

**Teton County Idaho Commissioners' Meeting Agenda**  
**Wednesday October 12, 2016 8:30 am**  
150 Courthouse Drive, Driggs, ID – 1<sup>st</sup> Floor Meeting Room

**8:30 MEETING CALL TO ORDER** – Bill Leake, Chair  
*Amendments to Agenda*

**PLANNING** – Kristin Owen

1. Code Enforcement Update
2. Planning and Zoning Commission Draft Land Use Development Code Update
3. Approval of NP Study Waiver for Ross Meadow Subdivision

**BUILDING** – Wendy Danielson

1. Building Permit Reports
2. Code Compliance
3. Building Department Hours
4. Holiday Time Off

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

**PUBLIC WORKS** – Darryl Johnson

1. Solid Waste
  - a. Wood Chipping Services
  - b. Cardboard Removal
2. Road & Bridge
  - a. Approval to Purchase a Road & Bridge Pickup Truck
  - b. W7000S Overlay
3. Engineering
  - a. Teton Creek Corridor Pathway Project
  - b. Approval of the Local Rural Highway Investment Program Grant Application
  - c. Approval of the Local Federal-aid Rural FY17-18 Grant Application
  - d. Approval of the Local Federal-aid Bridge FY17 Grant Application
  - e. Approval of the Local Highway Safety Improvement Grant
  - f. Bates Teton River Access Park
  - g. Packsaddle Road Vacation Application
4. Facilities
  - a. Bates River Property Cabin
5. Noxious Weeds
  - a. Approval to Transfer Money from Supplies/Consumables into Dues/Memberships

**IT/EMERGENCY MANGEMENT** – Greg Adams

1. Approval to Begin Storage Area Network (SAN) Installment at the LEC

**ADJOURNMENT**

2. Approval of Google Contract
3. Transfer of Money within IT Budget to Cover Expense of Increased Hours for John Leidorf
4. Approval to Use Commissioners' Contingency Account to Publish All Hazard Mitigation Plan
5. Future Projects

**11:30 JUVENILE PROBATION OFFICER** – Renee Leidorf

1. Quarterly Report
2. Approval of MOA – The Community Incentive Program, The Re-Entry Program, and/or The Mental Health Program

**12:00 ELECTED OFFICIAL AND DEPARTMENT HEAD MEETING**

**1:00 AMBULANCE SERVICE DISTRICT**

1. Approval of Available Minutes
2. Ambulance Request for Bids
3. MOU – ASD and TVHC for Unemployment Payments
4. Medical Director Contract
5. Fire/ASD Agreement for Services October 1, 2016 and Beyond
6. Transition of ASD Ambulance Services Agreement with Wyoming to the Fire District
7. EMS Advisory Committee

**TREASURER** – Beverly Palm

1. Quarterly Report

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

1. Approve Available Minutes
2. Other Business
  - a. Letter of Support Teton County WY 1% General Revenue Ballot Measure
  - b. Executive Assistant Report
    - i. Approval of ACCELA Software Contract
  - c. Approval of Title Company Remote Access Contracts
  - d. Approval of Agreement for Pathology Services Between Teton and Ada County
  - e. Eclipse Event Seed Funding
  - f. Beer & Wine licenses, if any
3. Committee Reports
4. Claims
5. Executive Session as needed per IC74-206(1)

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**Upcoming Meetings**

October 24 9:00 am Regular BoCC Meeting	November 14 9:00 am Regular BoCC Meeting	December 12 9:00 am Regular BoCC Meeting
October 31 9:00 am Continued Public Hearing Pack Saddle Road	November 28 9:00 am Regular BoCC Meeting	December 27 9:00 am Regular BoCC Meeting



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**FROM:** Kristin Owen, Planning Administrator  
**TO:** Board of County Commissioners  
**RE:** Planning Department Update  
**MEETING:** October 12, 2016

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The following items are for your review and discussion.

### **Code Enforcement Update**

Code Enforcement Process: At the last meeting, I said I would contact other departments about creating a code enforcement process. The main question was whether or not we felt like we could handle writing the process ourselves or if we should hire a consultant. I spoke to Building, Weeds, GIS/Addressing, Public Works, and the Prosecutor. We all agreed that we could identify a process ourselves by utilizing an existing process, possibly from another Idaho County, and tweaking it to fit our needs.

The enforcement requirements for Weeds are identified in State Code, so the process most likely would not be utilized by that department. However, the rest of us felt we could create a process that could be utilized by all of us for a various code violations. The result would be an amendment to Title 1 of the Teton County Code to incorporate the updated process.

One of the sessions I am attending this week at the Idaho APA conference is a meeting with all of the County Planning Administrators. I will use that as a starting point to find some good code enforcement processes that we can review.

### **Land Use Development Code Update**

The Planning & Zoning Commission's public hearing on the Draft Code was last Wednesday (10/5). They heard several public comments and continued their discussion to 10/6 and 10/10. The meeting was continued again to Tuesday, 10/18. They have identified a list of recommended changes, which I will be compiling into one document for them to review on 10/18. On the 18<sup>th</sup>, they are supposed to decide if they want to make a recommendation to the Board or continue the hearing to allow for more public comment on the changes they have identified. It is unclear at this time what the schedule would look like if they decide to continue the hearing and reopen public comment.

### **Nutrient Pathogen Waiver for Ross Meadow Subdivision**

This will be available for review at a later meeting. Most likely 10-24-2016. It needs a recommendation from the Planning & Zoning Commission first.



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**FROM:** Wendy Danielson, Building Manager  
**TO:** Board of County Commissioners  
**RE:** Building Department Update  
**MEETING:** October 12, 2016

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The following items are for your review and discussion.

**Building Permit Reports:**

The county issued a total of 165 permits in the 2016 fiscal year. 84 of those were new residences.

I've attached 2 reports to recap building permit activity.

- The first one is a breakdown of the 2016 Fiscal year by month and permit type. February was the only month that we did not issue a permit for a new residence.
- The second report is a comparison of year end totals over the past 6 fiscal years. This report shows the steady increase of the number of permits over the past few years and breaks down the revenue for permit fees and impact fees.

Reports prior to 2011 were compiled for the calendar year so the data isn't a completely accurate comparison. From what I've been able to find, the last time this many permits were issued in a 12 month period was in 2008.

Since the Impact Fee was adopted by the County in 2008, we have collected 257 residential impact fees for a total of \$ 515,531.72.

**Code Compliance:**

Kristin Owen sent an email to a few of us asking for input and to start working on drafting a process for code enforcement in the County. The goal is to work together on a basic process that can be used by multiple departments. Once the basic process is outlined, individual departments can customize as necessary for their individual needs (For example, the International Codes for the Building Department).

**Building Department Summer Hours:**

The Building Department hours have gone back to 9am – 5pm. Because of the work load, it's highly likely that staff will continue working longer days. This will be necessary until the number of new applications being submitted slows down and back logged work (including code compliance) is caught up. The other unknown factor now is what will happen to the volume of inspections that will be called in. I would like the Board's input regarding Tom Davis' hours. I'd like to have the discretion to allow Tom to work extra hours, if necessary, to be able to complete the inspections and plan reviews that are needed. Please let me know if this is possible and, if so, if there is a threshold to stay under. I spoke with Tom to find out if he has any preference for comp Time vs being paid for overtime. He said he is fine with continuing to accrue comp time.

Over the summer I have been paid out for my hours over 40 at the overtime rate. Now that my job description, title, and pay grade have been confirmed I'd like to know if I will go back to accruing comp time again. I would also like to know about extra hours for myself. I would like to have the option of helping Tom any way that I can.

## **Holiday Time Off**

I would like to request the Board's approval for time off in November. I plan to travel to California for Thanksgiving and would like to take that entire week off. That would be Monday November 21 – Wednesday November 23 in addition to the Thursday and Friday for the Holiday.

