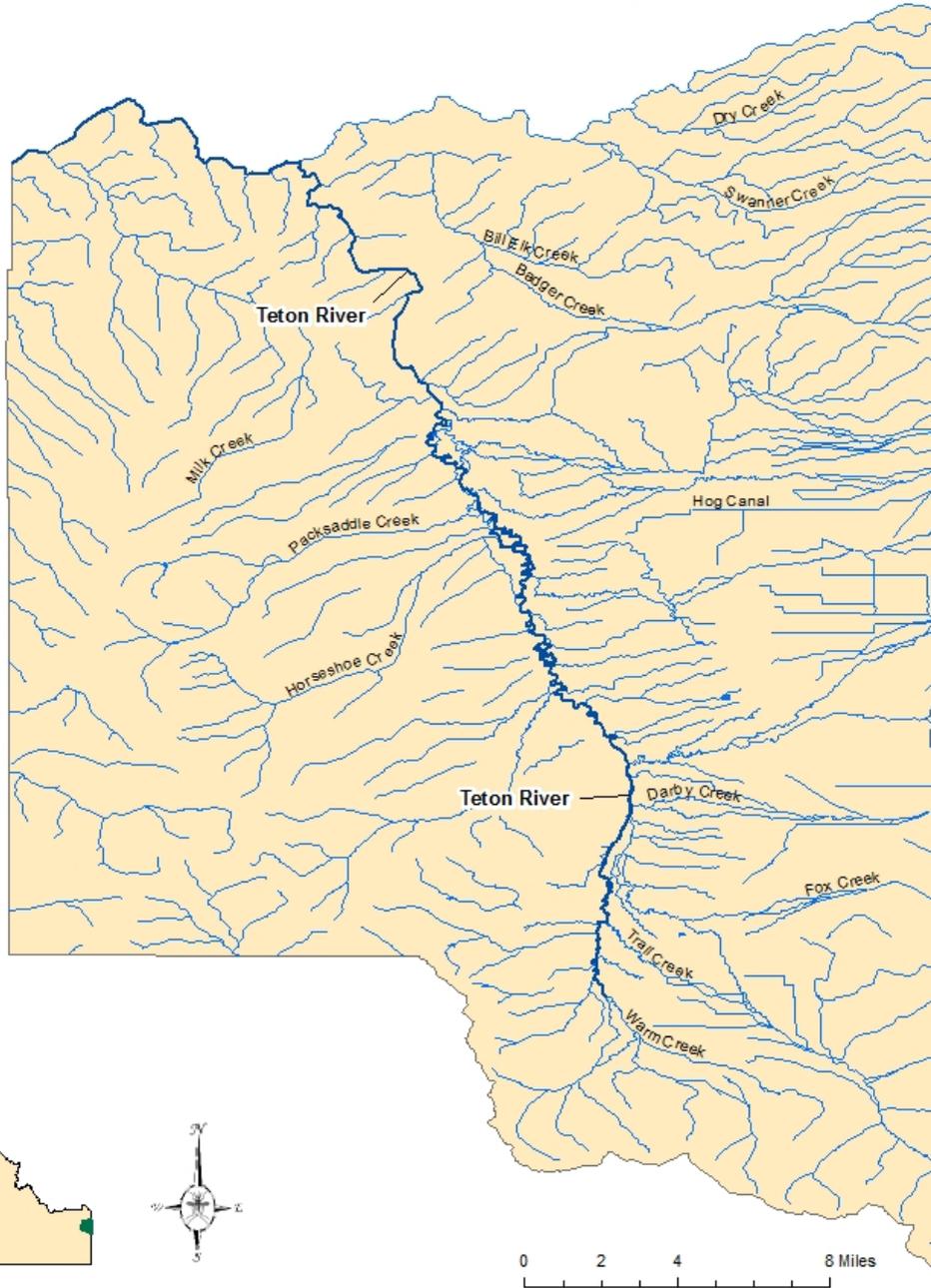
Attachment I – Seasonal Applicators

Attachment J – Annual Reports and Other Record Keeping

## Attachment A – General Location Map

# Teton County, Idaho

## General Location Map



 Vector Disease Control  
1320 Brookwood Dr., Suite H  
Little Rock, AR 72202

These map products were developed for use by VDC for its internal purposes only and were not designed or intended for general use by members of the public. VDC makes no representation or warranty as to its accuracy, timeliness or completeness, and in particular, its accuracy in depicting property lines, contours, property boundaries or placement or location of any map features thereon. © 2012 VDC. All rights reserved.

# Attachment B – Pesticide General Permit

## Attachment C – NOI and Acknowledgement Letter from EPA/State

## Attachment D – Adverse Incident Report



# Attachment F – PDMP Amendment Log

Project Name:

PDMP Contact:

Amendment No.	Description of the Amendment	Date of Amendment	Amendment Prepared by [Name(s) and Title]

# Attachment G – Subcontractor Certifications/Agreements

## SUBCONTRACTOR CERTIFICATION PESTICIDE DISCHARGE MANAGEMENT PLAN

Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Decision-maker(s): \_\_\_\_\_

As a subcontractor, you are required to comply with the Pesticide Discharge Management Plan (PDMP) for any work that you perform for the above designated project. Any person or group who violates any condition of the PDMP may be subject to substantial penalties or loss of contract. You are encouraged to advise each of your employees working on this project of the requirements of the PDMP. A copy of the PDMP is available for your review.

Each subcontractor engaged in pesticide activities in the pest management area that could impact Waters of the United States must be identified and sign the following certification statement:

I certify under the penalty of law that I have read and understand the terms and conditions of the PDMP for the above designated project.

This certification is hereby signed in reference to the above named project:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of pesticide application service to be provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Attachment H – Delegation of Authority Form

## Delegation of Authority

I, **Greg Adams** (name), hereby designate the person or specifically described position below to be a duly authorized representative for the purpose of overseeing compliance with environmental requirements, including the Pesticide General Permit, for the **Teton County Mosquito Abatement District** project. The designee(s) is authorized to sign any reports, other documents required by the permit.

<u>Robert A. Loe</u>	<u>Daniel Markowski, PhD</u>
<u>Vector Disease Control International, LLC</u>	<u>Vector Disease Control International, LLC</u>
<u>7550 Dry Ridge Road</u>	<u>1320 Brookwood Drive, Suite H</u>
<u>Tetonia, ID 83452</u>	<u>Little Rock, AR 72202</u>
<u>800-413-4445</u>	<u>800-413-4445</u>

By signing this authorization, I confirm that I meet the requirements to make such a designation as set forth in Appendix B, Subsection B.11.A of EPA's Pesticide General Permit (PGP), and that the designee above meets the definition of a "duly authorized representative" as set forth in Appendix B, Subsection B.11.A.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the pest management area, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: **Greg Adams**

Company: **Teton County Mosquito Abatement District**

Title: **District Director**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment I – Seasonal Applicators

The Program hires seasonal, part-time applicators which change from year to year throughout the active mosquito-breeding season. Each year, the list of seasonal applicators will be updated and a copy maintained, on file, with the PDMP.

The following is a list of current seasonal applicators:

2012		
Applicator	Current License No.	State
Robert A Loe	48230	ID
Scott Bentz	53344	ID
Gabriel Faulk	51607	ID
Robert Gonzales	52540	ID
Jeff Haycock	51608	ID
Justin Huse	50618	ID
Richard Kearl	51729	ID
Cristy Manning	52515	ID
Kellie Metcalf	48737	ID
Joe Martinez	52613	ID
James Kelly McPeters	53239	ID
Vicki Monserrat	53125	ID
Jared Neff	50812	ID
Angela Nelson	53307	ID
Karl Nilsson	52429	ID
Daniel Orders	53124	ID
Adrian Ramos	32971	ID
Ray Reifschneider	49858	ID
Bryce Rhodehouse	51567	ID
Robert Skelton	53075	ID
Toby Timmons	51447	ID
Bryan Zwiebel	53130	ID



## Attachment J – Annual Reports and Other Record Keeping

The following is a list of records you should keep at your site and available for inspectors to review:

- Copies of Annual Reports
- Records as required in PGP Part 7.0, Record Keeping and Annual Reporting

# Teton County Ambulance Service District Minutes: April 11, 2016

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

## AGENDA

1. Approval available minutes
2. Fire District presentation
3. Teton Valley Health Care response to Fire District Proposal C
4. Discussion of ambulance options

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**COMMISSIONERS PRESENT:** Bill Leake, Kelly Park, Cindy Riegel

**OTHER ELECTED OFFICIALS PRESENT:** Fire District Commissioners Kent Wagener, Jason Letham, Scott Golden, Clerk Mary Lou Hansen, Prosecutor Kathy Spitzer

Chairman Leake called the meeting to order at 5:30 pm.

● **MOTION.** Commissioner Park made a motion to approve the minutes of March 28, 2016. Motion seconded by Commissioner Riegel and carried.

