

Teton County Idaho Commissioners' Meeting Agenda
Monday August 8, 2016 8:30 am
150 Courthouse Drive, Driggs, ID – 1st Floor Meeting Room

8:30 AMBULANCE SERVICE DISTRICT MEETING CALL TO ORDER – Bill Leake, Chair

1. Approve Available Minutes
2. Management Action Plan
3. Report on August 1 Conversion
4. Emergency Manager, List of Equipment and Recommended Disposition
5. Purchase of Ambulance
6. Fire/ASD Agreement for FY 2017
7. Future of Wyoming Agreement
8. EMS Advisory Board

9:30 BOARD OF COUNTY COMMISSIONERS' MEETING CALL TO ORDER – Bill Leake, Chair

Amendments to Agenda

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

IT/EMERGENCY MANAGEMENT – Greg Adams

1. Grant Record Document Destruction
2. Power Outage Effects on the LEC
3. State Cybersecurity Workshop in Boise

SOLID WASTE FEE

GIS – Rob Marin

1. Aerial Imagery Approval

PLANNING – Kristin Rader

1. VPN Approval
2. Land Use Development Code Update

BUILDING – Wendy Danielson

1. Building Permit Reports
2. iWorQ Conference Update
3. IDABO Permit Tech Committee

12:00 ELECTED OFFICIALS AND DEPARTMENT HEADS MEETING

2:00 – 3:45 RECESS FOR SENATOR CRAPO'S TOWN HALL MEETING AT DRIGGS CITY CENTER

4:00 PUBLIC WORKS – Darryl Johnson

1. Solid Waste
 - a. Staffing
2. Road & Bridge
 - a. Road Projects Update
3. Engineering
 - a. Bates Teton River Access Park
 - i. Approve Purchase of 80 acres on Teton River
 - ii. Approve Terms of Conservation Easement
 - iii. Approve MOU with ID Department of Fish and Game
 - b. Cache Bridge Repair
 - c. W6000N Mitigation Project
4. Public Works
 - a. Weed Superintendent Job Description Approval
5. Facilities
 - a. Door Access and Security Camera Responsibilities

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

1. Approve Available Minutes
2. Other Business
 - a. Certificates of Residency
 - b. FY 2017 Budget
 - c. Executive Assistant Report
 - d. Beer & Wine licenses, if any
3. Committee Reports
4. Claims
5. Executive Session as needed per IC74-206(1)

ADJOURNMENT

Upcoming Meetings

August 8 6:00 pm Town Hall Meeting

September 12 9:00 am Regular BoCC Meeting

October 11 9:00 am Regular BoCC Meeting

August 22 9:00 am Regular BoCC Meeting

September 23 9:00 am Regular BoCC Meeting

October 24 9:00 am Regular BoCC Meeting

Teton County Ambulance Service District Minutes: July 25, 2016

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

AGENDA

1. Approve available minutes
2. Management Action Plan Update
3. Purchase of Ambulance
4. ASD Agreements
5. ASD's Transition Plan and Budgets

COMMISSIONERS PRESENT: Bill Leake, Cindy Riegel, Kelly Park

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

FIRE DISTRICT PERSONNEL PRESENT: Commissioner Jason Letham, Chief Bret Campbell

TETON VALLY HEALTH CARE PERSONNEL PRESENT: CFO Wesley White

Chairman Leake called the meeting to order at 8:35 am.

● **MOTION.** Chairman Leake a motion to approve the minutes of July 11. Motion seconded by Commissioner Riegel and carried.

TVHC MANAGEMENT ACTION PLAN. Mr. White said the transition preparations were going smoothly and everyone is ready for the August 1 turnover. He reviewed several specific items within the Management Plan (Attachment #1).

Item #10. Fire is negotiating with Dr. Cook.

Items #11 & 18. New agreements are being reviewed.

Item #13. The Fire/Hospital training agreement will be finalized after the turnover is complete.

Item #22. TVHC personnel will inventory radios; some may be obsolete due to age. TVHC would like to retain at least four radios for incident command center operations. The ASD will determine disposition of the radios and other equipment at a future date.

Item #26. The hospital's known costs for severance pay and "stay pay" will be \$51,432. The maximum potential unemployment liability cost will be \$85,456 with actual costs unknown until all possible unemployment periods expire for the 18 employees affected. Rather than tracking those expenses for a couple years into, Mr. White said the hospital would prefer to negotiate a settlement amount.

NEW AMBULANCE. The hospital was recently notified that the ambulance grant request was not funded. Chief Campbell is researching new ambulance costs using the specifications developed by TVHC for the grant request. The Board agreed with the Fire District's request that they be allowed to keep the oldest ambulance rather than trading it in to help offset the cost of the new ambulance.

AGREEMENTS. Two minor changes were made to the proposed two-month agreement between the Fire District and Ambulance Service District.

● **MOTION.** Commissioner Riegel made a motion to approve the August 1-September 30, 2016 Agreement between the Ambulance Service District and the Fire District with the changes discussed. Motion seconded by Chairman Leake and carried. (Attachment #2)

BUDGET. Chairman Leake reviewed the Clerk’s Ambulance Cash Estimate (Attachment #3). The document shows that the current cash balance, plus anticipated revenues will be enough to cover the ASD’s anticipated expenses, including a new ambulance, through September 30, 2017. This means that the ASD will not need to levy any taxes for its FY 2017 budget.

● **MOTION.** At 9:34 am Chairman Leake made a motion to adjourn. Motion seconded by Commissioner Riegel and carried.

Bill Leake, Chairman

ATTEST: _____
Mary Lou Hansen, Clerk

Attachment: #1 TVHC Management Action Plan
#2 ASD/Fire District Agreement for Services, August 1-September 30, 2016
#3 Ambulance Cash Estimates

Draft

From: [Greg Adams](#)
To: [Bill Leake](#); [Cindy Riegel](#); [Kelly Park](#); [Mary Lou Hansen](#); [Holly Wolgamott](#)
Subject: RE: Ambulance District Transfer
Date: Friday, July 29, 2016 9:14:42 AM

Hi everyone,

It appears that the hospital has just changed their mind and decided to not ask for the additional 4 handheld 700MHz radios when they found out there was an annual fee to be on the statewide public safety radio system. Have a great day!

Sincerely,
Greg Adams
Teton County
Emergency Management Coordinator/
IT Administrator/
Mosquito Abatement District Director
Office 208-354-2703 Cell 208-201-6898
gadams@co.teton.id.us



From: Greg Adams
Sent: Wednesday, July 27, 2016 3:06 PM
To: Bill Leake (bleake@co.teton.id.us) <bleake@co.teton.id.us>; 'Cindy Riegel' (criegel@co.teton.id.us) <criegel@co.teton.id.us>; 'Kelly Park' (kpark@co.teton.id.us) <kpark@co.teton.id.us>; mlhansen@co.teton.id.us; Holly Wolgamott (hwolgamott@co.teton.id.us) <hwolgamott@co.teton.id.us>
Subject: Ambulance District Transfer

Hi BOCC,

I met with Wes from the hospital this morning, and they have found all but 5 of the radios so far, that were originally \$1,785.90 with a charger and a lapel mic, however you can buy them refurbished now for \$500 without the lapel mic. They also have 25 pagers that were purchased with grant funds back in 2006 for \$10,125 that aren't all accounted for, but they are pretty much end of life, and while Fire does still use a few of them they don't seem interested in getting any more of them, and no other agency in the County is using them at all. They have two 700MHz radios that were granted to the hospital; the mounted radio at the nurse's station and one XTS 1500 handheld radio. Wes is requesting that they receive 4 more 700MHz radios that they will use for coordination and helipad operations, which would give them a total of 6 radios; 1 mounted and 5 handhelds. I will meet with Wes again next week to continue to check on the accounting of the grant funded

equipment. Have a great day!

Sincerely,
Greg Adams
Teton County
Emergency Management Coordinator/
IT Administrator/
Mosquito Abatement District Director
Office 208-354-2703 Cell 208-201-6898
gadams@co.teton.id.us



From: [Kathy Spitzer](mailto:kathy.spitzer@co.teton.id.us)
To: [Holly Wolgamott](mailto:holly.wolgamott@co.teton.id.us)
Subject: FW: fire district contract
Date: Thursday, August 04, 2016 4:57:42 PM

From: Bart Birch [bart@eastidaholaw.net]
Sent: Wednesday, August 03, 2016 9:00 AM
To: Kathy Spitzer
Subject: RE: fire district contract

Kathy, my understanding is the ambulances would be deeded as of October 1 when the agreement becomes effective. If we need to remove the word "immediately" to avoid confusion and replace it with language identifying October 1, 2016 that would be fine. My understanding is there are numerous items of personal property related to ambulance services. I asked for a list from the Fire Department, and was told there are too many items to make a list, but it could be clarified by identifying those few items owned by the County in the EMS' care, which are not being conveyed as they relate to non-ambulatory care emergency services. I recently received that list and will e-mail it to you separately. Lastly, yes, there are probably many details that need to be included regarding the medical director, but I was told once a medical director is selected, that individual will likely have some type of professional services agreement that we will need to review and use that as a basis for the medical director contract. Thanks. Bart

From: Kathy Spitzer [mailto:kspitzer@co.teton.id.us]
Sent: Tuesday, August 02, 2016 4:20 PM
To: Bart Birch <bart@eastidaholaw.net>
Subject: RE: fire district contract

Hi Bart - The Agreement Fire emailed says on the first page that:

The Teton County Ambulance Service District will offer and provide its fleet of ambulances (currently 4 with the expected acquisition of a fifth ambulance in the year 2017) for the sole and exclusive use by the Teton County Fire Protection District.

on the second page it says:

- The Teton County Ambulance Service District will immediately deed title to its Quick Response Unit vehicle and all four of its currently existing ambulances to the Teton County Fire Protection District. However, if the Teton County Fire Protection District ever ceases to offer EMS services, it will deed those same titles back to the Teton County Ambulance Service District.

towards the end of the Agreement it says:

This agreement shall be effective beginning October 1, 2016. As of that date, the Teton County Fire Protection District will be responsible to assure that it has entered into its own contract with Teton County Wyoming or any other entity for providing ambulatory services on the Wyoming property located on the West Side of the Tetons. Additionally, the Teton County Ambulance Service District will transfer and convey all listed personal property and title to all the Quick Response Unit and its fleet of ambulances at that time (including the new ambulance to be acquired in 2017).

Do you know which it is -- Fire uses the ambulances for now or we immediately deed to them or we deed

at the time of contracting with Wyoming? Also, there is no "listed personal property."

The Agreement also says that ASD will pay "all costs for a medical director as selected by the Fire District." At what point does the County stop covering all costs for the medical director? This section needs to be a lot more detailed.

And it says:

- It will convey ownership to all personal property, equipment, and supplies related to ambulance care and operation to the Fire District. "Schedule A" is a list of items NOT being conveyed as they are not related to ambulance care and operation. Additionally, the Teton County Ambulance Service District will purchase a new defibrillator / monitor to provide to the Fire District.

How do we have a list of items NOT being conveyed ... ?

Kathy Spitzer

Teton County Prosecuting Attorney

230 N. Main St.

Driggs Idaho 83422

Ph: 208-354-2990

kspitzer@co.teton.id.us

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From: Bart Birch [bart@eastidaholaw.net]

Sent: Tuesday, August 02, 2016 1:09 PM

To: Kathy Spitzer

Subject: fire district contract

Kathy, attached is the proposed fire district contract as previously approved by the Fire Commissioners. Please feel free to red-line it to indicate where you believe there are inconsistencies and where you have specific suggestions. Thanks. Bart



Teton County

Emergency Management & Mosquito Abatement & IT

Department Report 7/25-8/8/2016



Projects Accomplished

On July 14th we had a regional Emergency Managers Workshop where the State recommended that we destroy old grant records that we are no longer required to keep. In accordance with that recommendation, may I have permission to destroy grant records for State Homeland Security Program 2010 and older grants and Emergency Management Performance Grants from 2011 and earlier?