**HISTORIC INCOME AND PERMIT COUNT**

**FISCAL YEAR CALCULATION**

<b>BUILDING FEES</b>	<b>Fiscal 2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Residential	9	12	23	25	57	84
Commercial	1	6	1	5	4	5
Other Structures	16	30	47	45	48	52
Misc. Permits	11	18	27	23	37	24
Total Permits	37	66	98	98	146	165
Re-activations		8	6	3	9	1
Permit fees	\$26,334.42	\$45,058.55	\$73,356.26	\$74,223.43	\$110,124.03	\$169,421.25
Residential Impact fees	12 @ \$24,071.52	13 @ \$26,077.48	23 @ \$46,137.08	25 \$50,149.00	55 @ \$110,327.8	\$168,500.64
Commercial Impact fees	2 @ \$1,035.47	3 @ \$885.32		3 @ \$1,012.14	2 @ \$609.54	1 @ \$920.61

Updated 10/4/2016

Building Department Fiscal Year 2016 FINAL													
	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	5	5	84
Commercial	0	1	0	0	0	1	0	2	1	0	0	0	5
Other Structures	5	4	0	0	0	3	4	3	14	2	11	6	52
Misc. permits	5	0	1	0	2	2	0	1	3	3	4	3	24
<b>Total Permits</b>	<b>20</b>	<b>10</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>11</b>	<b>11</b>	<b>21</b>	<b>34</b>	<b>18</b>	<b>20</b>	<b>14</b>	<b>165</b>
Re-activ- ation / exten- sion	0	0	0	1	0	0	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	\$10,029.80	\$10,029.80	\$169,421.25
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	\$9,362.28	\$16,417.38	\$164,898.82

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

10/4/2016



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

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

150 Courthouse Drive  
Driggs, ID 83422

October 5, 2016

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

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The following items are for your review and discussion at the October 12, 2016 BoCC Meeting.

**SOLID WASTE**

**Wood Chipping Services** – Bonneville County has chipped all dimensional wood and brush piles on site. They would like to come back and chip the log pile left behind from the Teton Creek project in exchange for the chipped material at a later date.

**Cardboard Removal** – The Transfer Station is currently hauling bails of cardboard off site. A summary of tonnage and revenue will be provided when all material has been removed.

**ROAD & BRIDGE**

**Road & Bridge Pickup Truck** – The approved Road & Bridge FY2017 budget includes a \$30,000 pickup allowance. We will be purchasing from the State Bid Contract for a GMC 2500HD Double Cab pickup. The quote for the vehicle is attached. R&B will be retiring the 1996 Ford F150 from the fleet with this purchase. The Solid Waste Department has expressed an interest in the '96 Ford F150.

***ACTION ITEM** – Motion to approve the purchase of a GMC 2500HD double cab fleet pickup as presented and discussed for \$29,935.15 to be paid from line item 02-00-899*

**W7000S** – Crews have finished with Henderson Canyon and moved to W7000S to overlay 0.5 miles of gravel road.

**ENGINEERING**

**Teton Creek Corridor Pathway Project** – Attached is an update on the proposed Teton Creek Pathway. Local non-profits will provide an update on the progress of this project and discuss action items necessary for moving forward.

**LHTAC Program Applications** – The attached LHTAC correspondence shows application deadlines for all LHTAC applications. Applications I am proposing to submit this year are as follows:

Local Rural Highway Investment Program (LRHIP) – Applicants may choose to apply for \$30,000 for their Transportation Plan update. This was discussed last year and decided that Teton County would pursue assistance through the LRHIP for the

Transportation Plan update in 2017. There is no required local match associated with this funding program. Applications are due November 15, 2016.

*ACTION ITEM – Motion to approve the Local Rural Highway Investment Program Grant Application Proposal for updating the Teton County Transportation Plan as discussed.*

FY17-18 Rural Application – This Federal-aid program is allocated for projects in rural areas. Funds may be used for new construction, reconstruction or rehabilitation of roadways functionally classified by FHWA as arterial or rural major collectors. The past 3 years Teton County has applied for the reconstruction of N500W (Val View Road) from W8450N to W10000N (Badger Creek Road). This is would be a 2.0 mile total reconstruct and pave project. Estimated cost for project design and construction is \$2.0 million. There is a 7.34% local match associated with this funding program. Applications are due January 5, 2017.

*ACTION ITEM – Motion to approve the Local Federal-aid Rural FY17-18 Grant Application Proposal for the reconstruction of N500W (Val View Road) as discussed.*

Local Federal-aid Bridge FY17 Application – The eligible bridge with the lowest sufficiency rating is the Trail Creek Bridge on E9500S between SH33 and Old Jackson Highway. Teton County ranked sixth on the FY17 application. Typically one or two of the bridge applications are selected each year. With a sufficiency rating of 65 out of 100, I believe it would be difficult to score high enough on an application to receive funding. The 2016 application could be easily updated and submitted. Applications are due January 5, 2017.

*ACTION ITEM – Motion to approve the Local Federal-aid Bridge FY17 Grant Application Proposal for the rehabilitation of Trail Creek Bridge as discussed.*

Local Highway Safety Improvement (LHSIP) Application – Teton County received funding for paving shoulders on Cedron Road from Victor City Limits to S4500W through this program in 2015. The project is currently being designed and is expected to be constructed in 2017. Teton County applied through the 2016 LHSIP to extend the Cedron Road project north to W5750S. The 2016 application was considered ineligible because the fatality accident did not occur within the proposed scope of work. LHTAC has announced that there are additional 2017 funds available and is looking for shovel ready projects. I have asked them to reconsider our 2016 application for extending the Cedron Road shoulder paving to W5750S. LHTAC has agreed to allow Teton County to re-submit the Cedron shoulder project with some modifications. I would like to re-submit in hopes that we could simply change the scope of work in our current contract and pave the shoulders all the way to W5750S. See the attached vicinity map for project limits. This Application is due January 19, 2017.

*ACTION ITEM – Motion to approve the Local Highway Safety Improvement Grant Application Proposal for paving of Cedron Road Shoulders from W8000S to W5750S as discussed.*

**Bates Teton River Access Park** – Public Works continues to work with Idaho Fish and Game in developing a site design for the boat ramp, access road, parking area and permanent restroom if costs will allow. County Recreation Coordinator, Sven Taow has reached out to community members for input on the proposed design. The majority of feedback has been positive about the acquisition. Specific comments include:

- Liked the circle turnaround and staging area near the boat ramp
- Suggested a rock trap to slow current up stream of the boat ramp
- Parking seemed appropriate but the design should consider matching the current demand not only at this river access point but upstream and downstream access points as well
- Will likely need fencing to control pedestrian traffic
- Make sure bike safety is a design consideration Bates Road intersection with access road
- Provide bike accommodations
- Provide ADA access
- Remember the river demographic on this stretch of river is about half fishing and half recreation

Attached is a letter submitted by adjoining landowner Bob Wilson expressing his concerns about the development of this site. Mr. Wilson hopes to be available to present at the Open Mic session on 10/12.

**Packsaddle Road Vacation Application** – The Packsaddle Road Vacation Public Hearing has been continued to October 31. The proposed agreement revisions were submitted on 9/30 and are currently being reviewed by the County Attorney. It is our hope to complete the review and post online one to two weeks prior to the 10/31 meeting for public review.

### FACILITIES

**Bates River Property Cabin** – Fall River Electric has asked for direction regarding power supply to the existing cabin at the Bates Road Teton River property recently acquired by the County. Facilities will move forward with switching the utilities into the county's name. It is uncertain yet what the County will be doing with this structure long term. Are we interested in renting this out short term or offering it as housing for County employees? If we are not interested in occupying the cabin this winter, should we consider winterizing?