Chairman Leake said the Fire District's proposal to assume responsibility for the provision of ambulance services in Teton Valley was the result of last summer's realization that there was a \$140,000 shortfall in the Ambulance Service District (ASD) funding. Cash reserves had been used in the past to cover that shortfall, which is not sustainable. At that time, the Board had asked both the Fire District and the Hospital to provide solutions. The Fire District subsequently responded with three different options.

**FIRE DISTRICT.** Fire Commissioner Letham reviewed their Option C proposal, which would allow the hospital to keep one ambulance for patient transfers while the Fire District provides all emergency response ambulance services, with no increase to their current budget. This proposal allows for dissolution of the Ambulance Service District and its accompanying tax, for a savings of over \$500,000 annually. Fire's additional costs would be covered by the annual payment from Wyoming and from patient revenue.

Mr. Letham said the Fire District sees an opportunity to save taxpayers over \$500,000 annually while providing the same level of care and service. He said they have no intention of raising their tax by a single penny, nor of using any of their "foregone" amount.

The Fire District provided the following facts in response to various questions:

- All paramedics and EMTs have the exact same state and national licensing standards, regardless of whether they work for the Fire District or hospital
- The actual experience and proficiency varies from one EMT/paramedic to another regardless of who they currently work for
- Fire has 15 volunteer reserve firemen
- Fire has 21 paid staff, 18 live in Teton County
- Fire has 10 paramedics and 25 EMTs
- Fire could provide emergent patient transfer services if the hospital elected not to
- Non-emergent transfers would be provided via Mutual Aid Agreements with entities in Madison and Bonneville Counties
- Fire staff would welcome the opportunity to spend time working at the hospital
- Dispatchers determine whether Fire or Hospital ambulances should respond based upon the location of the call
- Fire responds to about 400 calls per year, 200 for EMS and 200 for fires

**HOSPITAL.** CEO Keith Gnagey had provided a written response to Option C (Attachment #1). He provided the following information in response to various questions:

- Hospital has 10 paramedics and 8 EMTs
- They respond to 500 calls per year so get far more practice
- Hospital absorbed the FY 2016 shortfall
- Hospital will guarantee to provide current level of service for the remaining years of the contract using only available ASD funding
- Majority of patient transfers are emergent
- Some staff would be laid off if the hospital lost the ambulance contract
- Teton is unique in rural Idaho with a paid staff for fire and a paid staff for ambulance, and a small, successful hospital
- During FY 2015, Fire responded to 160 ambulance calls and Hospital responded to 333
- Losing the ambulance service will hurt the hospital, but not due to a dollar impact

**DISCUSSION OF OPTIONS.** Commissioner Riegel said there seemed to be a lot of community mistrust about how the Fire District is spending their money. She questioned whether that mistrust is justified. She believes the Fire District could provide ambulance services, but doesn't think the community is ready for a transition.

Commissioner Park said the contract should not be changed. If the contract continues, said Commissioner Riegel, there clearly must be some changes in the hospital/Fire relationship. She wondered if Fire could continue to staff two ambulances without the current \$140,000 payment, which would allow the Ambulance District to reduce its taxes, and hospital payment, by \$140,000.

Chairman Leake said it's very common to combine EMS and Fire services within a single agency, both in Idaho and across the country. He agreed with Mr. Gnagey that Teton County residents pay significantly more for fire and ambulance services than similar-sized counties, and said the Fire proposal would reduce those costs by \$540,000 annually.

Commissioner Riegel said the hospital is a critical component of the County's economy and she wants to be very sure about what would happen to the hospital without the ambulance contract. She also wants to be very sure that the Fire District budget is as efficient as possible.

Fire Chief Brett Campbell said their budget has been relatively flat for the last five years, which is why they have accumulated a significant foregone amount. He pointed out that transferring ambulance responsibilities to the Fire District would make them even more efficient. They are statutorily prohibited from increasing their taxes by more than 3% per year.

Chairman Leake said there seemed to be a need for further research into the finances and impacts to both organizations before the Board would be ready to make a decision. He suggested that some "decision criteria" be identified at a future meeting.

● **MOTION.** At 8:20 pm Chairman Leake made a motion to continue the Ambulance Service District meeting at 4:30 pm on Tuesday, April 12. Motion seconded by Commissioner Riegel and carried.

## **MINUTES: April 12, 2016 continuation of April 11 meeting**

Chairman Leake called the meeting back to order at 4:30 pm.

**COMMISSIONERS PRESENT:** Kelly Park, Bill Leake, Cindy Riegel

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

Chairman Leake said last night's meeting ended with a general agreement to continue the discussion in order to identify possible "decision criteria." However, he now believes it might be more helpful to create a list of questions needing answers before the Board is able to make an informed decision. Commissioner Park said the Board must beware of unintended consequences of canceling the hospital's ambulance contract.

The Board agreed their two major concerns were whether the Fire District could successfully provide ambulance services and whether there would be unacceptable negative impacts to the hospital. They developed the following list of questions and items to research:

1. Review annual financial audits and budget summaries from the TCFPD and TVHC for FY 2014 and FY 2015.
2. Review 10 years' tax revenue provided to TVHC and the TCFPD.
3. Obtain revenue data from TVHC showing the amount the hospital collects from patients for ambulance services provided.
4. Review logistics on how calls are handled by TVHC/ TCFPD in various scenarios.
5. Review the organizational structure of the TCFPD and TVHC and what each ambulance service person does and what would happen if they were not there.
6. TVHC says they would be hurt if they lost the ASD contract to run ambulance services. A true understanding of what that means and how it would affect the hospital's viability and economic development in the community is needed.
7. Can the hospital lose part or all of the ASD payment and remain a viable "critical care" hospital over the long term?
8. What is the healthcare impact to the community, if any, if ambulance services are absorbed by the TCFPD and the ASD is dissolved?
9. TVHC sent questions over to the TCFPD which need to be obtained from the hospital and reviewed.
10. Examine the efficiency of employees of TVHC and TCFPD and how they are utilized.
11. Review the TVHC/ TCFPD staffing structure, how that works around the clock, and their emergency procedures.
12. If awarded the ambulance service contract, can the TCFPD provide the same level of current service and quality of care within their budget without having to raise their mil levy rate or collect foregone taxes?
13. If the ASD did not exist, what is the entity in charge's obligation to keep providing ambulance services from here on out?
14. Legally, should this go out to bid?

The Board decided to visit with hospital and fire staff individually during the next few weeks, rather than as part of a scheduled meeting. The next Ambulance Service District board meeting is tentatively scheduled at 5:30 pm on Monday, May 9.

Mr. Gnagey provided a FY2015 report of Ambulance Run Types and charges (Attachment #2).

● **MOTION.** At 5:35 pm Commissioner Park made a motion to adjourn and reconvene as the Board of County Commissioners. Motion seconded by Commissioner Riegel and carried.

\_\_\_\_\_  
Bill Leake, Chairman

ATTEST: \_\_\_\_\_  
Mary Lou Hansen, Clerk

Attachment: #1 Keith Gnagey letter and supporting documentation

# Board of Teton County Commissioners

## MINUTES: March 21, 2016

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

**3:00 MEETING CALL TO ORDER** – Bill Leake, Chair

*Amendments to Agenda*

**EXECUTIVE SESSION** – for Personnel & Legal per IC 74-206(1)(b) & (f)

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**COMMISSIONERS PRESENT:** Kelly Park, Bill Leake, Cindy Riegel

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

Chairman Leake called the meeting to order at 3:05 pm.

● **MOTION.** Chairman Leake made a motion to go into Executive Session to discuss personnel and legal issues pursuant to Idaho Code 74-206(1)(b) & (f). Motion seconded by Commissioner Park and a roll call vote showed all in favor. The Executive Session ended at 4:51 pm.

Chairman Leake said the Board had discussed two pending legal cases plus personnel matters related to the resignation of Planning Administrator Jason Boal. He is leaving at the end of May to become the City of Victor Planning Administrator.

The Board briefly discussed options for possible re-allocation of the Planning Administrator's supervisory duties and decided to continue their discussion on May 9.

● **MOTION.** At 4:55 pm Commissioner Park made a motion to adjourn. Motion seconded by Commissioner Riegel and carried.