On Tuesday night at 11:30 there was a power disturbance in Driggs that knocked out power to the LEC. Once that was resolved there was another power disturbance at 1:30 AM on Wednesday morning that somehow sent power across our 911 lines and fried a CAMAS card in our Computer Aided Dispatch system. For the next hour all 911 calls were not able to be received and those trying to call would get a busy signal. At 2:30 AM we were able to get our 911 calls redirected to the Sheriff's Office administrative phone lines and dispatch operated that way until Wednesday afternoon when we were able to get the system repaired.

The Hospital has recovered all but 4 of the radios from the ambulance district. 3 700MHz handhelds and a VHF Icom radio.

Future Projects

I am going to be on vacation from August 9th until the 23rd and will be out of the area. Mitch and John will be my backups while I am away.

On September 12th there will be a State Cybersecurity workshop in Boise. May I attend it?

Future Appointments

- 8/25 Council of Governments Meeting 9 AM
- 9/6 Teton County Radio/LEPC Meeting 2:30 to 5 PM
- 9/6 Teaching at the Search and Rescue Training
- 9/12 Cybersecurity workshop in Boise



FROM: Rob Marin, GIS Coordinator
TO: Board of County Commissioners
RE: **Aerial Imagery Contract**
DATE: August 2, 2016
MEETING: August 8, 2016

Attached is a quote and contract for acquiring orthorectified, 1'/pixel resolution, digital aerial imagery for Teton County to be used with our GIS. The aerial mission would be flown during September, 2016 (weather and atmospheric conditions permitting) by Aero-Graphics Geospatial Services of Salt Lake City, Utah. This is the same company that provided imagery for Teton County in 2008. Cost this time is roughly half of the cost of their 2008 contract. Aero-Graphics was considerably cheaper than other photogrammetry vendors contacted for a quote. GeoTerra, out of Boise, Idaho, provided a quote of \$44,490 for a roughly equivalent product, with slightly higher horizontal accuracy.

The invoice for services rendered will be issued after October 1, 2016, so payment would occur during fiscal year 2017.

Please review the attached contract. Once signed by the BOCC Chair, Aero-Graphics will lock us into their flight schedule.

Thank you,

Rob Marin
Teton County GIS Coordinator



August 1, 2016

Rob Marin
Teton County Idaho
150 Courthouse Drive, Room 107
Driggs, Idaho 83422

Subject: Orthorectified Imagery for Teton County, Idaho

Dear Rob,

Per our recent conversation, I have prepared the following brief proposal to provide color orthorectified imagery for the same area we flew in 2008.

SCOPE OF SERVICES

Aero-Graphics will furnish the following services and products:

- Digital 4-band color aerial photography acquisition flown at a ground sample distance (GSD) of 25cm.
- 4-band color orthorectified imagery in .TIF format at a 1.0' pixel resolution, furnished on portable hard drive.

TECHNICAL POINTS

Airborne GPS Aerial Photography

A turbocharged Piper PA-23 Aztec aircraft equipped with an UltraCam Eagle digital camera will be used for this project. This camera is equipped with forward motion compensation, high-resolution optics, airborne GPS capability and an Applanix inertial measurement unit. It also is equipped with a computer controlled GPS guidance system. Digital 4-band color imagery will be acquired at a ground sample distance (GSD) of 25cm. Nominal overlap will be 60% forward and 30% side. To support the airborne GPS flight, Aero-Graphics' flight crew will utilize operational CORS/IGS stations or a dedicated GPS base station at the Driggs Municipal Airport (Teton Peaks). Accurate ground data will be used to post process the airborne GPS data to yield air point coordinates for each exposure accurate within $\pm 0.2'$.

Analytical Aerotriangulation

Fully analytical digital aerotriangulation will be used to extend full control for each stereomodel.

Ortho Compilation

Digital workstations interfaced with Inpho software will be used to generate 4-band color orthorectified imagery within the area shown in BLUE in the attached KMZ file. Surface data consisting of autocorrelated elevation points and manually collected break lines will be used to ortho-rectify the imagery. Imagery will be furnished in .TIF format at a 1.0' pixel resolution, with associated world files, on a portable hard drive. Files will be no greater than 200 MB in size and will butt match with adjacent files. Files will be tone matched to optimize image quality throughout the project. In addition, metadata text files will be provided with each ortho tile detailing pixel sizes, X & Y limits, scale factor, horizontal & vertical datums, units and date/scale of photography.

ACCURACY

Well-defined planimetric features discernable and visible in the imagery will be accurate to within ± 5' horizontally.

SCHEDULE

Aerial photography..... Completion within one week after award, weather/backlog permitting
Ortho imagery Completion within 4 weeks after photography

PRICING

Lump sum \$15,200.

Pricing is valid for 90 days. Terms are Net 30 with monthly invoices submitted for completed work.

In the event any party to this agreement defaults in the performance of any of its obligations and duties hereunder, including without limitation the payment of any fees due hereunder, such defaulting party agrees to pay all costs and expenses, including reasonable attorney's fees and expenses, incurred by the non-defaulting party in exercising, pursuing, or protecting any right or remedy available to it as a result of such default, or in interpreting or enforcing any term of this Agreement, whether such costs and expenses are incurred prior to, during, or subsequent to any arbitration, litigation, bankruptcy, reorganization, receivership, appellate, or other proceeding.

If you are in agreement with this proposal, and would like Aero-Graphics to proceed with this project, please sign and return this proposal, keeping a copy for your records.

Should you have any questions or require further information, please call me at 801-428-3102.

Yours truly,

AERO-GRAPHICS, INC.



Kelly Francis, CP, PMP
President

Accepted by:

Date: _____

By: _____ (Name) _____ (Signature)

PO #: _____



FROM: Kristin Rader, Planning Administrator
TO: Board of County Commissioners
RE: Planning Department Update
MEETING: August 8, 2016

The following items are for your review and discussion.

VPN Approval

I am requesting approval for a Virtual Private Network, so I can access the Planning Department files from the Planning laptop while I am out of the office. Specifically, this is for the week I will be in Maryland for FEMA training. I have already spoken to Greg Adams about this, and he does not have an issue with doing this, but it has to be approved by the Board.

ACTION ITEM: Motion to approve creating a Virtual Private Network for the Planning Administrator to use on the Planning Department laptop for working outside of the office.

Reminder: Planning Administrator Time Off

I will be out of town August 9-15. The Planning Services Assistant will be here, so the Planning Department will remain open. She will most likely close briefly for lunch each day. If any public comment is received for your August 16th public hearing, Sharon will forward it to you.

Land Use Development Code Update

At our August 2nd joint work session, it was decided to adjust the schedule slightly for adopting the Draft Code. I am planning to schedule open houses for the draft code at the beginning of September. These would be designed to be educational, including a presentation on the Draft Code, answering questions, and providing an opportunity for written comment to be collected for the Planning Commission public hearing. Tentatively, I plan to hold these open houses on September 7th and 8th at the Courthouse, at 6pm and 8pm, so there would be four open houses total. I would present the same information at each one, so community members have some flexibility to attend. I will also create a post card mailer with these dates and times to mail to Teton County residents. I will be working on this when I get back in town, as well as continuing stakeholder meetings for the Draft Code.



FROM: Wendy Danielson, Interim Building Administrator
TO: Board of County Commissioners
RE: Building Department Update
MEETING: August 8, 2016

The following items are for your review and discussion.

Building Permit Reports:

I've attached the detailed July building permit report and the updated fiscal year summary report. Our projected revenue for permit fees was \$95,000 so you can see that we have well exceeded the expectation. By all indications, we anticipate that this trend will continue and the momentum will continue through to the Fall.

iWorQ Conference:

I attended the iWorQ User Conference with Sharon Fox. It was great timing for Sharon as a new user of the system. She was excited to learn about all of the functions that she can use and how easy it is to navigate through the files. I learned a lot about the changes and improvements they have made and found several features that I hadn't know about before.

IDABO Permit Tech Committee:

I have served as the Secretary/Treasurer for the Idaho Permit Tech (a sub-committee to IDABO) for the past several years. One of our goals has been to help new permit techs throughout Idaho become certified. As a result of a couple of years of hard work, we have arranged training this Fall that includes a Test Prep course. I've been asked to help teach this half day class. There will be one class in Ammon and another in Moscow in the month of September. I'm unclear on whether they want me to help just in Ammon or if they will want me to attend the Moscow class as well. As soon as I have a clearer idea of what they are proposing, I'll update you right away.



Permit Report

06/28/2016 - 07/31/2016

Permit Number	Permit Date	Permit Type	Owner Name	Work Type	Use Type	Job Description	Total Valuation	Total Fees
Group: Barn/Carport								
16-0721-091	7/21/2016	Barn/Carport	PROMETIERRA LLC	New	Barn	REPLACING BARN THAT HAS BEEN TORN DOWN	30,720	\$250.00
							30,720	\$250.00

Group Total: 1

Group: Foundation-prior to construction

16-0628-079	6/28/2016	Foundation	ON TIME FINANCIAL LLC	New	Single Family Dwelling	SETTING PERMIT FOR CABIN ON UNFINISHED BASEMENT W/ ATTACHED GARAGE	75,000	\$2,505.96
								Permit= \$500 + Impact fee
							75,000	\$2,505.96

Group Total: 1

Group: Garage with Apartment

16-0722-099	7/22/2016		RUSSO, FRANK M FAMILY TRUST	New		GARAGE/BARN W/ APARTMENT	94,316	\$2,694.47
								Permit= \$ 688.51 + Impact fee
							94,316	\$2,694.47

Group Total: 1

Building Department Fiscal Year 2016

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	YTD
Single Family Dwellings	10	5	2	1	0	5	7	15	16	13			74
Commercial	0	1	0	0	0	1	0	2	1	0			5
Other Structures	5	4	0	0	0	3	4	3	14	2			35
Misc. permits	5	0	1	0	2	2	0	1	3	3			17
Total Permits	20	10	3	1	2	11	11	21	34	18	0	0	131
Re-activation / extension	0	0	0	1	0	0	0	0	0	0			1
Total Impact Fees *	\$20,059.60	\$10,950.41	\$4,011.92	\$2,005.96	\$0.00	\$10,029.80	\$14,041.72	\$30,089.40	\$32,095.36	\$26,077.48			\$149,361.65
Total Permit Fees	\$16,837.59	\$7,842.42	\$3,637.06	\$702.23	\$50.00	\$8,343.84	\$11,405.08	\$32,760.62	\$33,876.58	\$23,663.74			\$139,119.16

Single Family Dwellings includes setting permits for manufactured homes

*Impact fees: {Nov. - Commercial = \$ 920.61 Res = \$10,029.80}

Other Structures = replacement of SFD w/out impact fee, garages, sheds, barns, carports, Ag

Misc. = mechanical, additions, remodels, foundation

8/4/2016

Group: Garage/Barn with Foundation

16-0721-090	7/21/2016	Garage/Barn with Foundation	COLLINS, STEWART J	Addition	Garage	ADDITION INCLUDING GARAGE & GREENHOUSE	24,000	\$250.00
16-0711-083	7/11/2016	Garage/Barn with Foundation	WHIPPLE, LIVING TRUST	New	Garage	DETACHED GARAGE	57,640	\$420.77
							81,640	\$670.77