### WEEDS

The Weeds Department has exceeded line item 27-00-528; Dues/Memberships by \$100 as a result of membership dues for the Idaho Association of Weed Control Superintendents (IAWCS). For better record keeping, we would like to transfer \$100 from line item 27-00-449; Supplies-Consumables.

*ACTION ITEM – Motion to approve the transfer of \$100 from Weeds line item 27-00-449; Supplies-Consumables to line item 27-00-528; Dues/Memberships*

Prepared For:  
Denise Kaaberer  
Teton County Road & Bridge  
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Email: dkaaberer@co.teton.id.us  
Primary FAN: 812638  
Requested Quantity: 1

Prepared By:  
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**2017 GMC Sierra 2500HD**  
TK25953 4WD Double Cab 158.1"

Photo may not represent exact vehicle or selected equipment.

# PRICING SUMMARY

PRICING SUMMARY - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

	<u>MSRP</u>
Base Price	\$39,220.00
Total Options:	\$85.00
Vehicle Subtotal	\$39,305.00
Advert/Adjustments	\$0.00
Destination Charge	\$1,195.00
<b>GRAND TOTAL</b>	<b>\$40,500.00</b>

Your Price  
29,935.15

# QUOTE WORKSHEET

QUOTE WORKSHEET - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

Customer Signature / Date

Dealer Signature / Date

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

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Customer File:

September 22, 2016 1:08:41 PM

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# WINDOW STICKER

2017 GMC Sierra 2500HD 4WD Double Cab 158.1"  
 6.0L/360 CID Gas/Ethanol V8  
 6-Speed Automatic

Interior - No color has been selected.  
 Exterior 1: - No color has been selected.  
 Exterior 2: - No color has been selected.

CODE	MODEL	MSRP
TK25953	2017 GMC Sierra 2500HD 4WD Double Cab 158.1"	\$39,220.00
<b>OPTIONS</b>		
E03	PICKUP BOX	\$0.00
ZB5	SUSPENSION PACKAGE, HANDLING/TRAILERING, HEAVY-DUTY	\$0.00
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00
L96	ENGINE, VORTEC 6.0L, VARIABLE VALVE TIMING V8 SFI, E85-COMPATIBLE, F	\$0.00
MYD	TRANSMISSION, 8-SPEED AUTOMATIC, HEAVY-DUTY, ELECTRONICALLY CO	\$0.00
GEN	GVWR, 8500 LBS. (4309 KG)	\$0.00
GTS	REAR AXLE, 4.10 RATIO	\$0.00
15A	WORK TRUCK PREFERRED EQUIPMENT GROUP	\$0.00
PYN	WHEELS, 17" (43.2 CM) STEEL	\$0.00
CHQ	TIRES, LT245/75R17E ALL-SEASON, BLACKWALL	\$0.00
ZY1	PAINT, SOLID	\$0.00
GAZ	SUMMIT WHITE	\$0.00
AE7	SEATS, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER, DRIVER AND FRONT	\$0.00
H2Q	JET BLACK/DARK ASH, VINYL SEAT TRIM	\$0.00
K03	AUDIO SYSTEM, 4.2" DIAGONAL COLOR DISPLAY, AM/FM STEREO	\$0.00
U01	LAMPS, SMOKE/AMBER ROOF MARKER	\$55.00
TRW	PROVISION FOR CAB ROOF-MOUNTED LAMP/BEACON	\$30.00
V07	FLEET PROCESSING OPTION	\$0.00
<b>SUBTOTAL</b>		<b>\$39,305.00</b>
Advert/Adjustments		\$0.00
Destination Charge		\$1,195.00
<b>TOTAL PRICE</b>		<b>\$40,500.00</b>

Est City mpg  
 Est Highway mpg  
 Est Highway Cruising Range: mi

## STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

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Customer File:

## STANDARD EQUIPMENT

### STANDARD EQUIPMENT - 2017 Fleet/Non-Retail IM25853 4WD Double Cab 158.1"

#### ENTERTAINMENT

- Audio system, 4.2" Diagonal Color Display, AM/FM stereo with USB port and auxiliary jack (Upgradable to (HDB) 7" diagonal color display radio with IntelliLink.)
- 6-speaker audio system (Standard on Crew Cab and Double Cab models and included and only available on Regular Cab models with (JOB) 7" diagonal color touch screen onplay radio with IntelliLink)

#### EXTERIOR

- Wheels, 17" (43.2 cm) steel includes 17" x 7.5" (43.2 cm x 19.1 cm) steel spare wheel. Spare not included with (ZM9) pickup box delete unless a spare tire is ordered.
- Tires, LT245/75R17E all-season, blackwall
- Wheels, 17" x 7.5" (43.2 cm x 19.1 cm) full-size, steel spare. Spare not included with (ZM9) pickup box delete unless a spare tire is ordered. (Requires 17" wheels and tires.)
- Tire corner lock keyed cylinder lock (No) utilizes same key as ignition and door (No; included when (ZM9) pickup box delete or (9J4) rear bumper delete is ordered.)
- Bumper, front chrome
- CornerStep, rear bumper (Requires (E63) pickup box.)
- Bumper, rear chrome with bumper CornerSteps (Requires (E63) pickup box.)
- 4X4 chrome badge (Included and only available with 4X4 models.)
- Grille surround chrome
- Headlamps, high intensity discharge (HID) projector-beam with GMC signature LED lighting
- Lamps, cargo area, cab mounted with switch on center switch panel
- Mirrors, outside manual. Black
- Glass, solar absorbing. Lined
- Door handles, Black
- Capless fuel fill (Requires gas engine and (E63) pickup box.)
- Tailgate and bed rail protection caps, top
- Tailgate, locking, utilizes same key as ignition and door (Not available with (ACC) Remote Keyless Entry.)

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Customer File:

## STANDARD EQUIPMENT

### STANDARD EQUIPMENT - 2017 Fiat Fiorino-Retail TKG595J (MPC-Double Cab 19L 1')

#### INTERIOR

- Seats, front 45/20/41 split-bench, 3-passenger driver and front passenger recline with outboard head restraints and center fold-down armrest with storage. Vinyl has fixed lumbar and driver has manually adjustable driver lumbar.
- Seat belt, 3-point
- Seat, rear full-width folding bench, 3-passenger. Includes child seat belt tether anchor. Requires Double Cab models.
- Steering column, manual tilt/tear
- Steering wheel, base
- Floor covering, Graphical-Digital Rubberized-vinyl
- Instrumentation, 5-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver information Center, 2.8-inch segment monochrome LCD display provides warning messages and basic vehicle information
- Windows, power and driver express up and down and express down on all other windows
- Door locks, power
- Cruise control, steering wheel-mounted
- Air conditioning, single-zone
- Assist handle, front passenger and driver or 4-pilars

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## STANDARD EQUIPMENT

### STANDARD EQUIPMENT - 2017 Fleets/Union-Retail TK25953 4WD Double Cab 158.1"

#### MECHANICAL

- Engine, Vortec 6.0L Variable Valve Timing V8 SFI E85-compatible, FlexFuel capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N·m] @ 4200 rpm (Does not include E85 capability with (ZV9) pickup box delete.)
- Transmission, 6-speed automatic, heavy-duty, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (Requires (L96) Vortec 6.0L V8 SFI engine.)
- Rear axle, 4:10 ratio (Requires (L96) Vortec 6.0L V8 SFI engine.)
- Suspension Package, Handling/Trailing, heavy-duty includes 51mm twin tube shock absorbers and 33mm front stabilizer bar
- Pickup box
- GVWR, 9500 lbs. (4309 kg) (Requires (L96) Vortec 6.0L V8 SFI engine. Not available with TK25943 or TC25903 model.)
- Air cleaner, high-capacity
- Transfer case, with floor-mounted shifter (included with 4WD models only.)
- Differential, heavy-duty locking rear
- Four wheel drive
- Cooling, external engine oil cooler
- Cooling, auxiliary external transmission oil cooler
- Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power
- Alternator, 150 amps
- Frame, lifty-boxed, hydroformed front section
- Recovery hooks, front, frame-mounted, black
- Cargo tie downs (4), movable upper (Requires (E63) pickup box.) (Not available with (ZV9) pickup box delete.)
- Steering, Recirculating Ball with smart flow power steering system
- Brakes, 4-wheel anti-lock, 4-wheel disc with Duralife brake rotors
- Exhaust, aluminumized stainless-steel muffler and tail pipe