\_\_\_\_\_  
Bill Leake, Commissioner

ATTEST \_\_\_\_\_  
Mary Lou Hansen, Clerk

# Board of Teton County Commissioners

## MINUTES: April 25, 2016

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

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

9:05 TIGER GRANT SUPPORT LETTER

BOARD OF EQUALIZATION *if necessary*

Property Exemption Applications

1. Agricultural – Landownership 5 Acres or Less
2. Non-Profits

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

9:45 THE DEVELOPMENT GROUP – Ted Hendricks

PLANNING AND BUILDING – Jason Boal

1. Recreation
  - a. Work Plan
2. Land Use Development Code
3. County Provided Property Inquiries
4. Parcel Rectification Ordinance Update
5. Survey Review MOU – City of Driggs

PUBLIC WORKS – Darryl Johnson

1. Solid Waste
  - a. Landfill Cap Post Closure Plan
  - b. Seasonal Help
  - c. Tipping Fee Waiver Forms
2. Road & Bridge
  - a. Gravel Crushing Contract
  - b. Magnesium Chloride Request for Bids
  - c. Road and Bridge Seasonal Truck Driver
3. Engineering
  - a. Packsaddle Road Offering Update
  - b. Smith Canyon Record of Survey
  - c. Cache Bridge State/Local Agreement
  - d. W6000S Wetland Mitigation Project
4. Facilities

11:45 TETON COUNTY JUVENILE PROBATION – Renee Leidorf - Quarterly Report

12:00 MISDEMEANOR PROBATION & TETON DRUG COURT ADMINISTRATION

1:00 PUBLIC HEARING – Continuation 4-11-16 Hearing for new fees (Adopt Resolution 2016-0425)

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

1. Approve Available Minutes
2. Other Business
  - a. Beer & Wine Licenses, if any
  - b. Polling Place Accessibility Grant
  - c. START Board Appointment Letter
  - d. Response to Public Inquiries
  - e. Communication Update
3. Committee Reports
4. Claims
5. Executive Session as needed per IC74-206(1)

ADJOURNMENT

**COMMISSIONERS PRESENT:** Bill Leake, Cindy Riegel, Kelly Park

**OTHER ELECTED OFFICIALS PRESENT:** Prosecutor Kathy Spitzer, Assessor Bonnie Beard, Treasurer Beverly Palm

Chairman Leake called the meeting to order at 9:00 am and led the Pledge of Allegiance.

## **TIGER GRANT SUPPORT LETTER**

Teton County Wyoming is applying for a grant to complete the START Bus Regional Transit Project and implement a Bike Share program in Teton County, Wyoming. They are asking the Board to sign a letter of support of this grant. All three commissioners concur with signing the support letter (Attachment #1).

## **BOARD OF EQUALIZATION** (Attachment #2)

● **MOTION.** Commissioner Park made a motion to approve agricultural exemptions for the following parcels pursuant to IC 63-604/605:

RP05N45E356003  
RP06N45E110600A  
RP04N45E312404  
RP04N45E033800  
RP05N46E170653

Motion seconded by Commissioner Riegel and carried unanimously.

All other such exemption requests were denied because no proof of income was provided. The Board asked that the form be updated for next year in order to be very clear about what documentation is required as proof of agricultural income.

● **MOTION.** Commissioner Park made a motion to approve the following Non-Profit exemption requests pursuant to IC Title 63-602: American Legion, Brigham Young University-Idaho, Calvary Chapel, ECIPTDA, EICAP, Family Safety Network, LDS Church, National Outdoor Leadership Schools, Roman Catholic Diocese, Teton Arts Council, Teton Science School/Teton Valley Community School (Victor), Teton Valley Bible Church, Teton Valley Humane Society and Teton Valley Museum Foundation. Motion seconded by Commissioner Riegel and carried unanimously.

## **OPEN MIC**

Harley Wilcox suggested the Recreational Planner speak with the Fair Board and outfitters and that a work group be created to understand the extent of the unbuildable parcel problem.

Sid Kunz asked when taxpayers would be refunded their \$60 per parcel fee.

## **PLANNING & BUILDING**

Planning Administrator Jason Boal reviewed his bi-monthly update (Attachment #3).

**RECREATION.** The Board discussed the Recreation Program memo provided (Attachment #4). Recreation Planner Sven Taow has been actively communicating with many individuals and organizations and has received a positive response. He says a major request from many folks is for a single website where people can learn about and perhaps sign up for all sports and recreation programs. He is seeking grants to fund such a website and will collaborate with the Chamber of Commerce to provide suggestions regarding a separate website being created for tourism. Mr. Taow has found quite a few grant opportunities available through Idaho Department of Parks & Recreation, but all the grants require some kind of match. Chairman Leake believes the County has a lead role in implementing the Recreation and Public Access Management Plan mainly to coordinate and collaborate, not to take on all capital improvements. He suggested establishing a council to facilitate communication and cooperation between individuals and organizations involved in recreation. The Board asked Mr. Taow to compile a contact list of entities, form MOU's with the cities, work with the Chamber so there is no overlap and continue to pursue the possibility of creating a website for residents to learn about and sign up for local recreational activities.

Mr. Boal would like the Recreational Planner position to become a full-time position. Commissioner Riegel feels this position could be 30-40 hours a week depending on the specific tasks assigned. The Board discussed the possibility of hiring a graduate student next summer to study the economic impact of recreation in Teton Valley.

**PARCEL RECTIFICATION ORDINANCE UPDATE.** The PZC held a public hearing regarding the proposed ordinance on April 12 and encountered misunderstanding from both the public and the PZC. Therefore, Mr. Boal suggested developing a comprehensive ordinance explaining both the issue and solution and provided a draft document for the Board's review. Chairman Leake said members of the public would like to provide input. Mr. Boal said delaying an ordinance will delay applicants currently awaiting a building permit. The proposed ordinance is a tool to provide relief to parcel owners that had an anticipation of a residential building permit for their parcel but still have to go through an approval process.

**SURVEY REVIEW MOU.** Mr. Boal would like to make a minor change to the MOU in order to replace the 15% administrative fee, with a flat fee of \$30.

- **MOTION.** Commissioner Riegel made a motion to approve the updated fee associated with the Teton County – City of Driggs Interagency Agreement for survey review services. Motion seconded by Commissioner Park and carried unanimously. (Attachment #5)

## **PUBLIC WORKS**

The Board reviewed the bi-monthly update provided by Public Works Director Daryl Johnson (Attachment #6).

Mr. Johnson explained that a post-closure plan must be prepared after the lysimeter pad is installed and a final certification and summary report is submitted to DEQ. He recommended amending the County's contract with Forsgren Associate to include this plan.

- **MOTION.** Commissioner Park made a motion to approve the Forsgren Associates amendment to the engineering agreement for Post Closure Plan in the amount of \$10,000. Motion seconded by Commissioner Riegel and carried. (Attachment #7)

- **MOTION.** Commissioner Park made a motion to approve the community cleanup tipping fee waivers as requested by the cities of Driggs, Teton and Victor for the dates listed on their waiver forms. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #8)

- **MOTION.** Commissioner Park made a motion to award the gravel crushing contract to the low bidder, Edstrom Construction, at a cost not to exceed \$144,941. Motion seconded by Commissioner Riegel and carried.

Mr. Johnson has received an application for road vacation/abandonment/addition in the Packsaddle road area. The application requires the County to hold public hearing, which will be held June 13 at 6:00 pm.

The Smith Canyon Record of Survey survey memorializes a 50-foot right-of-way through the corridor. Chairman Leake noted that a barn appears to be located at the 25' mark, which seems too close. Mr. Johnson will have the line shifted so that the barn, plus a well, are located outside of the right-of-way.

- **MOTION.** Commissioner Park made a motion to approve the LHTAC State/Local Agreement for reconstruction of the Cache Bridge on Packsaddle Road and submit the required \$4,000 deposit. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #9)

Mr. Johnson feels the most beneficial wetlands mitigation related to the W6000S reconstruction project would be on the Woolstenhulme property. The Board agreed and asked Mr. Johnson to obtain a signed agreement from the property owners so that design can move forward.

## **TETON COUNTY JUVENILE PROBATION**

JPO Renee Liedorf reviewed her quarterly report (Attachment #10).

## MISDEMEANOR PROBATION & TETON DRUG COURT ADMINISTRATION

Shay Plaggman and Ryan Brown from Tri-County Probation, along with Magistrate Judge Jason Walker, Trial Court Administrator Burt Butler, Deputy Prosecutor Chris Lundberg and Juvenile Probation Office Renee Liedorf met with the commissioners to discuss the future of Teton County's probation.

Judge Walker supports a county-based probation office, or continuing with Tri-County, provided the service is properly run and fiscally responsible. If the county operates its own misdemeanor probation program, Drug Court coordination services could continue being provided through Tri-County, or else by a different contractor. Judge Walker said other factors, including the declining number of probationers, should be considered. He wondered if a combined misdemeanor and juvenile probation department could allow for cross-training and case-load balancing. He believes Ms. Liedorf is currently being under-utilized due to her small case load.

Mr. Brown provided a brief history of Tri-County Probation services, budget and drug testing lab (Attachment #11). If Teton continues with Tri-County for FY 2017, he said the County's contribution would be \$58,265, which compares to the \$67,000 paid this year. Tri-County also receives all fees paid by Teton probationers.

The Board said they would prefer a probation officer residing in Teton County since the current situation results in the Tri-County officer occasionally being paid for up to 4 hours a day commute time. The Board would also like a resident officer in order to assist the JPO when needed and provide a presence in local schools. If Tri-County can provide a resident probation officer, the Board is willing to remain a partner.