Group Total: 2

Group: Residential

16-0722-098	7/22/2016	Residential	MAW FAMILY TRUST	New	Guest House	GUEST HOUSE W/ ATTACHED GARAGE	193,566	\$3,518.99 Permit= \$ 1,513.03 + Impact fee
16-0722-097	7/22/2016	Residential	MAW FAMILY TRUST	New	Single Family Dwelling	NEW SINGLE FAMILY DWELLING W/ ATTACHED GARAGE	463,284	\$5,487.93 Permit= \$3,481.97 + Impact fee
16-0722-096	7/22/2016	Residential	BREGY, ALBERT	New	Single Family Dwelling	SINGLE FAMILY DWELLING W/ ATTACHED GARAGE	347,400	\$4,641.98 Permit= \$ 2,636.02 + Impact fee
16-0722-095	7/22/2016	Residential	KUNZ, COLE	New	Single Family Dwelling	SINGLE FAMILY DWELLING W/ ATTACHED GARAGE	393,540	\$4,928.80 Permit= \$ 2,922.84 + Impact fee
16-0721-094	7/21/2016	Residential	KINCAID, JEREMY MICHAEL	New	Guest House	GUEST HOUSE	67,392	\$2,497.92 Permit= \$ 491.96 + Impact fee

16-0721-093	7/21/2016	Residential	KINCAID, ROBERT F	New	Single Family Dwelling	MAIN RESIDENCE	146,640	\$3,076.43 Permit= \$ 1,070.47 + Impact fee
16-0721-092	7/21/2016	Residential	KINCAID, ROBERT F	New	Guest House	GUEST HOUSE	102,180	\$2,751.87 Permit= \$ 745.91 + Impact fee
16-0720-089	7/20/2016	Residential	ARNOLD, BRUCE J	Repair	Single Family Dwelling	FIRE DAMAGE REPAIR/RESTORATION	61,826	\$150.00
16-0712-088	7/12/2016	Residential	STUART, CHARLES E JR	New	Single Family Dwelling	SINGLE FAMILY DWELLING W/ ATTACHED GARAGE & DETACHED SHOP	443,312	\$5,392.14 Permit= \$ 3,386.18 + Impact fee
16-0711-087	7/11/2016	Residential	BENDER, DAVID J	New	Single Family Dwelling	SINGLE FAMILY DWELLING W/ ATTACHED GARAGE	270,816	\$3,982.92 Permit= \$ 1,976.96 + Impact fee
16-0711-086	7/11/2016	Residential	D&D PRICE INVESTMENTS LLC	New	Single Family Dwelling	COMPLETE TOWNHOME THAT WAS STARTED UNDER 05-0314-018	276,888	\$2,447.67 Permit= \$ 441.71 + Impact fee
16-0711-085	7/11/2016	Residential	D&D PRICE INVESTMENTS LLC	New	Single Family Dwelling	COMPLETION OF TOWNHOME STARTED UNDER PERMIT 05-0314-0174	276,888	\$2,447.67 Permit= \$ 441.71 + Impact fee

16-0711-084	7/11/2016	Residential	ROBSON HOMESTEAD LLC	Addition	Single Family Dwelling	ADDITION TO SINGLE FAMILY RESIDENCE	282,972	\$2,215.70
							3,326,704	\$43,540.02
							Group Total: 13	
							3,608,380	\$49,741.22

Total Records: 18

7/30/2016

Impact fees...13*2005.96= \$26,077.48
 Permit fees... \$23,663.74
 Single Family Value... 12 = \$3,076,222 +
 manufactured Home \$75,000



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

Public Works Department
MEMORANDUM

150 Courthouse Drive
Driggs, ID 83422

August 4, 2016

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

The following items are for your review and discussion at the August 8, 2016 BoCC Meeting.

SOLID WASTE

The Transfer Station is finally fully staffed again.

ROAD & BRIDGE

Striping: Striping of Ski Hill, Bates and E5000S roads were completed Thursday, July 28.

N2000W: Road & Bridge has completed the reconstruction of N6000W and moved to N2000W where they are putting a 4” wearing surface between W4000N and SH33.

ENGINEERING

Bates Teton River Access Park: See attached Memorandum.

ACTION ITEM – Motion to approve purchase of 80 acres on the Teton River at Bates Road as presented and discussed by the Public Works Director

ACTION ITEM – Motion to approve the terms of the 55 acre Conservation Easement as presented and discussed by the Public Works Director

ACTION ITEM – Motion to approve the Idaho Department of Fish and Game Memorandum of Understanding as presented and discussed by the Public Works Director

Packsaddle Road Vacation Application: Public Hearing for the Packsaddle Road Vacation Application will be continued on Tuesday, September 13 at 9:00 a.m.

Cache Bridge Repair Request for Information: It was decided to move forward with the two responses received for the Cache Bridge Repair. Responses for Forsgren Associates and JUB were evaluated by Chair Leake and the Public Works Director. They will also be evaluated by LHTAC and ITD. LHTAC will enter into contract negotiations with the highest ranked firm.

W6000N Mitigation Project: The property owner has agreed to sign the restrictive easement recognizing the mitigation project will improve their property. It was also agreed that the project will include improving the east access point to accommodate possible future development and meet County design standards.

The NRCS has suggested that the County team with the Teton Soil Conservation District. If the SCD were to take the lead, they could request design services through the NRCS and potentially save the County design costs.

PUBLIC WORKS

Teton County Weed Superintendent: The attached Weed Superintendent job description has been modified with the assistance of Commissioner Riegel, the Planning Administrator, Weed Superintendent and Public Works Director. It is being proposed that the Weed Superintendent job description be amended as presented and this position be supervised by Public Works.

<p><i>ACTION ITEM – Motion to approve the Teton County Weed Superintendent job description as presented by staff and have this position supervised by the Public Works Director</i></p>

I will be taking Thursday, August 18th and Friday, August 19th off. I will be available by cell phone and checking email periodically.

FACILITIES

Door Access & Security Camera responsibilities will now be provided by the Facilities Manager.



WK: 208-354-0245
djohnson@co.teton.id.us
DATE: 8-4-2016

Public Works Department
MEMORANDUM

150 Courthouse Drive
Driggs, ID 83422

TO: Board of County Commissioners
FROM: Teton County Public Works Director – Darryl Johnson, PE, PLS
SUBJECT: **Bates Road Teton River Access Park**

In December of 2015, Teton County, Idaho Fish and Game, and several local non-profits began discussing the possibility of purchasing 80 acres of property along the Teton River with the majority of acreage on the north side of Bates Road and encompassing the Bates River Access parking area on the south side of Bates Road. It was unanimously agreed that this would be an excellent opportunity to remedy the unsafe situation at this Teton River access and to ensure a permanent public access on the private property listed for sale. Limited sight distance on Bates Road, a parking area that has long been outgrown and an awkward boat ramp across the river and on the other side of Bates Road has created a hazardous situation. This year, over the 4th of July weekend, the Sheriff's department was issuing parking tickets to vehicles parked in the road right-of-way because it was so overcrowded and unsafe.

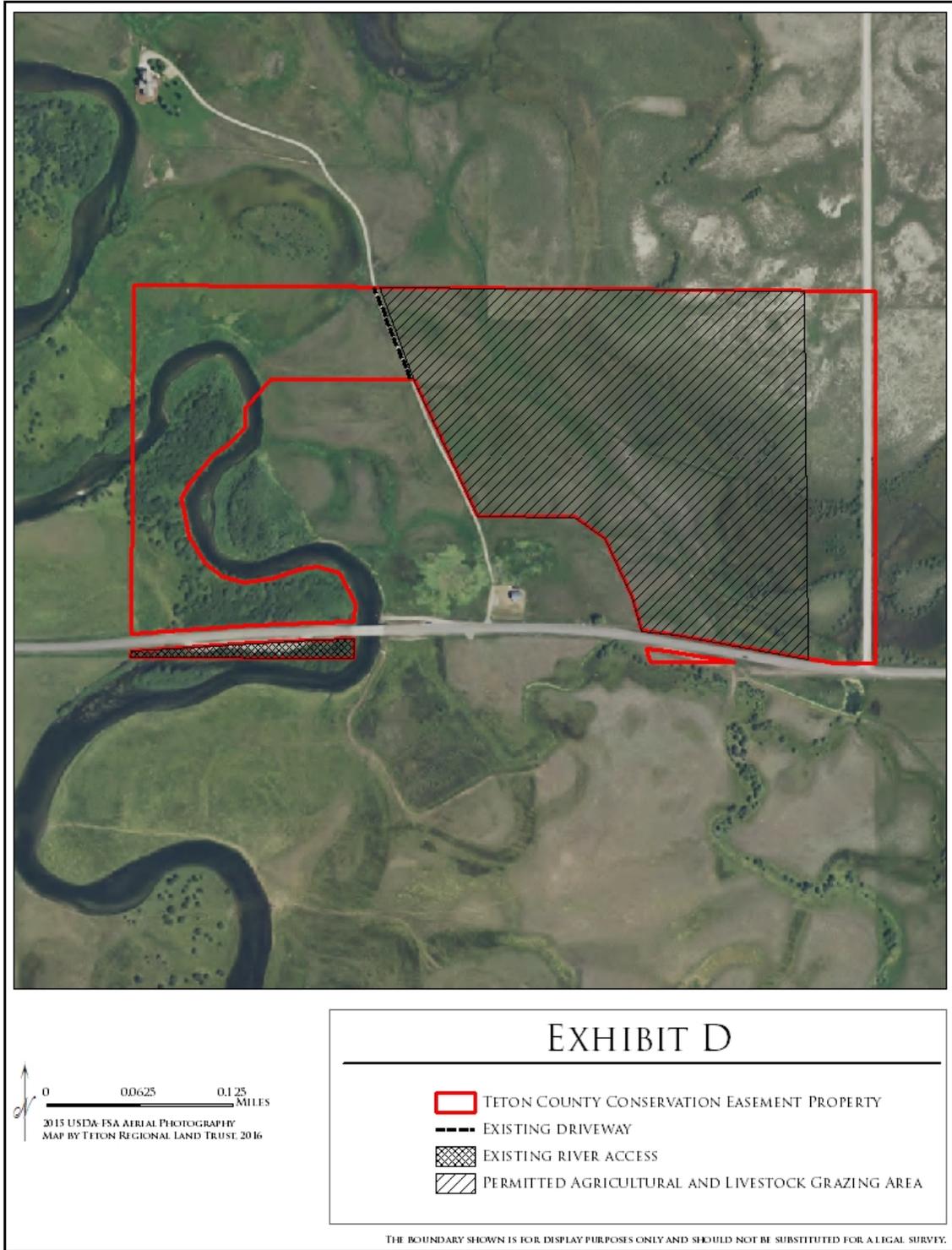
The County submitted a Waterway Improvement Fund (WIF) grant application to the Idaho Department of Parks and Recreation (IDPR) at the end of January. Grant funds were identified to go towards the purchase of the property. The intent of the acquisition was to develop a safer, more adequate public river access point off of Bates Road.

In anticipation of receiving the WIF grant, the County and non-profits continued discussions about private fund raising opportunities to contribute to the purchase price. It was also determined that the County could be the end owner and manager of the site, if funding was secured. Encouraging feedback continued coming from the IDPR and in late May the County received official word from IDPR of the WIF grant approval. This grant will fund 31% of the purchase price. Over the course of the summer, the Trust for Public Land and the Teton Regional Land Trust led the private fundraising effort. Private donations through these two non-profits will fund over 42% of the land purchase.