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Customer File:

## STANDARD EQUIPMENT

### STANDARD EQUIPMENT - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

#### SAFETY

- StabiliTrak, stability control system with Proactive Roll Avoidance and traction control (includes electronic trailer sway control and hill start assist)
- Daytime Running Lamps with automatic exterior lamp control
- Air bags Double Cab and Regular Cab: Frontal Airbags - Driver single stage and Front Passenger dual-stage; Thorax side-impact, seat mounted, both driver and front passenger; Head-curtain front and rear outboard seating positions; Passenger Sensing System - (infant) only suppression for passenger and passenger seat belt reminder status displayed on overhead console (With (ZWB) pickup box delete on Double and Regular Cab you will get single stage frontal and thorax side-impact, driver and front passenger, and head curtain side-impact, front and rear outboard seating positions). Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Tire Pressure Monitoring System (does not apply to spare tire)
- Teen Driver mode a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe-driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report gives you information on your teen's driving habits and helps you to continue to coach your new driver.

## SELECTED MODEL & OPTIONS

### SELECTED MODEL - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

Code	Description	MSRP
TK25953	2017 GMC Sierra 2500HD 4WD Double Cab 158.1"	\$39,220.00

### SELECTED VEHICLE COLORS - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

Code	Description
	Interior: No color has been selected.
	Exterior 1: No color has been selected.
	Exterior 2: No color has been selected.

### SELECTED OPTIONS - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

Category	Code	Description	MSRP
BODY COLOR	100	PICKUP BOX (STL)	\$0.00
	295	SUSPENSION PACKAGE, HANDLING/TRAIL TIRING, HEAVY-DUTY includes 51mm twin tube shock absorbers and 33mm front stabilizer bar (STL)	\$0.00
EMISSIONS	FED	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00

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## SELECTED MODEL & OPTIONS

SELECTED OPTIONS - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

### CATEGORY

Code	Description	MSRP
<b>ENGINE</b>		
L96	ENGINE, VORTEC 6.0L VARIABLE VALVE TIMING V8 SFI, E85-COMPATIBLE, FLEXFUEL capable of running on unleaded or up to 85% ethanol (360 hp [268.4 kW] @ 5400 rpm, 380 lb-ft of torque [515.0 N-m] @ 4200 rpm (Does not include E85 capability with (ZWB) pickup box delete) (STD)	\$0.00
<b>TRANSMISSION</b>		
MYD	TRANSMISSION, 6-SPEED AUTOMATIC, HEAVY-DUTY, ELECTRONICALLY CONTROLLED with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Requires (L96) Vortec 6.0L V8 SFI engine.)	\$0.00
<b>GVWR</b>		
GFH	GVWR, 9500 LBS. (4309 KG) (Requires (L96) Vortec 6.0L V8 SFI engine. Not available with TK23843 or TC25903 model.) (STD)	\$0.00
<b>AXLE</b>		
GT5	REAR AXLE, 4.10 RATIO (Requires (L96) Vortec 6.0L V8 SFI engine.)	\$0.00
<b>PREFERRED EQUIPMENT GROUP</b>		
15A	WORK TRUCK PREFERRED EQUIPMENT GROUP Includes standard equipment	\$0.00
<b>WHEELS</b>		
PYN	WHEELS, 17" (43.2 CM) STEEL Includes 17" x 7.5" (43.2 cm x 19.1 cm) steel spare wheel. Spare not included with (ZWB) pickup box delete unless a spare tire is ordered. (STD)	\$0.00
<b>TIRES</b>		
QHO	TIRES, LT245/75R17C ALL-SEASON, BLACKWALL (STD)	\$0.00
<b>PAINT SCHEME</b>		
ZY1	PAINT, SOLID	\$0.00
<b>PAINT</b>		
GAZ	SUMMIT WHITE	\$0.00
<b>SEAT TYPE</b>		
AE7	SEATS, FRONT 40/20/40 SPLIT-BENCH, 3-PASSENGER, DRIVER AND FRONT PASSENGER RECLINE with outboard head restraints and center fold-down panel with storage. Vinyl has fixed lumbar and cloth has manually adjustable driver lumbar. (STD)	\$0.00
<b>SEAT TRIM</b>		
H2Q	JET BLACK/DARK ASH, VINYL SEAT TRIM	\$0.00
<b>RADIO</b>		
103	AUDIO SYSTEM, 4.2" DIAGONAL COLOR DISPLAY, AM/FM STEREO with USB port and auxiliary jack (STD) (Upgradable to (108) 7" diagonal color display radio with IntelliLink.)	\$0.00
<b>ADDITIONAL EQUIPMENT</b>		
UQ1	LAMPS, SMOKED AMBER ROOF-MARKER (Not available with (YF5) California state emissions requirements.)	\$55.00

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## SELECTED MODEL & OPTIONS

### SELECTED OPTIONS - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

#### CATEGORY

Code	Description	MSRP
ADDITIONAL EQUIPMENT		
TRW	PROVISION FOR CAB ROOF-MOUNTED LAMP/BEACON provides an instrument panel-mounted switch and electrical wiring tucked beneath the headliner for a body upfitter to connect a body-mounted warning or emergency lamp (Included with (VYU) Snow Plow Prep Package.)	\$30.00
VQ1	FLEET PROCESSING OPTION	\$0.00
OPTIONS TOTAL		\$85.00

## WEIGHT RATINGS

### WEIGHT RATINGS - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

Front Gross Axle Weight Rating	4,300 LB
Rear Gross Axle Weight Rating	6,200 LB
Gross Vehicle Weight Rating	9,500 LB

## TECHNICAL SPECIFICATIONS

### POWERTRAIN - BASIC SPECIFICATIONS - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

#### ENGINE

Engine Order Code	3E
Engine Type	Gas/Ethanol V6
Displacement	6.0L/368 CID
SAE Net Horsepower @ RPM	365 @ 5400
SAE Net Torque (lb-ft) @ RPM	385 @ 4200

#### TRANSMISSION

Transmission order code	M7C
Transmission Type Description	5-Speed Automatic
Drive Train	Four Wheel Drive

#### MILEAGE

City EPA fuel economy estimate (MPG)	
Hwy EPA fuel economy estimate (MPG)	
City cruising range (mi)	
Hwy cruising range (mi)	

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\* Indicates equipment which is in addition to or replaces base model's standard equipment.

## TECHNICAL SPECIFICATIONS

### POWERTRAIN - ADVANCED SPECIFICATIONS - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

#### TRANSMISSION

##### Gear Ratio (:1)

First Gear Ratio (:1)	4.00
Second Gear Ratio (:1)	2.36
Third Gear Ratio (:1)	1.53
Fourth Gear Ratio (:1)	1.15
Fifth Gear Ratio (:1)	0.85
Sixth Gear Ratio (:1)	0.67
Reverse Ratio (:1)	3.06

##### Clutch size (in)

##### Power Take-Off

#### TRANSFER CASE

Transfer case model	- TBD -
Gear Ratio (:1)	
Transfer case high gear ratio	1.00
Transfer case low gear ratio	2.69
Transfer case power take off	

#### DIFFERENTIAL

Axis Ratio (:1)	Front	Rear
	4.10	4.10

#### ELECTRICAL

Battery	1	2	3	Total
Battery cold cranking Amps @ 0 F	720.00			720.00
Alternator				
Alternator Amps	150.00			

#### COOLING SYSTEM

Cooling system capacity	- TBD -
Engine oil cooler	Yes

\* Indicates equipment which is in addition to or replaces base model's standard equipment.