The group agreed that Tri-County should either hire a Teton County resident, or find an existing employee willing to move. The Board decided to continue with Tri-County for FY 2017, with the expectation of changes being implemented during the next 6-12 months. They asked Ms. Liedorf and Mr. Lundberg to prepare a document itemizing the issues and concerns requiring improvement. Commissioner Park will direct any feedback regarding the current probation officer to the Tri-County Board. The Board would like to meet with Tri-County representatives again within a few months to discuss progress towards the desired improvements. If significant improvements are not in place by February 2017, the Board will reconsider the idea of the County having a stand-alone probation program.

1: 36 pm **PUBLIC HEARING** (*Continuation of 4-11-16 hearing for new fees*)

The Board continued discussion of the three new fees being proposed: Demolition Permit, Re-Roofing Permit and Parcel Inquiry. Commissioner Park opposes the demolition fee because folks will also be charged a fee when demolition items are delivered to the transfer station. Furthermore, he does not perceive any need for an inspection to occur to be sure the demolition is properly done. Solid Waste Supervisor Saul Varela described the concerns related to hazardous waste materials. He said the County becomes liable for all materials accepted at the transfer station. Chairman Leake supports the permit, but not the fee. Commissioner Riegel believes there should be at least a \$25 fee in order to hold the owner accountable for following the proper process and cover some of the cost.

- **MOTION.** Chairman Leake made a motion to institute a demolition permitting process with no fee. Motion seconded by Commissioner Park and carried with Commissioner Riegel opposed due to the lack of a fee.
- **MOTION.** Commissioner Riegel made a motion to add a new \$50 re-roofing fee to the Teton County Fee Schedule effective April 25, 2016. Motion seconded by Chairman Leake and carried with Commissioner Park opposed.
- **MOTION.** Commissioner Riegel made a motion to add a new \$150 property inquiry fee to the Teton County Fee Schedule effective April 25, 2016. Motion seconded by Chairman Leake and carried with Commissioner Park opposed.

The public hearing ended at 2:35pm.

● **MOTION**. Commissioner Riegel made a motion to approve Resolution 2016-0425 updating the County Fee Schedule effective April 25, 2016 by adding a re-roofing permit fee of \$50 and a property inquiry fee of \$150. Motion seconded by Chairman Leake and carried with Commissioner Park is opposed. (Attachment #13)

The Board agreed that the current 8-hour per week planning clerk position should become a full-time position and be funded within the existing budget.

## **ADMINISTRATIVE**

● **MOTION**. Commissioner Park made a motion to approve the minutes of April 11, continuation minutes of April 12 and special meeting minutes of April 18, 2016 as presented. Motion seconded by Commissioner Riegel and carried unanimously.

● **MOTION**. Commissioner Park made a motion to approve the application for a polling place accessibility grant. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #14)

● **MOTION**. Commissioner Park made a motion to approve beer and wine licenses for Huarache Mexican Restaurant LLC and Raven Golf Services LLC. Motion seconded by Commissioner Riegel and carried unanimously.

Executive Assistant Holly Wolgamott reviewed her communications update (Attachment #15).

The board agreed to support the START letter presented by Driggs Mayor Hyrum Johnson, as revised by Commissioner Riegel, to recommend Doug Self as an interim liaison to the START Board while working toward an application and approval process for an advisory board member from Teton County, Idaho.

Teton County Wyoming has come up with a list of items to discuss for the upcoming May 23 lunch meeting. Chairman Leake asked to add transportation to the list.

An emergency management drill will take place May 15 and Ms. Wolgamott would like to use social media by sending a practice communication to the public which would clearly state, "This is a Drill." Chairman Leake expressed concern that the public will misconstrue the information. Mr. Adams will be alerted to Chairman Leake's concerns.

**COMMITTEE REPORTS.** Chairman Leake attended the April 12 meeting of the Eastern Idaho Community Action Partnership where the Head Start program was discussed. Family volunteer hours are required for funding, but not enough parents are volunteering. He attended the April 21 meeting of the Teton Valley Business Development Center and said consolidation efforts are continuing to progress, with a June completion date expected. Funds have been requested from the Community Foundation to assist with legal expenses.

Commissioner Park attended a meeting of Tri-County Probation and a meeting of Five C Juvenile Detention. The 5C policy regarding accepting Federal juveniles has been changed because those clients have been too difficult to manage.

Commissioner Riegel attended the April 21 meeting of the Teton Water Users Association. This group was formed in response to ongoing discussions in the Henry's Fork Watershed Council meetings regarding aquifer recharge. They discussed irrigation practices and maintaining water longer in the valley.

Commissioner Riegel attended a Teton Area Advisory Forum meeting and discussed how TAAF might facilitate discussions between Teton County Idaho and Teton County Wyoming regarding housing and transportation. Regional Planning was also one of the topics.

● **MOTION**. At 4:15 pm Chairman Leake made a motion for Executive Session to discuss personnel matters pursuant to IC 74-206(1)(b). Motion seconded by Commissioner Riegel and roll call vote showed all in favor.

The Executive Session ended at 4:48 pm.

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

General .....	21,533.69
Road & Bridge.....	5,106.31
Court & Probation .....	339.51
Bonds .....	1,951.10
Elections .....	146.30
Revaluation.....	9,160.00
Solid Waste.....	9,669.40
Weeds .....	38.06
911 .....	3,650.00
Ambulance.....	114.24
Fair Board.....	7,214.25
<b>TOTAL .....</b>	<b>\$58,922.86</b>

● **MOTION.** At 5:12 pm Commissioner Riegel made a motion to adjourn. Motion seconded by Commissioner Park and carried unanimously.

\_\_\_\_\_  
 Bill Leake, Commissioner

ATTEST \_\_\_\_\_  
 Mary Lou Hansen, Clerk

- Attachments: #1 Letter of Support for START grant  
 #2 Board of Equalization exemption requests  
 #3 Planning & Building update  
 #4 Recreation Program memo  
 #5 Survey Review MOU with City of Driggs  
 #6 Public Works update  
 #7 Amendment to Forsgren Associates contract for landfill cap services  
 #8 Tipping Fee waiver requests  
 #9 LHTAC contract for Cache Bridge on Packsaddle Road  
 #10 Juvenile Probation quarterly report  
 #11 Tri-County Misdemeanor Probation memo  
 #12 Memo re demolition and re-roofing permits  
 #13 Resolution 2016-0425 adopting revised county fee schedule  
 #14 Application for polling place accessibility grant  
 #15 Communications update

# Agreement for Remote Terminal Access

AGREEMENT made between Teton County, a political subdivision of the State of Idaho (“COUNTY”) and Pioneer Title Company of Bonneville County, LLC dba Pioneer Title Company of Teton County at 1655 Elk Creek Drive, Idaho Falls, Idaho 83404 (Physical & Mailing Addresses).

WHEREAS, the COUNTY maintains computerized records of Teton County real property assessments, transfers, tax records and Clerk’s recording.

WHEREAS, the USER desires to have use of such records in the conduct of their business operations and through remote terminal access, and

WHEREAS, the COUNTY desires to allow USER remote terminal access so long as all costs of such access are covered by USER.

COUNTY and USER agrees as follows:

1. **CONNECTIVITY.** USER shall install, at their own cost, the equipment necessary for internet access with static IP address, the client software needed to access the COUNTY network, the Client Access Licenses needed to access the COUNTY server and software programs. COUNTY agrees to provide access to USER location via terminal services, but COUNTY does not guarantee or make any representation whatsoever regarding the operation, availability or performance of the County system or network.

2. **COST.** USER shall pay to the COUNTY subscription fees as described below:

- 2.1 Access for each concurrent connection \$50 per month (\$600 annual\*).
- 2.1.1 Maximum of five (5) concurrent connections per physical location

*\*Note: Subscription fees must be paid annually. USER connection information is set forth in Exhibit A attached hereto and made a part hereof. USER shall be responsible for any other expense or cost directly attributed to USER.*

- 2.2 Onetime Setup Fee of \$100 per concurrent connection (included one computer setup).

- 2.2.1 Setup fee includes one-hour for setup time. Computers requiring additional time for setup will be billed by Teton County at \$100 per hour.

Following the initial setup of the concurrent connection(s), the authorized technical contact is allowed to install the client on other computers within the physical location to share the concurrent connection(s).

The COUNTY’S determination of cost shall be final and binding. In the event USER disagrees with COUNTY’S determination as to amounts owed by USER in connection with this Agreement, USER shall set forth the complaint or disagreement fully in writing and direct the complaint to COUNTY. COUNTY shall examine the complaint and make any necessary adjustments. In the event the USER’S complaint or disagreement cannot be resolved in this manner, COUNTY’S determination as to charges owed by USER will be final and binding.