The Idaho Department of Fish and Game (IDFG) has been involved with discussions about this river access site from the start. They have been very supportive of the new access point and extremely engaged in preliminary discussion of developing a new Bates River Access site and assisting with the construction of a new boat ramp. IDFG presented an initial timeline of two years (construction of boat ramp in 2018) for potential monetary contributions from any IDFG program. IDFG recently reported that a project slated for 2017 dropped out of their funding program and it was unanimously agreed to move those funds to the Bates River Access boat ramp project. IDFG has committed \$50,000 for construction of a boat ramp if the ramp is completed by June of 2017. Although this schedule is extremely fast tracked, the IDFG and Public Works Department are excited to collaborate on constructing a boat ramp, basic parking area, and vault toilet by early summer of 2017. Future phases and site development will be planned through Teton County possibly funded by other grant opportunities that have shown great interest and support in this project. Site development will be in compliance with all local,

EXHIBIT D

**PROPERTY MAP WITH LOCATION OF AGRICULTURAL/
LIVESTOCK GRAZING AREA, EXISTING DRIVEWAY AND
EXISTING RIVER ACCESS AREA**





June 14, 2016

Darryl Johnson
Teton County
150 Courthouse Dr.
Driggs, ID 83455

Dear Darryl,

It is my pleasure to inform you that the Idaho Park and Recreation Board has approved funding for the property acquisition at Teton River in the amount of \$220,000. At the same time, I would like to commend you for your efforts to improve outdoor recreation facilities and services in Idaho.

The grant number assigned to this project is WW17-5-41-1. Please use this grant number on all correspondence regarding this project.

Enclosed are the necessary grant agreement forms which detail the scope of the project, funding sources, and specific commitments associated with the use of these funds. Please sign and return both agreements with original signature of the individual with authority to make long-term obligations for their respective agency or organization, within (60) days of this letter to:

Jennifer Park
Idaho Department of Parks and Recreation
East Region Grant Specialist
4279 Commerce Circle, Suite B
Idaho Falls ID 83401

An original agreement will be returned to you along with other necessary forms and further instructions.

Funds for this project will be available after July 15, 2016. All work on this project must be completed and payments made by the end of the project period.

Thank you for your interest in IDPR's grant programs and for your service to Idaho's recreating public. If you have any questions please contact Jennifer Park, East Region Grant Specialist at (208) 525-7121 or Jennifer.Park@idpr.idaho.gov.

Sincerely,

A handwritten signature in blue ink that reads "David R. Langhorst". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

David R. Langhorst
Director

Enclosures

C. L. "Butch" Otter
Governor

David R. Langhorst
Director

.....
IDAHO PARK AND
RECREATION BOARD
.....

Tom Crimmins
District One

Randy Doman
Board Chair
District Two

Vacant
District Three

Gordon Hansen
District Four

Pete J. Black
District Five

Robert Hansen
District Six

.....
DIRECTOR'S OFFICE
.....

5657 Warm Springs Avenue
P.O. Box 83720
Boise, Idaho 83720-0065

Phone (208) 334-4199

www.parksandrecreation.idaho.gov



Idaho Department of Parks and Recreation
GRANT AGREEMENT FORM

Applicant: Teton County	Project No: WW17-5-41-1
Project Name: Property Acquisition	Date Approved: 06/13/2016
Location: Teton River	Project Period: From: 07/1/2016 To: 06/30/2017

It is mutually agreed and understood that the use of these funds will be for the purposes stated on the attached budget sheet known as Exhibit A, which is incorporated herein by this reference and subject to the terms as described herein. It is also understood that the Grantee is responsible to obtain all necessary permits; follow applicable bidding laws; keep accurate records of expenses for audit purposes; construct all improvements according to mutually agreed upon construction standards and all applicable state, local, or federal codes and maintain improvements to be open and safe for public use, without regard to one's race, gender, national origin, religion, or disability. It is expressly agreed that the Department's sole involvement in the project covered by this agreement is in design and contribution of funds, that the Department shall acquire no interest in the property or improvements covered by this agreement, and that the Department and the state of Idaho, therefore, shall not bear any liability for use of the facilities or project area except insofar as such loss may be attributable to design by the Department. It is mutually agreed that the Grantee will comply with the rules governing the appropriate recreation program in effect as of the date of this agreement. **Grantees are required to understand and follow the rules outlined in IDAPA 26.01.31 Administration of IDPR Recreational State & Federal Grant Funds, including, but not limited to:**

Expenditure of Grant Funds. The grantee shall have only the designated state fiscal year to expend and request reimbursement of grant funds. If the grant funds are not expended within the designated fiscal year, the grant shall be revoked unless the applicant makes a written request and receives an extension of time from the Department.

Documentation and System of Internal Controls. The grantee shall maintain a system of internal controls in order to identify the source and disbursement of funds provided for all project costs and match by grant or project. Accounting records shall be supported by source documentation such as vouchers, canceled checks, invoices, payroll, time and attendance records, contract and sub-grant award documents, and other required billing forms.

Disbursement of Funds. The Department shall authorize disbursement of funds allocated to a project on a reimbursement basis. This means that the grantee shall initially pay all project costs and then seek reimbursement through the Department using the approved IDPR form. Requests for reimbursement must be received within forty-five (45) days after completion of the project. In addition to reimbursement deadlines in IDAPA 26.01.31, the Department requires that all requests for project closeout reimbursements must be submitted no later than thirty (30) days prior to the end of the designated state fiscal year.

Grant Modification. Only for good cause, and upon the submission of detailed justification shown in writing and approval by the State and Federal Grant Manager may the terms and obligations of the grant application or grant agreement be modified.

Public Use/Nondiscrimination. Physical facilities and real property purchased in whole or in part with grant moneys shall be available for public use regardless of race, color, religion, national origin, gender, age, or disability. Facilities constructed with grant moneys shall meet the requirements as set by the Americans with Disabilities Act Guidelines.

Idaho Department of Parks and Recreation
GRANT AGREEMENT FORM – page 2

Special Conditions: Applicant must follow all applicable IDAPA rules as identified on the attached acquisition agreement. Acquisition agreement must be signed and submitted along with the project agreement before reimbursement is approved.

By signing, the grantee acknowledges they understand the terms and conditions of accepting these funds, including any special conditions listed.

In witness thereof:

APPROVED:

Signature-Applicant's Authorized Representative

Idaho Department of Parks and Recreation

Title

Date

Date

10) BUDGET

Project Name: Bates Road Teton River Public Access

For IDPR Use Only Grant #		Source of Funding			IDPR Use Only
Project Components	(C) Total Cost	(B) Matching Share	(A) Grant Request	Amount Approved	
Land Protection Cost	\$720,000	\$500,000	\$220,000		
TOTALS	\$720,000	\$500,000	\$220,000		
% of TOTAL	100%	69%	31%	%	

**Round to the nearest dollar and percentage. Be sure to check your addition. Columns A+B=C.*

NOTES:

- For RV, WIF, ORMV, Motorbike, Road & Bridge projects – match is not required (except for motorized equipment as noted below), but more points are awarded to projects with financial commitments from the sponsor.
- For RTP projects only – A 20% match is required with 5% of the total project being non-federal money.
- For WIF projects only – grants for motorized equipment valued up to \$50,000 require a 25% match. WIF grants for motorized equipment valued at greater than \$50,000 require a 20% match.
- For ORMV, RTP, Motorbike and RV projects - grant requests for motorized equipment over \$1,000 (each) and under \$50,000 (each) shall require a minimum of 50% matching funds to be eligible for funding under Board Policy.
- For LWCF – 50% match is required.



Fiscal Year 2018

The grantee understands and agrees to the following provisions of land acquisition project # WW17-5-41-1:

Appraisals. A real estate appraisal is required for all real property to be acquired with grant funds. All appraisals shall be prepared according to the Uniform Standards of Professional Appraisal Practice (USPAP). The appraisal shall be paid for by the grantee, but may be included as part of eligible project costs. The selection of the appraiser shall be approved by the Department.

Appraisal Review. The Department shall review appraisals as necessary. Any appraisal report which does not comply with USPAP content requirements or analysis procedures shall be corrected to the satisfaction of the Department. All costs shall be covered by the grantee.

Negotiated Price. An approved appraisal is an acceptable estimate of property value. The negotiation between a willing seller and a willing buyer may set a price which is higher than the appraisal, and this value can be considered along with the appraised value in establishing the reasonable limits of financial assistance to be provided by the Department. If the grantee believes the negotiated price is a better indication of market value, yet is higher than the appraised value, a detailed statement of this difference shall be submitted to the Department.

Adequate Title and Public Access. The grantee must acquire clear title to, or adequate control and tenure of, the real property (land, land improvement, structures, and appurtenances) to be developed. The term "adequate control and tenure" of real property means, at minimum, a lease, easement, or other instrument that provides the grantee sufficient control over the real property to permit the proposed development and use for a period of at least twenty-five (25) years from the date of application, unless specifically approved in writing by the Department for a shorter term. The grantee shall list all outstanding rights or interests held by others in the real property to be developed. If access to the real property to be developed is over private property, then the grantee shall describe the provisions made to ensure adequate public access. In the event the real property becomes unusable for its intended purposes or if such use ceases, the grantee shall be responsible for conversion of the project as described in Section 350 of *IDAPA 26.01.31*.

Limitations on Use. Property rights obtained with grant funds shall be free of all reservations or encumbrances which would limit the use of the site disproportionate to the public benefit.

Appraisal received by: _____ Date: _____

Deed received and recorded by: _____ Date: _____

By signing, the grantee acknowledges they understand the terms and conditions of accepting these funds.

In witness thereof:

Signature-Applicant's Authorized Representative

Date



Fiscal Year 2018

The grantee understands and agrees to the following provisions of land acquisition project # WW17-5-41-1:

Appraisals. A real estate appraisal is required for all real property to be acquired with grant funds. All appraisals shall be prepared according to the Uniform Standards of Professional Appraisal Practice (USPAP). The appraisal shall be paid for by the grantee, but may be included as part of eligible project costs. The selection of the appraiser shall be approved by the Department.

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Limitations on Use. Property rights obtained with grant funds shall be free of all reservations or encumbrances which would limit the use of the site disproportionate to the public benefit.

Appraisal received by: _____ Date: _____

Deed received and recorded by: _____ Date: _____

By signing, the grantee acknowledges they understand the terms and conditions of accepting these funds.

In witness thereof:

Signature-Applicant's Authorized Representative

Date

MEMORANDUM OF UNDERSTANDING AND AGREEMENT

Management of Bates Bridge Teton River Access Site

THIS MEMORANDUM OF UNDERSTANDING AND AGREEMENT (“MOU”) is made between the Teton Regional Land Trust, P.O. Box 247, Driggs, Idaho 83422, hereinafter referred to as "TRLT," Teton County, Idaho, with its office located at 150 Courthouse Drive, Room 208, Driggs, Idaho 83422, hereinafter referred to as "Teton County", and Idaho Department of Fish and Game, with its Upper Snake Regional Office located at 4279 Commerce Circle Idaho Falls, Idaho 83401, hereinafter referred to as “IDFG”.

PURPOSE:

Teton County, a political subdivision of the State of Idaho in and for the County of Teton, is the owner in fee simple of certain real property located in Teton County, Idaho (the "Property"), consisting of approximately fifty-five (55) acres described more particularly in Exhibit A. The Bates Bridge Teton River Access Site, hereinafter referred to as “Bates Access Site”, lies on the Property, as depicted in Exhibit B.

TRLT is a publicly supported, tax-exempt nonprofit organization, qualified under Sections 501(c)(3) and 170(h) of the Internal Revenue Code of 1986, as amended, and is a qualified holder of conservation easements under Idaho Code § 55-2101 et seq. TRLT holds a conservation easement over Teton County’s Property, recorded on ___(Date)_____ as instrument no. _____ in the records of Teton County, Idaho.