## TECHNICAL SPECIFICATIONS

### PAYLOAD/TRAILERING SPECIFICATIONS - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

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<b>WEIGHT INFORMATION</b>	<b>Front</b>	<b>Rear</b>	<b>Total</b>
Gross Axle Wt Rating (lbs)	4,800.00	5,200.00	
Curb Weight (lbs)	3,771.00	2,888.00	6,659.00
Total Option Weight (lbs)	0.00	0.00	0.00
As Spec'd Curb Weight (lbs)	3,771.00	2,888.00	6,659.00
As spec'd payload (lbs)			3,041.00
Total Weight (lbs)	3,771.00	2,888.00	6,659.00
Reserve Axle Capacity (lbs)	1,029.00	3,312.00	4,341.00
Gross Vehicle Wt Rating (lbs)			8,500.00
Gross Combined Wt Rating (lbs)			21,100.00

<b>TRAILERING</b>	<b>Max Trailer Wt.</b>	<b>Max Tongue Load</b>
Dead Weight Hitch (lbs)	5,000.00	500.00
Weight Distributing Hitch (lbs)	14,100.00	1,092.00
Fifth Wheel Hitch (lbs)	14,100.00	3,041.00

\* Indicates equipment which is in addition to or replaces base model's standard equipment.

## TECHNICAL SPECIFICATIONS

### CHASSIS SPECIFICATIONS - 2017 Fleet/Non-Retail TR2593 4WD Double Cab 155.1"

<b>SUSPENSION</b>	<b>Front</b>	<b>Rear</b>	
Spring			
Spring Type	Independent	Multi-Link	
Spring Capacity	4,800.00	5,200.00	
Axle			
Axle Type	Independent	Semi Floating	
Axle Capacity	4,800.00	5,200.00	
Shock Absorber Diameter (mm)	51.00	51.00	
Stabilizer Bar Diameter (in)	1.31		
<b>BRAKES</b>			
Brake type	Disc		
ABS System	4-Wheel		
	<b>Front</b>	<b>Rear</b>	
Disc	Yes	Yes	
Rotor Linn x Thickness (in)	- TBD -	- TBD -	
Drum			
Drum Diam x Width (in)			
<b>TIRES</b>	<b>Front</b>	<b>Rear</b>	<b>Spare</b>
Tire Order Code	GHG	GHG	
Tire Size	L1245/75R17E	L1245/75R17E	
Capacity	- TBD -	- TBD -	- TBD -
Revolutions/mile @ 45mph	- TBD -	- TBD -	- TBD -
<b>WHEELS</b>	<b>Front</b>	<b>Rear</b>	<b>Spare</b>
Wheel Size	17 x 7.5	17 x 7.5	17 x 7.5
Wheel Type	Steel	Steel	Steel

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## TECHNICAL SPECIFICATIONS

### CHASSIS SPECIFICATIONS - 2017 Fleet/Non-Retail TK23953 4WD Double Cab 155.1"

#### STEERING

Steering type	Pwr
Ratio (:1)	
On Center	- TBD -
At Lock	- TBD -
Turning Diameter	
Curb-to-Curb	57.10
Wall-to-Wall	N/A

#### FUEL TANK

	Main	Auxiliary
Capacity	38.00	
Location	- TBD -	

\* Indicates equipment which is in addition to or replaces base model's standard equipment.

## TECHNICAL SPECIFICATIONS

### DIMENSIONS - 2017 Fleet/Non-Retail TK26063 4WD Double Cab 155.1"

#### EXTERIOR DIMENSIONS

Wheelbase (in)	155.10
Length, Overall w/o rear bumper (in)	249.00
Width, Max w/o mirrors (in)	69.94
Height, Overall (in)	77.83
Overhang	
Overhang, Front	TBD -
Front Bumper to Back of Cab (in)	141.00
Cab to Axle (in)	55.74
Cab to End of Frame (in)	- TBD -
Ground to Top of Load Floor (in)	- TBD -
Ground to Top of Frame (in)	- TBD -
Frame Width, Rear (in)	- TBD -
Ground Clearance	
Ground Clearance, Front	0.40
Ground Clearance, Rear	0.40

#### CARGO AREA DIMENSIONS

Cargo Box Length @ Floor (in)	97.76
Width	
Cargo Box Width @ Top, Max	TBD -
Cargo Box Width @ Floor	- TBD -
Cargo Box Width @ Wheelhouse(s)	51.02
Cargo Box (Area) Height (in)	21.72
Tailgate Width (in)	- TBD -

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## TECHNICAL SPECIFICATIONS

### DIMENSIONS - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

#### CARGO AREA DIMENSIONS

Cargo Volume (ft <sup>3</sup> )	76.30
Ext'd Cab Cargo Volume (ft <sup>3</sup> )	- TBD - w/o Rear

#### INTERIOR DIMENSIONS

Passenger Capacity	6	
Seating Position	Front	Second
Head Room (in)	42.80	38.67
Leg Room (in)	45.27	34.63
Shoulder Room (in)	64.84	64.33
Hip Room (in)	60.73	60.23

\* Indicates equipment which is in addition to or replaces base model's standard equipment.

## WARRANTY INFORMATION

### WARRANTY INFORMATION - 2017 Fleet/Non-Retail TK25953 4WD Double Cab 158.1"

#### WARRANTY

##### Basic:

3 Years/36,000 Miles

##### Drivetrain:

5 Years/60,000 Miles

HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

##### Corrosion:

3 Years/36,000 Miles

Rust-Through

6 Years/100,000 Miles

##### Roadside Assistance:

5 Years/60,000 Miles

HD Duramax Diesel: 5 Years/100,000 Miles; Qualified Fleet Purchases: 5 Years/100,000 Miles

##### Maintenance:

2 Years/24,000 Miles

2 visits

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**Request:**

The Teton County Board of County Commissioners vote on November 14th to:

- Accept contiguous pathway easements that extend from Stateline Road to the former Teton County landfill property
- Allow for the continuation of this pathway across Teton County property until it intersects with Cemetery Road near the Teton Creek Bridge. This connection will create an approximately 2.5-mile connected pathway from Cemetery Road to Stateline Road.

**Background:** The Teton Creek Corridor Project, “Project” is a collaborative effort between four local nonprofit partners, Friends of the Teton River (FTR), Teton Regional Land Trust (TRLT), Teton Valley Trails and Pathways (TVTAP), and Valley Advocates for Responsible Development (VARD), along the Teton Creek Corridor east of Driggs. The partners used the Teton County Comprehensive Plan as a guiding document for the project which seeks to achieve the following:

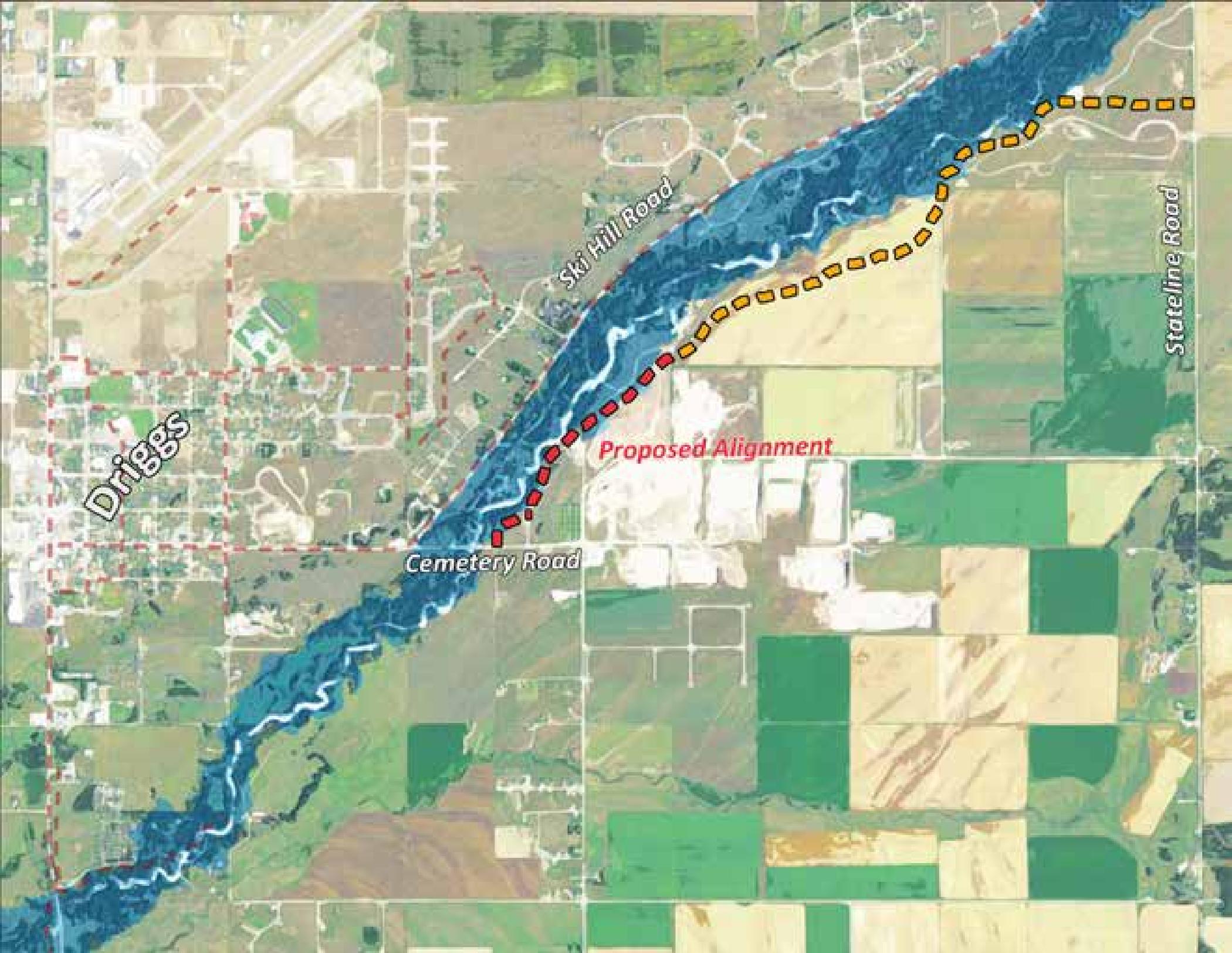
- Create pathways and public access along the corridor that provide safe, free access for all valley residents and visitors
- Maintain productive agricultural lands along the corridor and support the valley’s agricultural heritage
- Stabilize the Teton Creek streambed to reduce flooding risks for private property and the City of Driggs and to improve stream function and habitat
- Protect and improve key wildlife habitat, especially migration corridors
- Help interested landowners make changes to existing or planned developments to make them more compatible with community goals

With cooperation from generous private landowners, the four non-profit partners have secured public pathway easements from Stateline Road west to the former landfill property. The partners request (i) that Teton County grant the final connection down to Cemetery Road across the former landfill property and (ii) that Teton County accept public pathway easements granted by private landowners.

The partners are committed to working with Teton County to secure the funding necessary to construct the pathway via grants and private donations. TVTAP is also committed to privately raising the funds needed for the first oiling of the pathway after construction is completed.

**Community Benefits:** This pathway will provide a safe recreational opportunity for all Teton Valley residents and visitors. Its close proximity to the City of Driggs will give local residents and visitors safe, free access to Teton Creek. The eastern end of the pathway is also close to public land access points, providing improved access to public lands.

This project advances numerous community goals, as outlined by the Economic Development, Transportation, Natural Resources and Outdoor Recreation, Community Events and Facilities, and Rural Character and Agricultural Heritage Sub-Committees of the Teton County Comprehensive Plan.



**Driggs**

**Ski Hill Road**

**Stateline Road**

**Proposed Alignment**

**Cemetery Road**

Dear Darryl:

Twenty-five years ago my wife and I purchased over 300 acres along the Teton River. Our property ran on both sides of the river from the Bates Bridge downstream for about a mile and a half. When we bought the property, it had been severely over-grazed by cattle and there was very little vegetation left on the entire property. The willows on the property had been chewed down to the roots by the cattle and the insect life and hatches were almost non-existent. In order to enhance the fishery and the wildlife on our property, we removed cattle from our entire property and slowly the vegetation and willows came back. The property, over a period of several years, transformed from an area of almost no wildlife to literally a wildlife sanctuary. Moose came back, along with white-tailed deer, sandhill cranes did their mating dance on the property again, bobcats came back and even mountain lions. A pond that was located on our property that had pond-side vegetation killed off by cattle became a sanctuary for trumpeter swans and geese after the cattle were removed. On one winter morning, my wife and I counted over 100 trumpeter swans on our pond.

When we purchased the property, there were "No Trespassing" signs posted along the entire length of the property. We removed these signs and replaced them with "Fishermen Welcome" signs. Several local fishermen made a point to thank us for providing more access to the river. Shortly after we purchased the property we had the property surveyed and learned that the public access on the southwest side of the Bates Bridge was actually on our property. We never asserted an ownership claim because of our belief that the public should have access to the river.

In order to protect a portion of the river in perpetuity we deeded a conservation easement to the Teton Regional Land Trust of prime river front property. We also had several offers from land developers to build homes along the river which we rejected because of our belief that the wildlife sanctuary which we created should not be disturbed by commercial development. Our property is a very special and fragile part of the eco-system and having a housing development along the banks of the river would be inconsistent with our values. We have tried to be careful and concerned stewards of this precious land and hope that it will be preserved in perpetuity.

Our children grew up on the property, graduated from Teton High School and are now both medical doctors who plan to enjoy this property with their families long after we are gone.

Several years ago, we sold 80 acres of our property to Conservation Solutions. This property borders the Bates Road and has subsequently been sold to a consortium of different organizations, including the Land for Public Trust, other land use organizations and Teton County. Currently, there is a tentative proposal to create a parking lot on the property that would have 21 spaces for cars, 12 spaces for trailers and 12 spaces for trucks. This parking lot would exceed, by about three times, the size of the Driggs' Post Office parking lot. It would be larger than the parking lot at the Ace Hardware and may be one of the largest parking lots ever placed next to a river in Idaho. The size of this parking lot is unacceptable and should be down-sized. Further, we strongly believe that the boat access point should be adjacent to the existing boat access near the Bates bridge. One of the reasons why the proposed parking lot is so large is because most of the river access points are placed in just a few sections of the

river. In order to diminish the concentration of boats in a small section from South Bates to Rainey, planners should expand access at Fox Creek to allow boats access. If the argument is that access should not be expanded at Fox Creek because it would affect wildlife, then this argument even has more application to the Bates proposed access as wildlife values at this point far exceed those at the Fox Creek access point. They should also improve the access above the Teton Valley Lodge to make it easier for boats to use this access point. The reality is that there is almost no public access to the upper 40% of the river. Because there is almost no access to this portion of the river, downstream points of access are over-burdened, adversely affecting the river. Furthermore, if the Huntsman hotel goes in, because of its close proximity to the Bates access point, even more water craft will be placed on the river and the water craft usage could exceed over 200 water craft on some days. Planners should carefully decide whether or not this proposed parking lot is too large and determine what effect parking in this area will have on the wildlife sanctuary which we have created. If the parking lot the size proposed goes through, we believe the wildlife sanctuary that we created will no longer exist. Planners should conduct an in depth study to see how this proposed large parking lot will impact both the fishery and the wildlife who make their home in close proximity to this proposed large parking lot.