3. **ACCESS.** The following data and information shall be made available to:

3.1 TITLE COMPANIES & REALTORS

- 3.1.1 Tax data access from Parcel Master
- 3.1.2 Recording information, by name, and by instrument number

COUNTY shall designate passwords for the individual USER. Access shall be given to USER from 7:00 a.m. to 7:00 p.m., seven days a week. COUNTY reserves the right to change the specified hours as needed and upon notification to USER.

- 4. TERMS. This Agreement shall be binding upon both parties from the date of installation through September of that year. Thereafter upon payment of subscription fees this Agreement shall be binding on both parties for a period of twelve (12) months. This Agreement shall renew for succeeding one (1) year terms with all terms, conditions, and covenants remaining in full force.
- 5. TERMINATION. This Agreement may be terminated immediately by COUNTY for breach of this Agreement by USER or for any security issue encountered by the COUNTY, and either party may terminate this agreement by one (1) day written notice of termination to other party.
- 6. USER DESIGNATED ACCESS PERSON OR PEOPLE. Each USER shall designate authorized users who shall be specifically trained to use the access service. It is the intent of the parties that each authorized user shall have single access service to limit the number of persons with knowledge of passwords.
- 7. DEFAULT.
  - 7.1 This Agreement is made upon the express condition that time and punctuality of performance of the conditions are of the essence and a material part of this Agreement. In the event of default, the non-defaulting party shall have any and all remedies as may be provided by the law including the right of immediate termination of the agreement.
  - 7.2 Should USER violate the terms of this Agreement, the COUNTY shall have the exclusive right to immediately terminate said USER from the system by deletion of USER'S passwords, or otherwise.
    - 7.2.1 MAILING LIST PROHIBITION: USER agrees not to use information obtained from County data for mailing or telephone lists. Nor shall USER allow any third parties to obtain information from their sites. Sharing of any information gathered with such an act shall constitute a material breach of the Agreement and allow the COUNTY immediate right to terminate the Agreement without further notice.
    - 7.2.2 ACCESSING PROHIBITED MATERIAL: USER agrees not to access any information other than that delineated in Paragraph 3. Accessing any information other than that provided in Paragraph 3 shall be considered a material breach of contract allowing COUNTY to terminate the Agreement without further notice.
    - 7.2.3 UNAUTHORIZED ACCESS: To maintain security, it is imperative that only authorized personnel be permitted to access COUNTY records. For purposes of this Agreement, "Authorized Personnel" is defined as current employees of USER who have received USER'S written authorization to access COUNTY records and whose names and company addresses have been provided to COUNTY\*. If any person(s) other than Authorized Personnel are permitted access by USER or through USER'S access password, USER will be considered in material breach of this Agreement.

*\*Note: The names and company addresses of all Authorized Personnel are set forth in Exhibit AB attached hereto and made a part hereof.*

8. **WARRANTY.** The parties do hereby expressly agree and acknowledge that the COUNTY makes no warranty or representation as to the accessibility, accuracy, correctness, current status of the records or otherwise. The COUNTY does hereby specifically disclaim all such representation, warranties, etc.
9. **SUCCESSOR AND ASSIGNS.** All covenants and agreements herein contained shall extend to and be obligatory upon USER'S successors and assigns.
10. **MISCELLANEOUS.** It is mutually agreed by and between the parties hereto that:
- 10.1 The paragraph captions in this Agreement are for convenience only and shall not in any way limit or be deemed to construe or interpret the terms and provisions hereof.
- 10.2 This Agreement shall be construed and enforced in accordance with the laws of the State of Idaho.
11. **MERGER.** This Agreement constitutes the entire agreement between the parties. There are no verbal agreements. Any modifications of this agreement must be in writing.
12. **COMPLIANCE WITH LAWS.** User agrees to comply with all federal, state, city, and local laws, rules and regulations.
13. **ATTORNEYS FEES.** In the event an action is brought to enforce any of the terms and/or covenant of this Agreement, the prevailing party shall be entitled to recover from the offending party all costs and expenses including, but not limited to reasonable attorney's fee, which the prevailing party may incur in such enforcement, or in pursuance of any remedy allowed by law, whether incurred by the filing of a suit or otherwise.
14. **NOTICES.** Notices shall be deemed given as of the date sent. Notices pursuant to this Agreement shall be given by personal delivery, email or through mail of the United States Postal Services, postage prepaid and addressed as follows:

**For USER:**

Pioneer Title Company of Bonneville County, LLC  
Dba Pioneer Title Company of Teton County  
1655 Elk Creek Drive  
Idaho Falls, ID 83404  
mgoddard@pioneertitleco.com

**For COUNTY:**

Teton County  
150 Courthouse Drive  
Driggs, ID 83422  
commissioners@co.teton.id.us

DATE: 5/3/16 USER: Pioneer Title Company

BY:   
Mike Goddard, Senior Vice President

APPROVED BY THE TETON COUNTY BOARD OF TETON COMMISSIONERS on \_\_\_\_\_.

By: \_\_\_\_\_  
Bill Leake, Chairman

Attest: \_\_\_\_\_  
Mary Lou Hansen, Teton County Clerk

# EXHIBIT A

Location Address of Connection: Pioneer Colo, Involta, 1450 S Eagle Flight Way, Boise, ID 83709 \_\_\_\_\_  
Administrative Contact Person: Mike Goddard \_\_\_\_\_  
Phone Number for Administrative Contact Person: 208-466-6100 \_\_\_\_\_  
E-Mail for Administrative Contact Person: mgoddard@pioneeritleco.com \_\_\_\_\_  
Technical Contact Person: Scott Miller, IT Director \_\_\_\_\_  
Phone Number for Technical Contact Person: 208-373-3760 \_\_\_\_\_  
E-Mail for Technical Contact Person: smiller@pioneeritleco.com \_\_\_\_\_  
Static IP Address: 204.228.222.100 \_\_\_\_\_

Please provide the following information for each person in USER Company who will be accessing COUNTY records through terminal services:

Name <i>(please print)</i>	Location Address
Wendy Nelson _____	1655 Elk Creek Drive, Idaho Falls, ID 83404 _____
Miranda McKinley _____	1655 Elk Creek Drive, Idaho Falls, ID 83404 _____
Jill Beck _____	1655 Elk Creek Drive, Idaho Falls, ID 83404 _____
Tyler Gunstream _____	100 10 <sup>th</sup> Avenue South, Nampa, ID 83651 _____
Dean Shafer _____	100 10 <sup>th</sup> Avenue South, Nampa, ID 83651 _____
_____	_____
_____	_____
_____	_____
_____	_____

NAVIGATE, llc  
WORKFORCE HOUSING SOLUTIONS

To: Teton Board of County Commissioners  
Holly Wolgamott, County Executive Assistant

From: Navigate, llc, Christine Walker

Subject: Housing Program Goals and Objectives – Scope of Work

Date: May 5, 2016

The attached scope of work has been prepared in response to the March 28, 2016 Teton County Board of Commissioners meeting regarding workforce housing. This scope of work proposes a collaborative process to assist the elected officials in establishing goals and objectives of a housing program for Teton County, Idaho.

Setting clear goals and objectives will assist in reducing the complexity of the issue, help in targeting resources on appropriate housing tools, and lay the groundwork for the organizational structure of a Housing Authority and its work plan.

Because of budget constraints, the scope of work recommends specific tasks to be performed by county staff, and to use data from the 2014 Western Greater Yellowstone Housing Needs Assessment (HNA).

The following process is proposed:

- Draft goals and objectives of a housing program compiled through interviews with regional elected officials;
- Refinement of goals and objectives through a facilitated work session with the regional elected officials; and
- A report of conclusions and recommendations based on outcomes of the work session.

We look forward to helping Teton County, Idaho define its affordable housing program and identify methods to strategically address the challenge.

Sincerely,



Christine Walker  
Navigate, llc

## **SCOPE OF WORK**

### **Task 1 - Draft Goals and Objectives**

We propose to compile a list of possible goals and objectives for a housing program in Teton County. The primary sources of data for this section will be interviews with elected officials and data from the Teton County, Idaho section of the 2014 Western Greater Yellowstone Housing Needs Assessment (HNA).

Navigate proposes to individually interview the Teton County Commissioners, and the Mayors and Town Councilors of Driggs, Victor and Teton. The intent is to understand the perspective and objectives of each policy maker in the region related to workforce housing. According to the Regional Housing Needs Assessment, workforce housing affects each entity in a different manner, learning more about the nuances of these differences helps to structure strategies to address the challenge in a collaborative and regional manner.

### **Task 2 - Refinement of Draft Goals & Objectives**

Navigate proposes to conduct a four hour work session with the regional elected officials to review and refine the draft goals and objectives compiled through the interview process. The intent is to reach consensus on the goals and objectives, to lay the foundation of a housing program and inform strategy recommendations.