IDFG, a state agency whose mission is protect, perpetuate and manage all wild animals, wild birds, and fish within the state of Idaho, currently assumes management responsibilities of the Bates Access Site.

The parties intend to relocate the Bates Access Site to a separate real property owned by Teton County. Once the relocation and construction of the new access site is complete, the parties intend to reclaim and to restore the Bates Access Site. In the interim, this MOU outlines management responsibilities of the parties. **This MOU shall remain effective until the Bates Access Site has been fully relocated, reclaimed and restored.**

TRLT agrees to:

- a. Monitor the Property at least once annually to ensure that terms of the conservation easement are upheld.
- b. Work cooperatively with Teton County and IDFG to develop and/or to approve habitat enhancement plans related to the reclamation and the restoration of the Bates Access Site.

Teton County agrees to:

- a. Continue cooperative management activities of the Bates Access Site in coordination with IDFG, including trash clean up and porta potty presence and maintenance.
- b. Work cooperatively with IDFG and TRLT to develop reclamation and habitat enhancement plans related to the restoration and decommissioning of the Bates Access Site.
- c. Implement reclamation and habitat enhancement plans related to the restoration and decommissioning of the Bates Access Site within five years of the date of the parties’ signatures in this MOU.

IDFG agrees to:

- a. Continue cooperative management activities of the Bates Access Site in coordination with Teton County, including trash clean up, brush removal, damaged sign replacement, infrastructure repairs, and restroom maintenance (as needed) .
- b. Work cooperatively with Teton County and TRLT to develop and/or to approve habitat enhancement plans related to the reclamation and the restoration of the Bates Access Site.

Any party may propose changes to this MOU during its term. Such changes will be in the form of a written modification and will become effective upon signatures of all parties.

SIGNATURES

Teton Regional Land Trust

Joselin Matkins - Executive Director, Teton Regional
Land Trust, Inc.

STATE OF IDAHO)
) ss
COUNTY OF _____)

On this _____ day of _____, 20____, before me, _____, a Notary Public in and for said State, personally appeared Joselin Matkins, known or identified to me (or proved to me on the oath of), to be the Executive Director of the corporation that executed the instrument or the person who executed the instrument on behalf of said corporation, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

S
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Notary Public for Idaho
Residing at:
My Commission Expires:

Teton County

William Leake - Chair of the Teton County Board
of Commissioners, Teton County, Idaho

STATE OF IDAHO)
) ss
COUNTY OF _____)

On this _____ day of _____, 2016, before me, _____, personally appeared William Leake, known or identified to me to be the Chair of the Teton County, Idaho Board of Commissioners of Teton County, Idaho, a political subdivision of the State of Idaho, that executed the said instrument, and acknowledged to me that such Teton County, Idaho executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

S
E
A
L

Notary Public for Idaho
Residing at:
My Commission Expires:

Idaho Department of Fish and Game

X - Title, Idaho Department of Fish and Game

STATE OF IDAHO)
) ss
COUNTY OF _____)

On this _____ day of _____, 2016, before me, _____, personally appeared _____, known or identified to me to be the __ (title) _____ of the Idaho Department of Fish and Game, that executed the said instrument, and acknowledged to me that such Teton County, Idaho executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

S
E
A
L

Notary Public for Idaho
Residing at:
My Commission Expires:

Exhibit A. Property Legal Description

Legal description source: Bates Ranch, LLC Conservation Easement survey by Anderson Engineering, Inc., dated June 7, 2016.

CONSERVATION EASEMENT

A parcel of land located in the S½SE¼ of Section 30, Township 5 North, Range 45 East, Boise Meridian, Teton County, State of Idaho and more completely described as follows:

Commencing at the South Quarter Corner of Section 30, T5N, R45 E, B.M., the TRUE POINT OF BEGINNING, thence first course, along the South section line of Section 30, S89°42'02"E-794.04 feet, thence second course, departing the South section line of Section 30, N00°03'51"E-195.33 feet, thence third course, N26°08'44"W-120.43 feet, thence fourth course, N74°49'23"W-84.90 feet, thence fifth course, S83°08'17"W-55.08 feet, thence sixth course, S71°16'15"W-114.37 feet, thence seventh course, S82°09'54"W-95.11 feet, thence eighth course, N75°36'05"W-80.12 feet, thence ninth course, N53°04'42"W-80.22 feet, thence tenth course, N29°56'59"W-110.80 feet, thence eleventh course, N11°44'02"W-137.13 feet, thence twelfth course, N28°36'08"E-53.00 feet, thence thirteenth course, N40°14'46"E-131.56 feet, thence fourteenth course, N52°04'00"E-81.04 feet, thence fifteenth course, N44°45'58"E-72.61 feet, thence sixteenth course, N00°45'35"W-68.96 feet, thence seventeenth course, N40°45'24"E-140.29 feet, thence eighteenth course, N89°58'27"E-507.82, thence nineteenth course, S25°04'17"E-534.74 feet, thence twentieth course, S89°54'09"E-344.04 feet, thence twenty-first course, S55°14'24"E-130.49 feet, thence twenty-second course, S25°12'52"E-228.04 feet, thence twenty-third course, S16°27'09"E-241.26 feet to a point on the South Section Line of Section 30, thence twenty-fourth course, along said South Section Line of Section 30, S89°42'02"E-795.79 feet to the Southeast Section Corner of Section 30, thence twenty-fifth course, departing said South Section Line and along the East Section Line of Section 30, N00°08'23"W-1320.99 feet to the S 1/16 Corner between Sections 29 and 30, thence twenty-sixth course, departing said East Section Line and along the South 1/16 Line of Section 30 N89°42'56"W-2631.84 feet to the C-N 1/16 Corner of Section 30, thence twenty-seventh and final course, departing said South 1/16 Line and long the North-South mid-Section Line, S00°13'11"W-1320.26 feet to the point of beginning.

Said parcel containing ±57.13 gross acres.

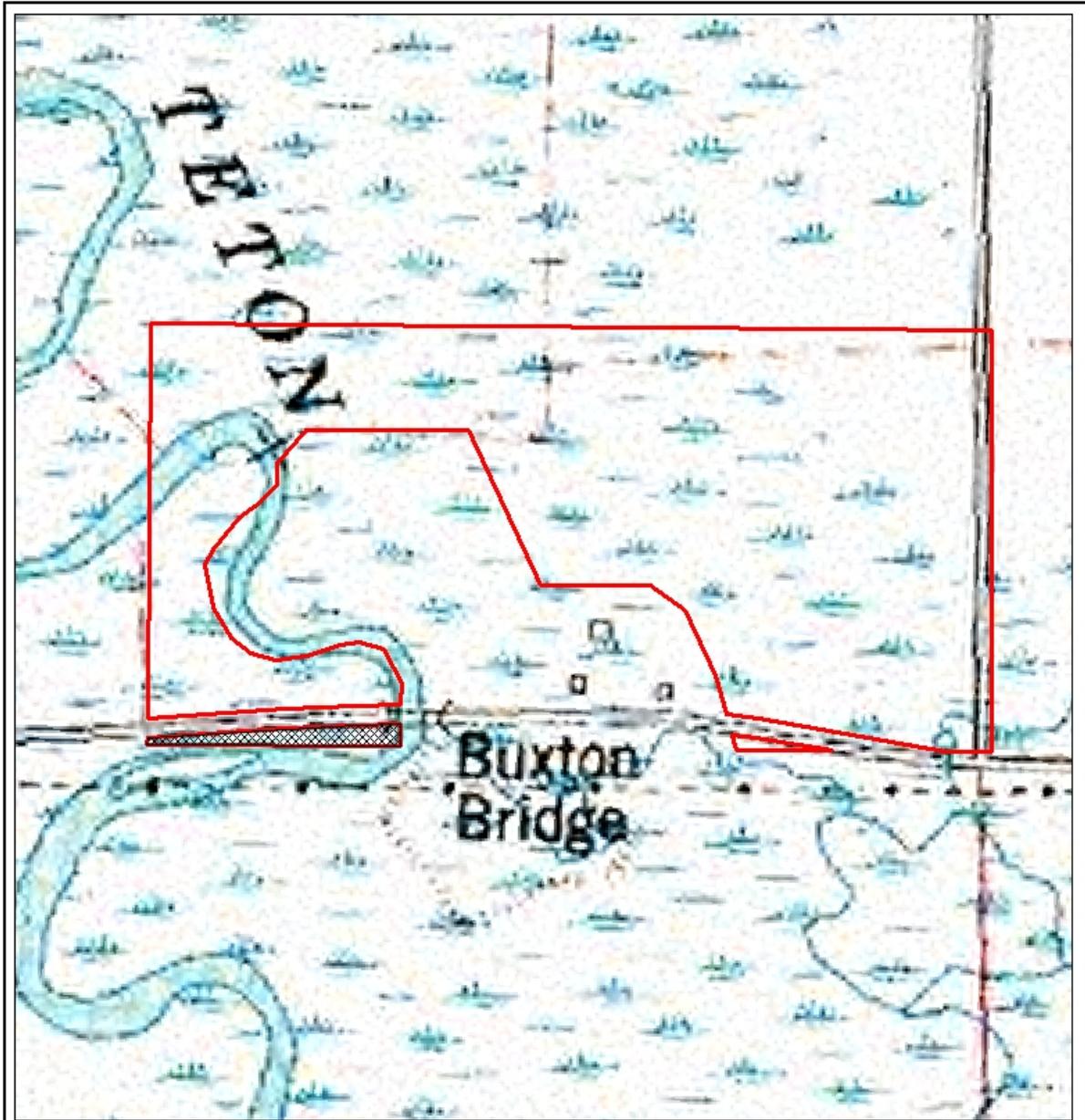
(EXCLUDING THE ROAD RIGHT-OF-WAY SHOWN ON THIS SURVEY; ±2.13 acres)

Net acreage of Conservation Easement ±55.00 acres.

Bearings based on the South Section Line of Section 30, T5N, R45E as shown on Survey filed Nov. 14, 1996, Instrument No. 125564.

This survey completed May 29, 2016.

Exhibit B. Bates Access Site



0 0.0625 0.125
MILES

USGS 1:24000 QUAD: BATES, ID 1979
MAP BY TETON REGIONAL LAND TRUST, 2016

EXHIBIT B



PROPERTY



BATES ACCESS SITE

THE BOUNDARY SHOWN IS FOR DISPLAY PURPOSES ONLY AND SHOULD NOT BE SUBSTITUTED FOR A LEGAL SURVEY.

MEMORANDUM OF UNDERSTANDING AND AGREEMENT

Management of Bates Bridge Teton River Access Site

THIS MEMORANDUM OF UNDERSTANDING AND AGREEMENT ("MOU") is made between Teton County, Idaho, with its office located at 150 Courthouse Drive, Room 208, Driggs, Idaho 83422, hereinafter referred to as "Teton County", and Idaho Department of Fish and Game, with its Upper Snake Regional Office located at 4279 Commerce Circle Idaho Falls, Idaho 83401, hereinafter referred to as "IDFG".

PURPOSE:

Teton County, a political subdivision of the State of Idaho in and for the County of Teton, is the owner in fee simple of certain real property located in Teton County, Idaho (the "Property"), consisting of approximately eighty (80) acres described more particularly in Exhibit A. The Bates Bridge Teton River Access Site, hereinafter referred to as "Bates Access Site", lies on the Property.

IDFG, a state agency whose mission is protect, perpetuate and manage all wild animals, wild birds, and fish within the state of Idaho, currently assumes management responsibilities of the Bates Access Site.

The parties intend to relocate the Bates Access Site to a separate real property owned by Teton County. Once the relocation and construction of the new access site is complete, the parties intend to reclaim and to restore the Bates Access Site. This MOU outlines management responsibilities of the parties once construction is completed and will remain in effect until either party withdraws from the agreement, pending a 30-day notice to the other party.