Over the years the usage on the river has increased dramatically. It is not unusual to see 150 or more water craft, ranging from drift boats to inflatable kayaks, plastic kayaks, paddle boards, canoes, inner tubes with backs, inner tubes roped together, rubber duckies and blowup swans floating down the river. Many of the floaters have told us that this section of the river from the Bates Bridge down to Rainey is known as the "party river". While the overwhelming majority of the floaters are respectful of the river and deposit their trash and beer cans in their boats, a small percentage throw their trash, primarily beer cans, into the river. Several of our friends who float the river make it a point to pick beer cans from the river bottom as they come upon them in order to keep the river as trash free as possible. As the usage has increased, so have many associated problems. When the parking lot is constructed and a new river access ramp is built, several issues will have to be decided by policy makers. One issue that needs to be considered is the question of whether or not dogs will be allowed to access the river. Clearly, if a dog is in a canoe or boat it poses no problem. While we love dogs, problems arise when floaters paddle down the river and allow their dog to run adjacent to their water craft along the banks of the river. We have seen dogs chase moose and their calves, sandhill cranes, white-tailed deer, and waterfowl. Many believe that these intrusions by dogs threaten the wildlife values that have been established along the river for over a quarter of a century. Another question that needs to be decided is how to manage usage of the river. We firmly believe that floaters have as much right to utilize the river as fishermen. We are hopeful that a use plan is developed so that both floaters and fishermen can enjoy this very special and delicate resource.

Another issue that needs to be addressed is how the heavy water craft usage affects the aquatic insects that make their home in the river. The Teton River is a very small river and in the summer is less than 150 feet wide in many places and travels at about three miles per hour. When a water craft is paddled downstream, speeds often exceed five to seven miles per hour. When a hatch of mayflies or caddis flies is coming off at the same time, common sense tells you that each water craft will run over and drown literally thousands of mayflies. The heavy water craft traffic has already taken its toll on hatches and many individuals that have utilized the river for years all agree that the hatches are slowly being diminished by the flotilla that goes down the river on a daily basis. When deciding usage of the river, planners must take into account the affect that the current usage has on wildlife values and the fishery.

In addition, they also must consider how the current usage affects the tranquility and solitude that many people are seeking as part of their river experience.

Again, we believe that fishermen and floaters should have equal rights and careful planning is needed to ensure the rights of both parties, as well as protecting this delicate and fragile resource. We are hopeful that the stewardship that we have applied to the river and the wildlife sanctuary that we have created will remain in perpetuity.

We believe that our interests should be strongly considered in view of the fact that we are responsible for creating the wild life and enhanced fishery that now exists along the river. To not do so would be extremely unfair.

Sincerely,

Bob and Sharman Wilson

**Local Highway Technical Assistance Council**

3330 Grace Street  
Boise, Idaho 83703

Phone 208.344.0565  
Fax 208.344.0789  
Toll Free 1.800.259.6841

[www.lhtac.org](http://www.lhtac.org)



Terry Werner  
Chairman

Mark Rekow  
Vice Chairman

Paul Loomis  
Secretary/Treasurer

Jeff R. Miles, PE  
Administrator

September 23, 2016

Re: LHTAC Applications

Dear Local Highway Jurisdiction:

The Local Highway Technical Assistance Council is pleased to send you this application package. Enclosed you will find a copy of LRHIP, Rural and Bridge applications. LHSIP applications require an electronic submission and are available online at <http://lhtac.org/programs/lhsip/>. We have attached a list of those jurisdictions eligible to apply for LHSIP funds this year.

All available applications have been posted to our website at [www.lhtac.org](http://www.lhtac.org).

Below are the due dates for each of the applications:

**Local Rural Highway Investment Program (LRHIP)**

Hand Deliver Deadline: November 17, 2016/ Postmark Deadline: November 15, 2016

**Federal-aid Rural**

Hand Deliver Deadline: January 9, 2017/ Postmark Deadline: January 5, 2017

**Federal-aid Bridge**

Hand Deliver Deadline: January 9, 2017/ Postmark Deadline: January 5, 2017

**Local Highway Safety Improvement Program (LHSIP)**

Electronic Submission Deadline: January 19, 2016

In an effort to be cost effective, this will be the last year we send hard copies of applications in the mail. Notifications will still be sent both electronically and through USPS but the actual applications will not be printed and mailed to each jurisdiction automatically. If your jurisdiction should need a printed copy, please contact LHTAC and we would be happy to send you the applications.

To learn more about the funding programs and applications, please consider attending one of our LHTAC Workshops. The flyer with dates and times is included.

Sincerely,  
Jeff Miles, PE  
Administrator

Enclosures – LRHIP, Rural and Bridge Applications, LHSIP Eligibility List, LHTAC Workshop Flyer

**Council Members**

Association of Idaho Cities  
Mayor Max Foster  
City of Kellogg

Mayor Paul Lorenz  
City of Blackfoot

Mayor Diana Thomas  
City of Weiser

Idaho Association of Highway Districts  
Commissioner Dan Schaeffer  
Hilldale Highway District

Commissioner Terry Werner  
Post Falls Highway District

Commissioner Gilbert Bachmayer  
Power County Highway District

Idaho Association of Counties  
Commissioner Don Ebert  
Clearwater County

Commissioner Mark Rekow  
Gem County

Commissioner Roger Christensen  
Bannock County

**Ex-Officio Members**  
Shawn Davis, Executive Director  
Idaho Association of Highway Districts

Scott Grigg, Executive Director  
Association of Idaho Cities

# Grant Application Proposal

Please complete and return this form to the Commissioner's office.

Department or Board applying for Grant: Engineering and Public Works

Contact Person: Darryl Johnson Intended Project Manager: Darryl Johnson

Grant Title: FY18 LHTAC Local Rural Highway Investment Program

Granting Agency: Local Highway Technical Assistance Council (LHTAC)

Date of Award Decision: Unknown

Grant Timeline: Fiscal Year 2018

Dollar Amount of Grant Request: \$30,000

Teton County obligations if grant is awarded (*match, continuing maintenance, reporting schedule*):

There is no local match requirement attached to this program

Other contingencies of grant: None.

Other agencies involved in the grant and their obligations: None.

Brief written overview of grant: Grant is for retaining a consultant to assist with re-writing the Teton County Transportation Plan

Benefit of grant to citizens Teton County: Update the Transportation Plan to better align with current growth trends and updated County Comprehensive Plan.

Signed: \_\_\_\_\_  
*(Contact Person Listed Above)*

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

Signed: \_\_\_\_\_  
*(Responsible Elected Official or Department Head)*

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

Board of Commissioners Decision:  Approved (Applicant may prepare a grant application on behalf of Teton County. The completed application must be submitted to the Board for review and signature. )  
 Denied

Signed: \_\_\_\_\_  
*(Commissioner)*

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

# Grant Application Proposal

Please complete and return this form to the Commissioner's office.

Department or Board applying for Grant: Engineering and Public Works

Contact Person: Darryl Johnson Intended Project Manager: Darryl Johnson

Grant Title: Local Federal-aid Incentive Program: STP Rural FY17-18

Granting Agency: Local Highway Technical Assistance Council (LHTAC)

Date of Award Decision: Unknown

Grant Timeline: Fiscal Years 2018-2020 depending

Dollar Amount of Grant Request: \$2.0 Million

Teton County obligations if grant is awarded (*match, continuing maintenance, reporting schedule*):

There is a Local match requirement of 7.34% or \$146,800

Other contingencies of grant: None.