### **Task 3 – Conclusions and Recommendations**

Based on the conclusions of the work session, Navigate will provide a draft report of the goals and objectives defined by the regional elected officials. The guidance from the work session will also inform specific recommendations about organizational structure of a Housing Authority and housing tools to achieve the desired outcomes of the housing program.

Navigate proposes to present the draft report at a workshop of the regional elected officials to allow for a question and answer session, and information gathered from the discussion will be included in a final report.

### **County Assistance**

County assistance is recommended with the following tasks:

- Interviews: provide contact information for the County Commissioners, Mayors and City Councilors of Driggs, Victor and Teton. Identify and make available a

suitable location to conduct interviews, and schedule the interviews on dates agreed upon in the kick-off meeting.

- Data on previous Housing Authority: provide available information on the decommissioned Housing Authority that may include:
  - Steps used to establish the agency,
  - Organizational structure.
  - Program goals and objectives, mission statement, strategic plans, guidelines, etc.,
  - Relationships and/or collaborations with public and private sector that may be beneficial to re-establish, and
  - Funding sources for the agency.
  
- Idaho Housing Authority Statutes: provide a memo from the Teton County Attorney summarizing statutes related to forming a county specific or regional housing authority.

## **Deliverables**

We propose to provide:

- A pre-interview packet including highlights from the Teton County, Idaho section of the 2014 Western Greater Yellowstone Housing Needs Assessment (HNA) and sample housing program goals and objectives from comparable communities;
- A pre-workshop packet including a summary of interviews, draft goals and objectives, and agenda for the workshop; and
- A final report with the agreed upon housing program goals and objectives and recommended strategies.

## **Kick-off Meeting**

Navigate proposes a kick-off meeting with the county staff member appointed to manage this contract. The purpose is to refine the project timeline, coordinate interviews and work sessions, and clarify tasks of county and Navigate.

## Budget

We propose a fixed fee contract not to exceed \$10,500. Our budget is based on hourly rates ranging from \$35 to \$100 per hour.

<b>Component</b>	<b>Cost</b>
<b>Draft Goals &amp; Objectives</b>	
Pre-Interview Packet	\$400
Interviews with elected officials (18)	\$3,600
Report of draft goals and objectives	\$800
<b>Refinement of Goals &amp; Objectives</b>	
Pre-work session packet	\$400
Work session with regional elected officials	\$1,500
<b>Conclusions and Recommendations (Report)</b>	\$3,000
<b>Meetings, Presentations, Management</b>	
Kick-off work session (conference call)	\$100
Draft Report Presentation (travel, meeting, prep)	\$400
Contract/project management	\$300
<b>Total</b>	<b>\$10,500</b>

If necessary, Navigate will conduct a second work session to refine the goals and objectives of elected officials in establishing a successful housing program. The cost for an additional work session is \$1,500.

## Timeline

The project is estimated to take 3 months from the kick-off meeting. The scheduling of interviews and work sessions affects this timeline.



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**FROM:** Teton County Planning & Building Administrator- Jason Boal  
City of Driggs Community Development Director- Doug Self  
City of Victor Planning & Zoning Administrator- Brittany Skelton

**TO:** Teton County Council of Governments

**RE:** Affordable Housing Steps Forward

**MEETING:** January 21, 2015

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In the last few months, there have been numerous conversations about Affordable Housing with many groups and individuals. Community Development & Planning staff from Driggs, Victor, and Teton County would like to have the opportunity to discuss the issue with the elected officials in Teton Valley and identify a unified approach moving forward.

**Where we are:**

I would like to first summarize some of the key “inputs” of this issue that have been presented/discussed over the last 10 years.

1. Housing Needs Assessment, 3/23/2007 (BBC Research & Consulting) -  
**What can the County do to address housing needs?**  
In the Recommendations section of the report, we suggest specific actions we believe the County and cities within the County should implement to address existing and future housing needs.
  - Action Item No. 1: Acquire and make land available for workforce housing development.
  - Action Item No. 2: Form a public housing authority at the County level.
  - Action Item No. 3: Incentivize developers to create workforce housing.
  - Action Item No. 4: Promote existing buyer resources and homebuyer counseling services.
2. Housing Needs Assessment, 9/29/2014 (Rees Consulting/WSW Associates/Frontier Forward/RRC Associates) - *This is taken from the larger region Housing Needs Assessment that was part of the Teton View Regional Plan for Sustainable Development.*

The following strategies are recommended to ensure that workforce housing is developed as a complement to community policies and aspirational values and is consistent with economic development, community character, environmental and quality of life goals.

9. Re-Establish a Housing Authority
10. Encourage Accessory Units
11. Enact Fee Waivers or Reduction for Affordable Housing units
12. Develop Entry Level Homeownership Opportunities
13. Work with Habitat for Humanity
14. Pursue Self Help Housing
15. Develop Apartments
16. Adopt Model Development Code
17. Create a Housing Rehabilitation/Weatherization Program
18. Concentrate Affordable Housing in Appropriate, Sustainable Areas

3. Comprehensive Plan- A Vision and Framework 2012-2030, Teton County ID-

<b>Economic Development:</b>		Pg. 6-14
<b>Where are we now?</b>	<b>Where do we want to go?</b>	<b>Tools</b>
Challenges to provide housing opportunities that match wages	Housing that can be attained by Teton Valley workers	Affordable/ Workforce Housing Program

<b>Economic Development:</b>		Pg. 6-15
<b>Key Actions</b>	<b>Participants</b>	<b>Timing</b>
Evaluate the need for affordable/workforce housing.	County Planning Teton County Housing Authority Commission	Within 2 years.

4. Comprehensive Plan- City of Driggs 2007-2020

**OBJECTIVE:** Provide a range of housing options that are affordable, safe and attractive.

**ACTIONS:**

- Participate with Teton County, Victor and Tetonia in the creation of a Housing Needs Assessment and Community Housing Plan;
- Adopt and help implement the Community Housing Plan;
- Amend the zoning ordinance to permit a wider variety of housing types;
- Amend the zoning ordinance to allow mixed-use and live-work development;
- Integrate affordable housing units spatially and aesthetically into the community;
- Enforce building codes;
- Revise the multi-family zoning standards and regulations to increase the options for density and housing types and to define the appropriate locations for each type of project so that existing neighborhoods are not adversely impacted from high density developments;
- Adopt design standards for multi-family developments;

5. Comprehensive Plan- City of Victor (Amended 2015)

Chapter 2

**HOUSING TRENDS**

Housing has become an issue in some part of the City as the availability of affordable housing for agricultural and service industry workers has been limited.

Chapter 14

**GOALS AND POLICIES**

Encourage an adequate number of housing units at price ranges affordable to the region's households and a variety in housing location.

- Policy No. 1: Encourage opportunities for a diversity of housing choices.
- Policy No. 2: Encourage development of high-quality housing that is safe, sanitary, attractive and affordable.
- Policy No. 3: Support the development and maintenance of affordable housing throughout the community. Support existing and new partnerships that encourage and provide for affordable housing as appropriate.
- Policy No. 4: Encourage the development of housing for those with special needs including but not limited to the elderly, mentally ill and disabled.
- Policy No. 5: Allow accessory-dwellings in appropriate areas throughout the City, subject to design standards, to encourage additional housing opportunities.
- Policy No. 6: Encourage upper-story housing in commercial area.
- Policy No. 7: Consider medium and high residential densities in areas where infill and redevelopment are encouraged.
- Policy No. 8: Consider a variety of residential densities in new neighborhoods.

- Policy No. 9: Encourage the restoration and improvement of homes in historic neighborhoods and homesteads
- Policy No. 10: Permit multifamily housing development only in the areas where central water and sewer can be extended.
- Policy No. 11: Encourage more Affordable Housing and promote home ownership through self-help programs.
- Policy No. 12: Encourage singlewide mobile homes to locate in mobile home parks.
- Policy No. 13: Continue supporting programs that promote repair and maintenance of existing housing stock.

6. Comprehensive Plan, A Panoramic View, 2010 City of Tetonia

Goal 1. Plan for moderate, stable growth consistent with the city’s vision and fiscal capability.

Objective 1. Provide adequate regulation and standards to implement city and impact area land use.

- Review and restructure land use in the city and impact area.
- Amend the zoning ordinance to implement the Comprehensive Plan Land Use Map.
- Organize Tetonia’s subdivision, zoning
- Revise the planned unit development regulations to encourage clustered development, which preserves a development parcel’s desirable open space and environmental features; and to provide development incentives for such preservation and for the inclusion of affordable housing.

7. Comprehensive Plan, 2012 Teton County WY-

“Ensure a variety of workforce housing opportunities exist so that at least 65% of those employed locally also live locally.”- Policy 5.4A

*Comment- Teton County Wyoming is depending on other entities/locations to provide 35% of their workforce housing.*

8. Workforce Housing Plan, 2015 Jackson/Teton County WY-

Context

Workforce housing is not a new challenge to the valley; for more than 30 years, employers, the government, housing organizations, and the private sector have come up with creative ways to house our community’s workforce.