Teton County agrees to:

- a. Provide public access to the Teton River through a portion of the property that is not encumbered by a conservation easement for the next 25 years.
- b. Continue cooperative management activities of the Bates Access Site in coordination with IDFG, including trash clean up and porta potty presence and maintenance.

IDFG agrees to:

- a. Continue cooperative management activities of the Bates Access Site in coordination with Teton County, including trash clean up, brush removal, damaged sign replacement, infrastructure repairs, and restroom maintenance (as needed) .

Any party may propose changes to this MOU during its term. Such changes will be in the form of a written modification and will become effective upon signatures of all parties.

SIGNATURES

COUNTY OF _____)

On this ____ day of _____, 20__, before me, _____, a Notary Public in and for said State, personally appeared Joselin Matkins, known or identified to me (or proved to me on the oath of), to be the Executive Director of the corporation that executed the instrument or the person who executed the instrument on

Idaho Department of Fish and Game

X - Title, Idaho Department of Fish and Game

STATE OF IDAHO)
) ss
COUNTY OF _____)

On this _____ day of _____, 2016, before me, _____, personally appeared _____, known or identified to me to be the __ (title) _____ of the Idaho Department of Fish and Game, that executed the said instrument, and acknowledged to me that such Teton County, Idaho executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

S
E
A
L

Notary Public for Idaho
Residing at:
My Commission Expires:

Exhibit A (Insert Property Survey with Legal Description) include Bates Access Site Location too?



Class Title: Weed Superintendent/Vegetation Management Specialist

Pay Grade: 8

FLSA Designation: Covered Established: 8-15 Revised: 8-16

Class Summary/Primary Function

The principal function of an employee in this class is to perform professional work to oversee the County's Weed Control Program. This includes: development of a multi-year countywide Weed Control Plan; directing and overseeing seasonal staff and/or contractors in weed control implementation; inspecting, documenting and mapping noxious weed infestations and treatment data; participating in regional Cooperative Weed Management Programs and training; and organizes and executes public outreach efforts related to invasive species and collaborates with all County departments on vegetation management plans and programs. This position also coordinates with state and federal agencies and local organizations to effectively manage public access points at the Teton River and Caribou-Targhee National Forest. This position will be given much discretion and independence to develop, monitor and accomplish the goals and objectives of the job under the direction of the Public Works Director. The principal duties of this class are performed in an office and field environment with exposure to weather conditions, gaining access to all types of terrain and the use of hazardous chemicals and motorized vehicles. Occasionally, the employee may require the use of skis, snow vehicles or ATV's to access specific areas of the County.

Essential Duties and Responsibilities (will vary by assignment)

- Develops, updates and implements a multi-year, countywide Weed Control Plan;
- Directs and oversee weed control employees and/or contractors for roadsides, county properties and private land enforcement;
- Inspects, documents and maps noxious weed infestations throughout the county;
- Participates in regional Cooperative Weed Management programs and training;
- Conducts annual weed workshops for weed spray technicians and private landowners;
- Coordinates with cities and state on roadside weed control efforts;
- Educates staff and the public on weed control issues via website, workshops, presentations, brochures and other marketing materials;
- Writes grants to assist with the County's weed control and vegetation management programs;
- Oversee State of Idaho and National Association of Invasive Species Management Association Weed Free Forage certifications in the County;
- Oversee Weed Free Gravel certifications using the Greater Yellowstone Coordinating Committee standards or equivalent;
- Develops and implements initiatives for preventing aquatic invasive species from entering waterways in Teton County;
- Responds to and resolves complaints from citizens regarding weeds and other vegetation management issues in the county;
- Assists private landowners in compliance with State Statute regarding noxious weeds;
- Assists private landowners in compliance with open space, riparian buffer and wildlife weed control and vegetation management as required by the Teton County Land Use Code;

- Works with other County departments on vegetation management plans & programs;
- Works with willing landowners on voluntary vegetation management and restoration plans, and wildlife habitat enhancements;
- Works with County departments on natural resource issues;
- Performs project and time management and scheduling functions, meet deadlines, and set project priorities;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Assist in the preparation and presentation of reports to the Planning and Zoning Commission and/or BOCC meetings related to weed control and vegetation management, as needed;
- Conducts site visits to private properties to discuss land management issues;
- Orders and maintains proper storage and use of chemicals for weed control;
- Continuing education for professional development;
- Provide year round right-of-way and County property vegetation maintenance and management;
- Assist with maintenance of public access points to National Forest land, BLM land, rivers and streams;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Native plant communities of Teton Valley and management and restoration of those areas;
- Noxious weed identification and effective noxious weed management;
- Weed control chemicals and their effectiveness and other control methods;
- Laws and regulations regarding the distribution and application of herbicides;
- Wildlife and bird species of Teton Valley and the management and restoration of their habitat;
- Riparian and wetland ecology and management and restoration of the habitat;
- Laws governing agriculture and the “Right to Farm” in Teton Valley;
- Public lands management and associated laws governing the UD Forest Service and BLM;
- Teton County Land Use Code as related to natural resources and open space management;
- Project and time management processes and techniques;
- Effective teaching/instructing skills;
- Effective public relations skills;
- Record keeping and document management.

Ability to:

- Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to weed abatement;
- Utilize GPS/GIS mapping and data analysis techniques;
- Prepare educational and marketing materials;
- Educate the public on sensitive issues involving weed control enforcement, natural resource protections and private property rights;
- Read and interpret scientific studies, natural resource reports and technical scientific information;
- Create and implement monitoring plans for county-managed open space;
- Read, interpret and effectively apply laws, resolutions, ordinances, codes and contracts;
- Maintain details and accurate computerized and hand copy files;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Communicate effectively, both orally and in writing;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;
- Prepare accurate and reliable reports, and maintain required files and documentation;
- Supervise and monitor the work of employees and/or contractors, determine priorities and make work

- assignments; follow-up to ensure desired results; and document actions;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
 - Maintain a professional demeanor during stressful situations;
 - Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
 - Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
 - Maintain individual and transaction confidentiality;
 - Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- Bachelor's degree in related field (Weed Science, Biology, Botany, Agriculture, Range Management);
- Experience conducting original research with a firm understanding of how to design a scientifically sound study and collect and analyze data; and
- Ability to obtain a Professional Applicator's License within six (6) months of employment; or
- Any equivalent combination of experience and training that provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to read and comprehend written work instructions, technical manuals, scientific reports and other documents; prepare, read, organize and maintain accurate files; and to identify destructive plants;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate motorized vehicles, weed spray equipment and office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move up to 50 lbs. and conduct site visits accessing various terrain on and off trails in all weather conditions, including access that may include skiing or operation of snow vehicles or ATV's.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

Board of Teton County Commissioners

MINUTES: July 25, 2016

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

9:30 BOARD OF COUNTY COMMISSIONERS' MEETING CALL TO ORDER, Bill Leake, Chair
Amendments to Agenda

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

FEDERAL LAND RESOLUTION

1. Resolution and Letters of Support

FY 17 SOLID WASTE FEE

PUBLIC WORKS – Darryl Johnson

1. Solid Waste
 - a. Equipment Operator and Weigh Master Positions
2. Road & Bridge
 - a. Fog Seal Schedule
 - b. Striping
 - c. Reconstruction on N6000W
 - d. Gravel Crushing
3. Engineering
 - a. Packsaddle Road Vacation Application
 - b. Cedron Road Widening Request for Information
 - c. Cache Bridge Repair Request for Information
 - d. W6000S Wetland Mitigation
4. Public Works
 - a. Teton County Weed Superintendent

PLANNING – Kristin Rader

1. Planning Department Policy – Building Rights
2. Insignificant Plat Amendment – Horse Haven
3. Impact Fees
4. Land Use Development Code Update
5. Planning Department Hours

BUILDING – Wendy Danielson

1. Shared Building Services Update
2. Building Administrator & Building Official Job Descriptions
3. Vacation Request

1:00 JUVENILE PROBATION OFFICER, Renee Liedorf

1. Quarterly Report

2:00 ASSESSOR – Bonnie Beard

2:45 SHERIFF – Mitch Golden

1. Idaho Emergency Communications Commission 911 Grant

3:00 AMERICAN INSURANCE, Travis Argyle

3:30 TETON COUNTY ALL HAZARD MITIGATION PLAN RESOLUTION, Greg Adams

CLERK – Mary Lou Hansen

1. Update Personnel Policy to Allow PTO Carryover
2. PTO Carryover Request
3. Preparations for Murder Case
4. FY 2017 Budget, Clerk's Budget Memo #7

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

1. Approve Available Minutes
2. Other Business
 - a. GIS Cross Training Request
 - b. Executive Assistant Report
 - c. Teton County Board Appointments
 - d. Beer & Wine licenses, if any
3. Committee Reports
4. Claims
5. Executive Session as needed per IC 74-207(1)

ADJOURNMENT

COMMISSIONERS PRESENT: Bill Leake, Kelly Park, Cindy Riegel

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

Chairman Leake called the meeting to order at 9:36 am and led the Pledge of Allegiance.

OPEN MIC

Mike Merigliano, Jeff Klausmann, Robert Parkins, Don Carpenter, Gena Howard, Shawn Hill, Mike Commins, Jim Rein, Bob Breckenridge and Rob Thornberry spoke in support of retaining Federal ownership of public lands.

JoAnn LaBelle and Roger Brink spoke about the proposed policy regarding parcel buildability.

Marian Rudzickia spoke about the public lands resolution and the solid waste fee.

FEDERAL LAND RESOLUTION

Chairman Leake read the first and last paragraph of the proposed resolution recognizing the value of Federal lands and opposing the proposal for the State to take wholesale ownership of public lands in Idaho.

Commissioner Riegel said public lands are a critical component of Teton County's economic potential and quality of life and expressed support for the proposed Resolution.

Commissioner Park believes the Federal government does not manage land properly and thinks there are too many wildfires and not enough timber/firewood harvest. He would support the resolution if the Federal government did a better job of managing the land.

● **MOTION.** Chairman Leake made a motion to accept and approve Resolution 2016-0725A supporting continued Federal ownership of public lands in Idaho. Motion seconded by Commissioner Riegel and carried, with Commissioner Park opposed. (Attachment #1)

SOLID WASTE FEE

Chairman Leake said the Board needs to develop a plan for FY 2017 but should consider what has been learned thus far from the court case regarding the FY 2016 solid waste fee. He read the following excerpt from the Court's reconsideration decision:

It was neither the amount of the fee, nor even the fact that it was applied to all parcels, that ultimately doomed the County's solid waste fee schedule in the eyes of the Court. The solid waste fee schedule was found to be an illegal tax because of how it was applied to every parcel with no consideration of the actual cost of such service as required by IC 31-870(1).

This opinion caused Chairman Leake to carefully analyze the services provided by the County's solid waste system. He identified three specific categories of service: (1) infrastructure to allow safe dispose of waste products; (2) processing of waste delivered to the transfer station, including hauling and tipping costs; and (3) protection of the natural environment and public health. He then analyzed the costs related to each service and proposed a graduated fee to allocate costs to various types of property parcels according to the services received and benefits derived.

Chairman Leake emphasized that the discussion of next year's fee must remain separate from what might be the result of the ongoing court case regarding 2016 fees and said the County would take no action related to that court case until receiving specific instructions from the Court.

Commissioner Riegel agreed with Chairman Leake's logic that every property owner benefits from the County's solid waste services and should help pay for the facilities whether they use them or not.