Currently, 62% of the workforce lives in nearly 1,500 restricted units and free market housing.

Priorities

The Housing Action Plan represents a cooperative effort of public and private housing providers to identify and monitor housing needs, evaluate costs and benefits of various housing tools, and establish the roles various housing providers will play in meeting the community’s housing goals.

1. Establish a joint Town of Jackson/Teton County housing program.
2. Produce and adopt an annually updated 5-year Housing Supply Program that specifies the amount, type, and location of housing production and preservation projects that will be publicly funded and whose implementation is the focus of the new Housing Director.
3. Hire a Housing Manager focused solely on managing and enforcing public housing restrictions and coordinating access to housing programs.
4. Secure dedicated funding for workforce housing production and preservation.
5. Update zoning to allow, incentivize, and require development of workforce housing.

Timeline

- Establish the joint Jackson/Teton County Housing Authority.
- Hire the Housing Director.
- Appoint the seats on the Joint Authority Board and Housing Supply Advisory Board.
- Identify the Housing Manager
- Identify potential land appropriate for housing development in accordance with the Comp Plan.
- Develop the initial 5-Year Housing Supply Plan as part of the FY16-17 Budget proposal.

- Hire key staff and/or contractors needed to operate the Housing Supply Division.
- Consider allowing ARUs in all Town and County zones with limits on size and/or density.
- Update zoning in appropriate Comprehensive Plan subareas to find locations for density.
- Revise parking requirements to facilitate additional density for housing.
- Provide a density bonus for the preservation and/or production of workforce housing.
- Implement an expedited approvals process for price-restricted housing projects.

### **Path forward**

In a memo from November, the Planning staff from the City of Driggs outlined their vision of steps forward in addressing the affordable housing issues here in Teton Valley. Teton County Staff and City of Victor staff have reviewed the memo and the steps outlined, and we are in agreement that this process will be the most efficient and effective in taking action towards solutions. Additional explanation (in blue) has been added to each point to better explain why we envision these steps in this order.

1. County, Driggs, Victor: Establish by resolution a Joint County-City-City (Driggs/Victor) Housing Authority, which has the following advantages/benefits (over city/county staff or consultant):

- A. More capable: the powers of a Housing Authority would not otherwise be available to a city or county (Idaho State Code 31-4204).

The following powers are available specific to a Housing Authority and not available to the County or City independently.

Idaho State Code 31-4204

- I. ...to make and execute contracts and other instruments necessary or convenient to the exercise of the powers of the authority, including the power to contract with other housing authorities for services...  
*If we are to work with Teton County WY Housing Authority, this is a necessity.*
- II. ...to prepare, carry out, acquire, lease and operate housing projects; to provide for the construction, reconstruction, improvement, alteration or repair of any housing project or any part thereof.  
*If we are to work towards acquiring land, a Housing Authority is necessary. Additionally, in the absence of a Housing Authority, opportunities to prepare, carry out, acquire, lease, and operate housing projects have already been lost and will likely continue to be lost. For example, Victor City Council recently broached the topic of affordable housing development on a 1 acre parcel of City-owned land in downtown Victor that is zoned for high density multi-family housing. It was quickly determined that the City alone does not have the staff capacity, in terms of time or expertise, to explore opportunities for affordable housing development on the site. As such, City council voted to place the parcel up for auction, in hopes that market rate housing would be constructed by a developer in the near term so at least the supply of rental housing could increase. The City of Victor has also been approached numerous times in the past 2 years by landowners and developers seeking incentives for affordable housing development that the City does not have the expertise to develop.*
- III. To arrange or contract for the furnishing by any person or agency, public or private, of services, privileges, works, or facilities for, or in connection with, a housing project or the occupants thereof...
- IV. To lease or rent any dwellings, houses, accommodations, lands, buildings, structures, or facilities embraced in any housing project and subject to the limitations contained in this chapter...
- V. To invest any funds held in reserves or sinking funds, or any funds not required for immediate disbursement...  
*A housing authority has different constraints on how to handle funds than what cities or counties have.*
- VI. To investigate into living, dwelling, and housing conditions and into the means and methods of improving such conditions; to determine where slum areas exist or where there is a shortage of adequate, safe, and sanitary dwelling accommodations for persons of low income...

*Teton County is looking to work toward eliminating substandard housing, not just providing affordable housing. The survey included in the 2014 Housing Needs Assessment found that 430 households in Teton County, ID reported their housing conditions as "fair" or "poor". Of those 430 households, 75% cited the need for energy efficiency upgrades (insulation, windows), 49% cited the need for repairs to heating, plumbing and electrical work, 22% cited having leaking or cracked roofs, and 9% cited the need for mold or asbestos abatement. Additionally, renters were nearly three times as likely as owners to indicate their housing is in fair or poor condition (23% compared to 8%). Astonishingly, 25 households reported not having adequate or safe running water. (HNA, Teton County, ID Chapter pg. 26)*

- VII. Acting through one (1) or more commissioners, or other person or persons designated by the authority, to conduct examinations and investigations and to hear testimony and take proof, under oath, at public or private hearings on any matter material for its information; to administer oaths, issue subpoenas requiring attendance of witnesses or the production of books and papers, and to issue commissions for the examination of witnesses who are outside of the state or unable to attend before the authority or excused from attendance; to make available, to appropriate agencies (including those charged with the duty of abating or requiring the correction of nuisances or like conditions, or of demolishing unsafe or insanitary structures within its area of operation), its findings and recommendations with regard to any building or property where conditions exist which are dangerous to the public health, morals, safety or welfare...
- VIII. To make, purchase, participate in, invest in, take assignments of, or otherwise acquire loans to persons of low income to enable them to acquire, construct, reconstruct, rehabilitate, improve, lease, or refinance their dwellings, and to take such security therefor as is deemed necessary and prudent by the authority.
- IX. To make, purchase, participate in, invest in, take assignments of, or otherwise acquire loans for the acquisition, construction, reconstruction, rehabilitation, improvement, leasing, or refinancing of land, buildings, or developments for housing for persons of low income. For purposes of this subsection, development shall include either land or buildings or both.

Idaho State Code 31-4223.

ADDITIONAL POWERS OF AUTHORITY -- LOANS, CONTRIBUTIONS, GRANTS AND ASSISTANCE FROM FEDERAL GOVERNMENT. In addition to the powers conferred upon an authority by other provisions of this act, an authority is empowered to borrow money or accept contributions, grants or other financial assistance from the federal government for or in aid of any housing project within its area of operation, to take over or lease or manage any housing project or undertaking constructed or owned by the federal government, and to these ends to comply with such conditions and to make such trust indentures, leases or agreements as may be necessary, convenient or desirable. It is the purpose and intent of this act to authorize every authority to do any and all things necessary or desirable to secure the financial aid or cooperation of the federal government in the undertaking, construction, maintenance or operation of any housing project by such authority.

*Large financial institutions (Wells Fargo, US Bank, etc) often have charitable foundations that provide housing and community development grants, as do regional and national non-profits and foundations with affordable housing development missions.*

***County Prosecuting Attorney's Opinion of 31-42XX***

*"...the housing authority is the "government function" - the vehicle through which those powers can be exercised. The BOCC does not have the authority to spend public money on acquiring property for low income accommodations. Under 4209 they do have the power to lend or donate money to the Authority. I think if they could do it themselves the code wouldn't provide for a Housing Authority at all."*

B. Broader representation and accountability:

- i. Cities would appoint a representative number of commissioners.

When the current Housing Authority was created, there were not stipulations about where the representatives are selected from (location or industry).

- ii. Cities would need to agree with termination of authority

C. Greater efficiency

- i. Leverage resources by using a volunteer board

As mentioned above (Idaho State Code 31-4204), the Housing Authority has additional powers to obtain, leverage, and utilize funds that cities/counties do not have.

D. Greater visibility for the community – an obvious one-stop shop for housing info

This point is key in the discussion. If a Housing Authority is created, they would have the sole responsibility of focusing their energy and resources on housing issues. Cities and Counties do not have the luxury of having one sole focus. Having this sole focus will allow them to position themselves in the community as the “single” entity for housing issues and information. For example, in addition to eventually developing and managing affordable housing, the Housing Authority could serve as a local site for Housing Counseling services (offering first time homebuyer education classes, providing resources to help homeowners avoid foreclosure, etc.), and could connect potential homeowners with state, federal, and non-profit down payment assistance programs or tax credit programs (such as the Idaho Housing Finance Agency’s \$2,000 mortgage interest tax credit program), and could also elect to be a local administer of the HUD-sanctioned Family Self-Sufficiency Program (aimed at helping low-income families reduce dependency on welfare assistance and rental subsidies).

2. County, Driggs, Victor: Provide interim staff support via existing planning staff of the three entities. County and city staff are already implementing many of the Housing Needs Assessment recommendations (code amendments, impact fee waivers, workforce housing overlay) and are connected to and assisting developers currently contemplating affordable/workforce housing units.