The Board discussed various options and tentatively agreed to charge one fee to structures with parcels and a significantly lower fee to vacant land parcels. Chairman Leake will update his draft document for further discussion.

PUBLIC WORKS

Director Darryl Johnson reviewed his update memo (Attachment #2).

● **MOTION.** Commissioner Park made a motion to hire Ron Anderson as a transfer station equipment operator at 90% of the market rate for pay grade 5. Motion seconded by Commissioner Riegel and carried unanimously.

● **MOTION.** Commissioner Park made a motion to hire Samantha Lee as the transfer station weighmaster at 91% of the market rate for pay grade 4. Motion seconded by Commissioner Riegel and carried unanimously.

The center line and bike lanes on Ski Hill Road will be striped next week. The bike lanes will have an 8” stripe. This will match the stripe that Wyoming will put on their portion of the road, which will be paved from the Forest boundary to Grand Targhee later this year. Chairman Leake said the newly chip sealed road is very smooth where vehicles have been traveling but is less smooth on the bike lane. He wondered if there were a way to safely divert traffic to the edge of the road. Mr. Johnson said a loaded dump truck with dual tires could make loops up and down the edge of the road, although that would have been most effective before the fog seal.

Mr. Johnson requested approval to increase the gravel crushing contract. Clerk Hansen said additional unused funds were also available within the seasonal personnel line of the Road & Bridge budget.

● **MOTION.** Commissioner Park made a motion to approve crushing an additional 20,000 tons of 3/4” gravel at the Felt Pit at the current contract price of \$2.85/ton for a total contract increase of \$57,000. Motion seconded by Commissioner Riegel and carried unanimously.

ENGINEERING. The Board asked Mr. Johnson to proceed with selection of an engineer for the Cache Bridge repair project even though only two firms responded to the RFI. Regarding the W6000S wetland mitigation project and possible future financial consideration, the Board said they were legally prohibited from making financial commitments that would have to be fulfilled by future Boards.

PLANNING

Planning Administrator Kristin Owen reviewed her update memo (Attachment #3).

BUILDING RIGHTS POLICY. Prosecutor Spitzer said the proposed policy will clarify that lots created via a County process have building rights, even if those lots did not comply with the underlying zoning at the time they were approved. The new policy does not solve problems for lots created outside of a County process or via an Agricultural split after 2003.

Out of the 400 lots investigated to date, Ms. Owen said 35 were found to lack building rights. About 12 of those lots were created via a County process and another five are open space. The remainder were created without County approval or via an Agricultural Lot Split process that specifically did not create a building right.

The Board approved the new policy (Attachment #4) and asked Ms. Owen to notify them if future investigations identified additional problems with building rights not solved by the new policy.

INSIGNIFICANT PLAT AMENDMENT, HORSE HAVEN SUBDIVISION. Ms. Owen said that Paul Gilroy is proposing the amendment to reduce the number of lots from 3 to 2, while also re-arranging the lots (Attachment #5). He plans to deed Lot 2-A to the Teton Regional Land Trust to be placed in a conservation easement with surrounding property.

● **MOTION.** Commissioner Riegel made a motion to approve the insignificant plat amendment for Horse Haven Subdivision as requested by Paul Gilroy with the following conditions: (1) Correct the mapped floodplain on the amended plat or remove it; (2) Add a note to the amended plat stating all notes on the original plat still apply, with a note specific to floodplain development permits; (3) Add a building envelope for Lot 2-A that is outside of the floodplain; and (4) Provide an easement for a shared driveway access for both lots across Lot 1-A to reduce the number of driveways in the floodplain. The motion was seconded by Commissioner Park and carried unanimously.

RECREATION IMPACT FEE. Ms. Owen said the Impact Fee Advisory Committee recommends approval of the Fair Board's request to use \$41,800 in impact fees to expand the restroom, sewer system and kitchen equipment at the fairgrounds (Attachment #6). She said the Committee asked Ms. Owen to emphasize the need for an updated Capital Improvements Plan and expanded list of projects that could be funded with impact fees. The IFAC has 7 seats; 3 are currently vacant.

● **MOTION.** Commissioner Park made a motion to approve use of \$41,800 of Recreation Impact Fees for upgrades at the Fairgrounds as recommended by the Impact Fee Advisory Committee. Motion seconded by Commissioner Riegel and carried unanimously.

OFFICE HOURS. The Board decided the Planning Office should be open 9-5 five days per week.

BUILDING

The Board reviewed the update memo (Attachment #7) and approved the requested use of vacation time. Interim Building Administrator Wendy Danielson said the Planning Assistant and Recreation Coordinator will accept building permit applications in her absence.

EXECUTIVE SESSION

● **MOTION.** At 12:25 pm Commissioner Riegel made a motion for Executive Session to discuss legal matters pursuant to IC 74-206(1)(f). Motion seconded by Commissioner Park and a roll call vote showed all in favor. The Executive Session ended at 12:48 pm.

Chairman Leake said the Board had discussed the solid waste fee lawsuit and asked the Prosecutor to not waive any rights to appeal, but to work with Plaintiff's attorney to come up with an order reflecting the Judge's opinion.

JUVENILE PROBATION

Chief JPO Rene Leidorf reviewed her quarterly report (Attachment #8). She currently has 5 juveniles on formal probation and 5 on diversion. She said the diversion program was used for low-risk, first-time offenders in order to avoid a juvenile record.

ASSESSOR

Assessor Bonnie Beard described the workload related to fluctuating values and new parcels/buildings, and the increased number of vehicle registrations, which is why she requested a new 24-hour per week employee. She wants to hire a former employee at the rate of \$16.25 per hour. She doesn't think it's feasible to share an employee with another department due to the fluctuating workload and schedule of the new position. Commissioner Riegel requested an organizational chart and will meet with the Assessor before the next Board meeting.

SHERIFF

Administrator Manager of Operations Mitch Golden requested approval to submit a \$97,338 grant request to the Idaho Emergency Communications Commission in order to replace obsolete 911 dispatch equipment (Attachment #9). The new equipment will be compatible with systems in neighboring counties and will reduce annual maintenance and operating costs.

- **MOTION.** Commissioner Riegel made a motion to approve the Sheriff's Grant Application Proposal requesting \$97,338 for upgrades to 911 equipment. Motion seconded by Commissioner Park and carried unanimously.

Mr. Golden said the 911 problems with Alta land lines are caused by Century Link's equipment which can only process calls from a single area code. Century Link will be forced to upgrade their equipment when Idaho begins using a second area code. In the meantime, he said Alta residents should make 911 calls via a cell phone if possible.

EMERGENCY MANAGEMENT

Coordinator Greg Adams asked the Board to approve the recently-updated All Hazard Mitigation Plan. The plan will also be adopted by each City.

- **MOTION.** Commissioner Riegel made a motion to approve Resolution 2016-0725B adopting the Teton County All Hazard Mitigation Plan. Motion seconded by Commissioner Park and carried unanimously. (Attachment #10)

AMERICAN INSURANCE

Travis Argyle provided an update regarding the County's insurance program and benefits. The County's employee benefit account has gained \$16,353 to date this year and had a balance of \$196,663 on June 30. Mr. Argyle said governmental group renewal rates were averaging 5-6% this year. He will have more definite renewal information in October. The draft FY 2017 budget includes a 6% placeholder for increased health insurance costs.

EXECUTIVE SESSION

- **MOTION.** At 3:34 pm Commissioner Riegel made a motion for Executive Session to discuss indigent matters pursuant to IC 74-206(1)(d). Motion seconded by Commissioner Park and a roll call vote showed all in favor. The Executive Session ended at 3:37 pm.

- **MOTION.** Commissioner Park made a motion to deny indigent case 1T-2016-10009 because the applicant is not indigent. Motion seconded by Commissioner Riegel and carried unanimously.

CLERK

PAID TIME OFF CARRYOVER. The Board discussed Clerk Hansen's memos (Attachment #11) regarding the ability of employees to carryover more than 80 hours of PTO at the end of a fiscal year and her request for approval of excess PTO carryover.

- **MOTION.** Chairman Leake made a motion to re-instate the PTO carryover provision by inserting the following sentence in paragraph 3 on page 18: "This rule may be subject to an exception upon written permission of the responsible department head or elected official, and the Board of County Commissioners, which must be obtained prior to the end of the fiscal year and cannot be obtained in two consecutive years." Motion seconded by Commissioner Riegel and carried unanimously.

The Board approved PTO carryover for Jenifer VanMeeteren-Shaum as requested by the Clerk.

MURDER CASE PREPARATIONS. Chairman Leake has talked with Bonneville County Commission Chair Roger Christensen and is coordinating preparation of a Memorandum of Understanding. A metal detector has been obtained from Bonneville County at no charge. The FY 2017 draft budget includes a new \$15,000 line item for costs related to the case but additional funds may be needed.

FY 2017 BUDGET

The Board reviewed Clerk Hansen's Budget Memo #7 (Attachment #12). She said the IT Administrator and Facilities Manager have agreed that the Facilities Manager should be responsible for the building access systems (keys, swipe cards, etc.) and security cameras. The Board said the non-profit funding summary was accurate.

● **MOTION**. Commissioner Park made a motion to approve the \$25,000 Indigent Defense Grant Application. Motion seconded by Commissioner Riegel and carried unanimously.

The Board discussed ways to eliminate the \$216,091 budget shortfall and approved the following changes: reduce costs in the Recreation Department by about 50%, eliminate the \$35,000 placeholder for Animal Control; ask EODH to reduce overall budgets by \$40,000; reduce IT budget by about \$10,000; increase building permit and sales tax revenue projections; budget for a salary survey. They also decided to plan to spend the 2014 and 2015 PILT funds, and Circulation Impact Fees, for reconstruction of W6000S and to use 2017 PILT funds to purchase and improve the new Teton River Access Park at Bates Bridge.

EXECUTIVE SESSION

● **MOTION**. At 4:45 pm Commissioner Park made a motion for Executive Session to discuss personnel matters pursuant to IC 74-206(1)(b). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor. The Executive Session ended about 5:10 pm.

The Board will review the final draft budget on August 2. It will be published August 11 and 18 and the public hearing will be held August 22.

ADMINISTRATIVE

● **MOTION**. Commissioner Park made a motion to approve the minutes of July 11 and 18, and the work session minutes of July 18. Motion seconded by Commissioner Riegel and carried unanimously.

The Board agreed to send a letter to the Assessor and IT Administrator regarding cross-training for GIS functions (Attachment #13).

The Board reviewed the update memo provided by Executive Assistant Holly Wolgamott (Attachment #14). They decided to specify no topic for the August 8 Town Hall meeting. This meeting is intended to allow citizens to discuss any items of interest with the Board and differs from the Open Mic sessions held at the start of each Board meeting. Those sessions are intended to allow citizens to make comments about specific agenda items, but not to dialogue with the Board.

The Board discussed the list of upcoming/current vacancies on several Commissioner-appointed Boards (Attachment #15). Ms. Wolgamott plans to advertise the vacancies from July 31-August 15 with applications due August 17. The Board will review the applications and make appointments on August 22.

The Board agreed it would be best to reduce the size of the Planning & Zoning Commission from 9 members to 7 after the code writing project is complete. However, the terms expire September 30 and the code might not be finished by then. The Board decided that the vacancies should be advertised without specifying the number of available positions. They also asked Ms. Wolgamott to investigate whether the Impact Fee Advisory Committee could be reduced from seven members to five.

COMMITTEE REPORTS. Commissioner Park attended recent meetings of Tri-County Probation during which it was decided that Ryan Brown should become the Drug Court Coordinator and Shay Plagmann the Tri-County Probation Director. Those responsibilities were previously combined into a single position.

Commissioners Park and Riegel both attended a recent meeting of 5C Detention during which it was decided to retain the treatment program and increase County payments by 20%.