Staff from all three entities are deeply invested and connected to this issue. In the interim, it would be beneficial for the Housing Authority to work closely with staff to understand the efforts that are being made in each entity, and then work towards solidifying and expanding those efforts with Step #3.

3. Housing Authority: Create 5yr Action Plan

- A. Draw from recent assessments, studies, and forums
- B. Incorporate findings and recommendations from previous HA board
- C. Seek input and assistance from Teton County, Wyoming housing entities and area NGOs
- D. Involve developers
- E. Discuss potential funding amounts with county, cities, and private entities
  - i. Driggs/Victor – a portion of sales tax could be used.

As shown above, there has been significant effort in the past researching and studying this issue. In staff’s opinion, it would be best to let the Housing Authority review the past documents, studies, and efforts to better understand what should be included in an Action Plan. If they are the entity that will be implementing the plan, they should be the entity that develops the plan.

#### 4. All: Implement 5yr plan

##### **Summary:**

It is staff's opinion that the first step toward addressing this issue has been identified in the two (2) housing studies, and coincidentally is the first action item in the Jackson/Teton County WY Workforce Housing Action Plan- **Establish a Housing Authority**. This can be accomplished most quickly with Teton County "resurrecting" the former Housing Authority. It is suggested that Agreements between the Communities are entered into prior to the reestablishment of the old Housing Authority, or prior to the creation of a new Housing Authority in order to at least establish: 1) the expectations for the Housing Authority, 2) identify criteria for members of the Housing Authority, and 3) agree on how staff from the entities will be utilized. An Agreement between the Cities, County and Housing Authority is also suggested to condition financial and in-kind (staff, office, etc.) support on the County's and Municipalities' approval of the 5 yr plan.

The fear staff has with starting with another: "plan" is that: 1) there will definitely be a delay incurred (estimated at 1 year +), 2) the main recommendation from any new plan is nearly guaranteed to be "Establish a Housing Authority", and 3) there are organizing and educating efforts that can be taken immediately by the Housing Authority, which would aid those currently in need of affordable housing (e.g. through identification of existing programs) and result in a more robust/complete housing action plan.



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**FROM:** County Executive Assistant, Holly Wolgamott  
**TO:** Board of County Commissioners  
**RE:** Communication Update  
**MEETING:** May 9, 2016

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1. E-news Bulletin

- a. The May e-news bulletin is complete and has been emailed to you for your approval. The employee version is also ready to be sent out. Suggestions for the June e-news bulletin are:
- Sheriff Liford Article
  - Pack Saddle Road Article
  - Ambulance Services Article (if decision has been made)
  - Affordable Housing Article
  - START Bus/Transportation Article
  - Important Dates

2. Government Meeting Management Software

- a. In interest of transparency, staff time, records management, and board accessibility, I am proposing the County convert to government meeting management software for all board meetings. This would standardize the meeting agenda/packet process, making agenda packets much easier to produce and publish. The end product would be much more user friendly for the public, board members, and staff. It would make records management of meeting materials much more efficient as well. This platform would benefit board members by providing access to meeting materials from almost anywhere, with access to meeting notes and previous agenda packets at all times. Searching capabilities for research purposes would also be simplified. If agendas or packets need to be updated, it could be done electronically and would automatically update board member packets on all devices. Meeting streaming capabilities, whether audio only or full video, would be an option to consider within the proposed software package as well. Audio and or video would be linked to agenda items and supporting materials allowing users to choose which parts of the meeting they are interested in. Background noise and meeting breaks would be automatically deleted from the recording, eliminating the need for time consuming editing. This is a cloud based system that would allow access to all employees/elected officials, from all offices, and remote locations as well.

I was the project manager from start to finish for a similar software conversion project and the end result benefited all users immensely. I have reached out to three software companies and feel that the company, Acella, would provide the best option for the County. Acella recently gave a demonstration to Kristin Rader, Wendy Danielson, and myself. All three of us were very impressed with their product and support services. We all agree that having this as an option for meetings would be a significant time saver for staff and would highly benefit the public and our board members. This is a complex topic that needs proper demonstration to fully understand the many benefits this would bring Teton County. Is the board interested in viewing a demonstration of Acella at your next meeting? As we strive to increase communication with the public, I would highly encourage the board to consider this as an option. Budget meetings begin soon and I would like to include this item in the FY 2017 budget discussions.

3. Increasing Communication with Teton County Wyoming

- a. A lunch meeting with Teton County WY Commissioners is scheduled for your next meeting on May 23<sup>rd</sup>. The agenda is as follows:
- i. Alta Ambulance / Fire District
  - ii. Emergency Service First Responders
  - iii. Housing
  - iv. Transportation

I will organize lunch. If you have any suggestions or requests, please let me know.

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IDAHO ASSOCIATION OF

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# COMMISSIONERS AND CLERKS

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## TENTATIVE AGENDA

JUNE 7-9, 2016

### MONDAY, JUNE 6, 2016

8:00 am - 5:00 pm Idaho Association of County Juvenile Justice Administrators

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### TUESDAY, JUNE 7, 2016

9:00 am - 1:00 pm Idaho Association of County Misdemeanor Probation Administrators

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11:00 am - 1:00 pm Capital Crimes Defense Fund (CCDF) Board Meeting

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10:30 am - 1:00 pm IACC Registration

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1:00 pm - 5:30 pm IACC General Session

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1:00 pm - 1:30 pm **Opening Session**

- Welcome- IACC President - Greg Shenton, Clark County Commissioner
- Flag Presentation - Cassia County Sheriff's
- Invocation
- Roll Call - IACC Secretary/Treasurer - Dan Dinning, Boundary County Commissioner
- Welcome to Cassia County - Dennis Crane Commissioner Chair
- Nominating Committee Report

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1:30 pm - 3:00 pm **Public Defense**  
*Sara Thomas, State Appellate Public Defender*

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3:00 pm - 3:15 pm **Coffee Break**

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3:15 pm - 3:45 pm **Parks and Recreation & Economic Development**  
*Bob Hansen, District 6 Board Member Idaho Parks and Recreation*

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3:45 pm - 4:45 pm **Current Legislative Issues**  
*IAC Staff*

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4:45 pm - 5:00 pm **The How to On Taking Meeting Minutes**  
*Jim McNall - ICRMP*

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5:00 pm - 5:30 pm **Funding Idaho Parks and Recreation Programs**  
*David Claycomb, Recreation Bureau Chief*

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5:30 pm

Adjourn: Dinner on Your Own

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## WEDNESDAY, JUNE 8, 2016

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8:00 am - 5:30 pm      **IACC General Session**

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8:00 am - 8:30 am      **IACC Business Meeting**

- Call to Order
  - Roll Call - IACC Secretary/Treasurer - Dan Dinning
  - Mills Adler Award Discussion
  - President's Report
  - Election of Officers
  - FY20167 Budget
  - 2017 Annual Conference
  - Installation of Officers
- 

8:30 am - 10:00 am      **Future Legislative Issues**

*IAC Staff*

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10:00 am - 10:15 am      **Coffee Break**

*Sponsored by ES&S*

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10:15 am - 11:45 am      **ICRMP: Keeping You Out of Trouble**

- ICRMP Risk Management Discount Program  
- *Mary Kummer, Member Services Manager*
  - PRIMA Fall 2016 Supervisor Training  
- *Jerry Mason, ICRMP Board Counsel*
  - Advisory Boards and Commissions – Appointment Guidelines  
- *Jim McNall, Risk Management Specialist*
  - Personnel Management Pitfalls  
- *Mary Kummer, Member Services Manager*  
- *Carl Ericson, Risk Management Legal Counsel*
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11:45 am - 1:00 pm      **GemPlan Lunch & Ethics Training**

*Kathy Ackerman, IACC Vice President*

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1:00 pm - 2:30 pm      **Planning & Zoning**

*Jerry Mason - ICRMP Board Counsel*

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2:30 pm - 3:00 pm      **Community College Tuition Reimbursements**

*Dan Blocksom, IAC Government Affairs Associate and Associate Counsel*

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3:00 pm - 3:15 pm      **Coffee Break**

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3:15 pm - 5:30 pm      **General Session**

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6:00 pm - 9:00 pm      **Softball Tournament and BBQ**

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# THURSDAY, JUNE 9, 2016

8:30 am - 12:15 pm      **IACC General Session**

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8:30 am - 10:00 am      **Emergency Services: Training or Management**  
*Brad Richy, Director of Idaho Bureau of Homeland Security*

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10:00 am - 10:15 am      **Coffee Break**  
*Sponsored by The Riverside Hotel*

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10:15 am - 12:15 pm      **IACC Resolutions: Final Issues and Discussion**  
*IAC Staff*

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12:15 pm                  **Meeting Adjourned - Boxed lunches to go!**

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