Chairman Leake attended a meeting of the Driggs Urban Renewal District where possible Depot Street improvements were discussed. He has learned that The Development Company plans to proceed with a less expensive remodel of the Ford garage. He said the Teton Regional Economic Coalition is in the process of determining which employee positions to fill. A shortage of volunteers is making it difficult to keep the Geotourism Center open. Chairman Leake also met recently with the Director of Eastern Idaho Public Health to discuss the statewide funding formula.

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

General	\$19,674.02
Road & Bridge	39,926.63
Court & Probation	193.57
Court-Bonds	7,507.89
Indigent & Charity	406.72
Revaluation.....	9,590.00
Solid Waste	18,119.25
Weeds	2,156.71
Road Levy	18,018.67
E911	2,187.50
Ambulance.....	116.33
Fairgrounds & Fair.....	10,097.50
TOTAL.....	\$127,994.79

The meeting adjourned at 5:46 pm.

Bill Leake, Commissioner

ATTEST _____
Mary Lou Hansen, Clerk

- Attachments: #1 Resolution 2016-0725A Federal Lands
 #2 Public Works update
 #3 Planning Department Update
 #4 Policy regarding Building Permit Eligibility of Previously Created Parcels
 #5 Insignificant Plat Amendment, Horse Haven Subdivision
 #6 Impact Fee Funds Request
 #7 Building Department Update
 #8 Juvenile Probation Quarterly Report
 #9 Sheriff's E911 Grant Application Proposal
 #10 Resolution 2016-0725B Adopting All Hazard Mitigation Plan
 #11 PTO Carryover
 #12 Clerk's FY 2017 Budget Memo #7
 #13 GIS Cross-Training Letter
 #14 Executive Assistant Update
 #15 Appointment to County Boards

Board of Teton County Commissioners

MINUTES: August 2, 2016

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

- 3:00 CALL TO ORDER** – Bill Leake, Chair
- Fees for FY 2017
 - Recreation Coordinator's Report
 - FY 2017 Budget
 - MOU with Bonneville County for Public Defense
 - Other Business

ADJOURNMENT

COMMISSIONERS PRESENT: Bill Leake, Cindy Riegel (Kelly Park was out of town)

OTHER ELECTED OFFICIALS PRESENT: Assessor Bonnie Beard, Clerk Mary Lou Hansen

Chairman Leake called the meeting to order at 3:11 pm.

- **MOTION.** Commissioner Riegel made a motion to add an Executive Session to discuss merit raises and personnel evaluations per IC 74-206(1)(b). Motion seconded by Chairman Leake and a roll call vote showed all in favor.

FEES

Chairman Leake reviewed his draft document analyzing the services and costs of the County's solid waste system (Attachment #1). He concluded that 80% of those costs should be paid by owners of residential and commercial buildings, while 20% of those costs should be paid by all other property owners, except that owners of well lots, open space, wasteland, parks, pathways and exempt vacant properties should pay nothing. If the \$625,000 needed for the FY 2017 solid waste budget is divided as recommended by Chairman Leake, about 5,200 parcels will be charged \$97, about 700 parcels will be charged nothing and all other parcels will be charged \$14.

The Board agreed with Chairman Leake's logic and calculations and discussed the correct application of the solid waste fees with Assessor Beard. They clarified their intent to charge a single fee per residential/commercial parcel and to charge the \$97 fee to "exempt" properties with buildings (such as city halls, churches, schools). The Board authorized Clerk Hansen to prepare the required legal notice using the following wording:

- \$14 per vacant parcel
- \$97 per residential/commercial parcel w/structure
- \$0 per well lot, open area, park, pathway, wasteland and vacant "exempt" parcel

The Board discussed other proposed modifications to the County's fee schedule for FY 2017. The only "new" fees are for Juvenile Justice. Clerk Hansen said the fees had been charged for several years without being included in the approved fee schedule.

RECREATION COORDINATOR REPORT

The Board reviewed the report prepared by part-time Recreation Coordinator Sven Taow (Attachment #2). The document detailed Mr. Taow's activities and research during the previous year; described the location, condition and needs of the various sports fields within the County; explained his conclusion that the only way to have

permanent, stable recreation funding would be creation of a recreation district; and listed possible projects/activities for FY 2017.

The Board thanked Mr. Taow for the informative report and discussed options for FY 2017. They decided to continue funding his part time position and to include \$10,000 for contracted services.

FY 2017 BUDGET

The Board reviewed Clerk Hansen’s Budget Memo (Attachment #3). They agreed to discuss possible revisions to previously approved merit raises during Executive Session in order to help balance the budget. Other than those changes, the Board believes there will be enough cash carryover from unspent FY 2016 budgets to balance the budget for FY 2017. The budget hearing will be held August 22.

EXECUTIVE SESSION

● **MOTION.** At 4:34 pm Commissioner Riegel made a motion for Executive Session to discuss personnel issues pursuant to IC 74-206(1)(b). Motion seconded by Chairman Park and a roll call vote showed all in favor. The Executive Session ended at 4:59 pm.

OTHER BUSINESS

The MOU with Bonneville County will be added to the August 8 agenda.

The meeting adjourned at 5:00 pm.

Bill Leake, Commissioner

ATTEST _____
Mary Lou Hansen, Clerk

Attachments: #1 Chairman Leake’s Solid Waste Fee calculations
#2 Teton Valley Recreation Report
#3 Clerk’s Budget Memo #8

Certificates of Residency: 2015-2016

Last Name	First Name	College or THS	Date Approved
Becker	Hailey	CSI	
Cortes	Rosa	CSI	
Hochstrasser	Zoe	CSI	
Little	Linda	CSI	
Melichar	Charles	CSI	
Pearson	Wendy	CSI	
Raz	Jordyn	CSI	
Tzompa	Jose	CSI	
Warburton	Taylor	CSI	
Zamora	Lizbeth	CSI	



FROM: County Executive Assistant, Holly Wolgamott
TO: Board of County Commissioners
RE: Executive Assistant Update
MEETING: August 8, 2016

1. E-news Bulletin
 - a. The August e-news bulletin was emailed to you for your approval. Once approved I will send it out to subscribers and employees. Due to time and space constraints, a few articles that were proposed for August were not included so I have left them as suggestions for the September edition.
 - b. September suggested articles are:
 - Recycling Article with RAD Curbside
 - Building and Planning Departments Restructuring
 - FY17 Budget
 - Important Dates

If you have suggestions for other articles, please let me know.
2. Employee Committee
 - a. Due to scheduling conflicts, the kick off meeting for the Employee Committee could not be scheduled until September 8th at 1:00 pm. I will report back to the board following the meeting.
3. BoCC Priorities
 - a. Priorities have been updated for July. I will edit and send them to you again for your meeting on August 22nd.
4. Tax Deed Property Auction Status
 - a. Kathy and I are still working on this. We will have recommended payments to qualified parties in interest to the Board for your approval on August 22nd.
5. ICRMP and Risk Management
 - a. I included the Risk Management Discount Program information in the employee e-news bulletin. The due date for all course requirements is December 8th, the day of the All Employee Meeting. I will host the in-person trainings at the All Employee meeting and submit our course report on December 12th to ICRMP.
6. BDPA Status
 - a. One option for a salary survey was provided by BDPA. See details below. Though the option presented is cheaper than we expected I question if using the Northwest Data Exchange is truly going to give us what we are looking for. I think it would be a good idea to have Andrea call in and present all options for a salary survey and answer any questions you may have. I can arrange that at your next meeting if there is an interest in doing so.

Hi Holly:

I think the least costly option is going to be a renewed subscription to the Northwest Data Exchange (NWDE) which will offer us both salary and benefit data so we can compare base wages and total compensation (salary and benefits). The annual subscription fee is \$2,200 (that's compared to about \$5,400 if we had to conduct a whole new survey). And, with the NWDE you can choose which organizations to use for comparison purposes within the database, plus five others for which we will attempt to collect their data (I know you will want to include Jackson and Teton County, Wyoming so that would leave three others that we can decide upon later.) Once we compile the data, there will likely be an additional 30 hours for analysis, conference calls and recommendations on how to adjust the pay schedule, along with

an Executive Summary Report. I would not anticipate any personal visits to avoid travel costs, unless you think they are needed in lieu of conference calls. So...in summary:

*Subscription to NWDE = \$2,200
30 hrs @ \$90.00/hour = \$2,700*

Total = \$4,900

(FYI - In 2009 when we conducted the full classification and compensation project, the total project cost was \$13,576. That included development of the class specifications/job descriptions, but even so, I think you can see the significant savings with the Northwest Data Exchange.)

If you need a formal proposal, let me know.

I will look at the Emergency Management Technician and get back to you soon.

Andrea

- b. The job description for the Emergency Management Technician was received and graded at a pay grade 7. Please see attached description.
- c. The PDQ form for the Planner position was sent in to BDPA and is expected back on Monday August 8th.



Class Title: Emergency Management Technician

Pay Grade: 7

FLSA Designation: Non-Exempt

Established: 7-16

Class Summary/Primary Function

The principal function of an employee in this class is to assist the Emergency Management Coordinator in administration of the County's Emergency Management Plan by working with local agencies and organizations to prepare for disasters and emergencies through ongoing outreach, planning, training and exercising. The job includes working closely with the Local Emergency Planning Committee (LEPC), providing public outreach for disaster preparedness, providing or arranging for training exercises with County Emergency Operations Center staff, assisting in grant writing and management efforts and responding as necessary to emergency situations. The work is performed under the supervision of the Emergency Management Coordinator. The principal duties of this class are performed in a general office environment with some field work and possible exposure to outdoor weather conditions and threatening emergency situations.

Essential Duties and Responsibilities (will vary by assignment)

- Assists in administering the County's disaster response system and plan;
- Serves as liaison to oversee and work cooperatively with the LEPC Committee to represent County's interests in emergency and disaster planning and services;
- Performs public relations functions to create awareness and educate the public on issues relative to emergency services;
- Designs, prepares and/or arranges and conducts disaster training and exercises;
- Recruits, trains and performs exercises with the County Emergency Operations Center staff and others as needed;
- Participates in Emergency Operations center functions and activities during emergencies including coordinating response and recovery efforts;
- Assists in ensuring that plans, procedures, supplies and equipment are readily available for emergency situations;
- Assists in researching and writing grant applications;
- Assists with grant management efforts;
- Maintains records, documentation, and logs, including materials, tools, supplies, and equipment for emergency response;
- Attends emergency preparedness meetings, hearings, conferences and training sessions; conducts research or reads materials to maintain current on emergency management;
- Keeps immediate supervisor apprised of work activities and any specific issues that may arise;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- The National Incident Management System and the Incident Command System;
- Federal, State and local disaster laws and policies
- Local and regional first response entities and responsibilities;
- Adult instruction methodology;
- Effective public presentation and public relations skills;
- Operation of a personal computer and job-related software applications;
- Customer service procedures and techniques.

Ability to:

- Design and lead instruction classes and exercises for emergency response;
- Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to emergency preparedness;
- Clearly explain County emergency operations plans' functions, policies, and procedures;
- Prepare, review, and maintain files, records, databases, and correspondence, determining content and follow-up, if required;
- Maintain detailed and accurate computerized and hard copy files;
- Communicate effectively, both orally and in writing;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials and the public;
- Prepare and conduct effective presentations for individuals and groups;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- High School Diploma or GED, preferably supplemented with at least two (2) years of college; and
- Two (2) years of emergency management experience; and
- Two (2) years of adult instruction experiences; and
- Experience in grant writing and grant management is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files, observe mock or real disaster situations and respond effectively;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and provide information technology support;

- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 50 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.