Other agencies involved in the grant and their obligations: None.

Brief written overview of grant: Grant is to fund an entire rebuild of county road N500W from W8450N to 10000N. The road will be widened with an asphalt surface. This grant covers the design, construction, and materials of the project.

Benefit of grant to citizens Teton County: A safer road for users of N500W.

Signed: \_\_\_\_\_  
*(Contact Person Listed Above)*

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

Signed: \_\_\_\_\_  
*(Responsible Elected Official or Department Head)*

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

Board of Commissioners Decision:  Approved (Applicant may prepare a grant application on behalf of Teton County. The completed application must be submitted to the Board for review and signature. )  
 Denied

Signed: \_\_\_\_\_  
*(Commissioner)*

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

# Grant Application Proposal

Please complete and return this form to the Commissioner's office.

Department or Board applying for Grant: Engineering and Public Works

Contact Person: Darryl Johnson Intended Project Manager: Darryl Johnson

Grant Title: Federal-aid Incentive Program - Bridge FY17 Application

Granting Agency: Local Highway Technical Assistance Council (LHTAC)

Date of Award Decision: Summer 2017

Grant Timeline: Begin Design 2020

Dollar Amount of Grant Request: \$500,000

Teton County obligations if grant is awarded (*match, continuing maintenance, reporting schedule*):

Teton County is required to provide a 7.34% match which would total \$36,700 for the estimated \$500,000 total project cost

Other contingencies of grant: None.

Other agencies involved in the grant and their obligations: None.

Brief written overview of grant: This program would be for the reconstruction of the Trail Creek bridge deck located on E9500S between HW33 and Old Jackson Highway. The 2015 Field Inspection Report states the deck wearing surface is in very poor condition with potholes, cracks, and spalling up to 6" deep

Benefit of grant to citizens Teton County: Improve safety and driving conditions along E9500S for motorized and non motorized users.

Signed: \_\_\_\_\_  
(Contact Person Listed Above)

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

Signed: \_\_\_\_\_  
(Responsible Elected Official or Department Head)

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

Board of Commissioners Decision:  Approved (Applicant may prepare a grant application on behalf of Teton County. The completed application must be submitted to the Board for review and signature. )  
 Denied

Signed: \_\_\_\_\_  
(Commissioner)

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

# Grant Application Proposal

Please complete and return this form to the Commissioner's office.

Department or Board applying for Grant: Engineering and Public Works

Contact Person: Darryl Johnson Intended Project Manager: Darryl Johnson

Grant Title: 2018 Local Highway Safety Improvement Program

Granting Agency: Local Highway Technical Assistance Council (LHTAC)

Date of Award Decision: Unknown

Grant Timeline: Fiscal Year 2018

Dollar Amount of Grant Request: \$390,000

Teton County obligations if grant is awarded (*match, continuing maintenance, reporting schedule*):

Teton County must match 7.34% of the project cost, or \$28,700.

Other contingencies of grant: None.

Other agencies involved in the grant and their obligations: None.

Brief written overview of grant: Grant is for shoulder widening and asphalt improvement along S4500W from W5750S to W7750S. Construction will include a new chip seal coat on the entire road section.

Benefit of grant to citizens Teton County: Improve safety along the Cedron Road corridor for motorized and non motorized users.

Signed: \_\_\_\_\_  
*(Contact Person Listed Above)*

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

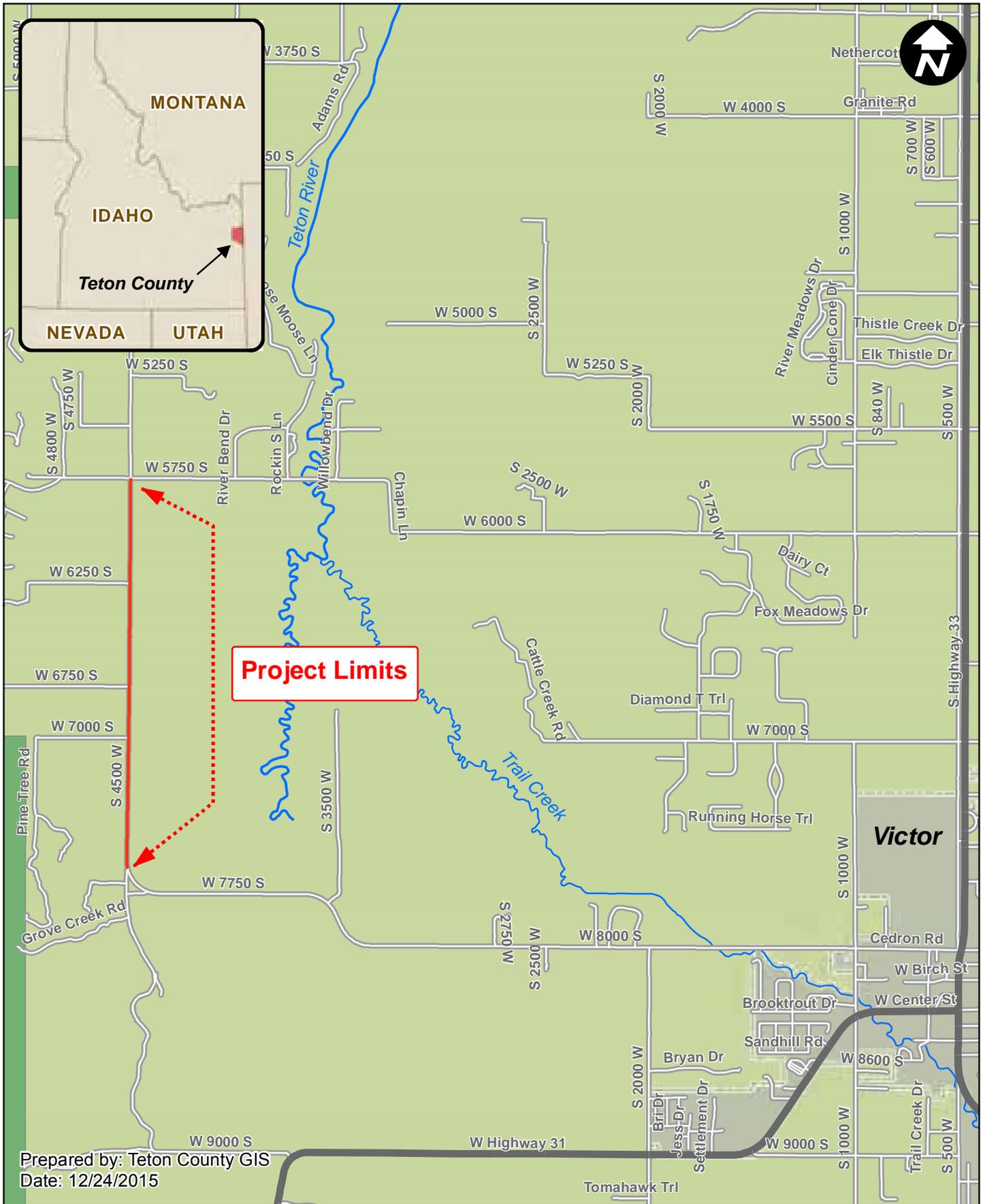
Signed: \_\_\_\_\_  
*(Responsible Elected Official or Department Head)*

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

Board of Commissioners Decision:  Approved (Applicant may prepare a grant application on behalf of Teton County. The completed application must be submitted to the Board for review and signature. )  
 Denied

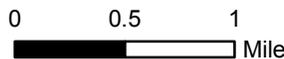
Signed: \_\_\_\_\_  
*(Commissioner)*

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



Prepared by: Teton County GIS  
 Date: 12/24/2015

# S 4500 W Widening Vicinity Map



- Project Limits
- City Limits
- National Forest

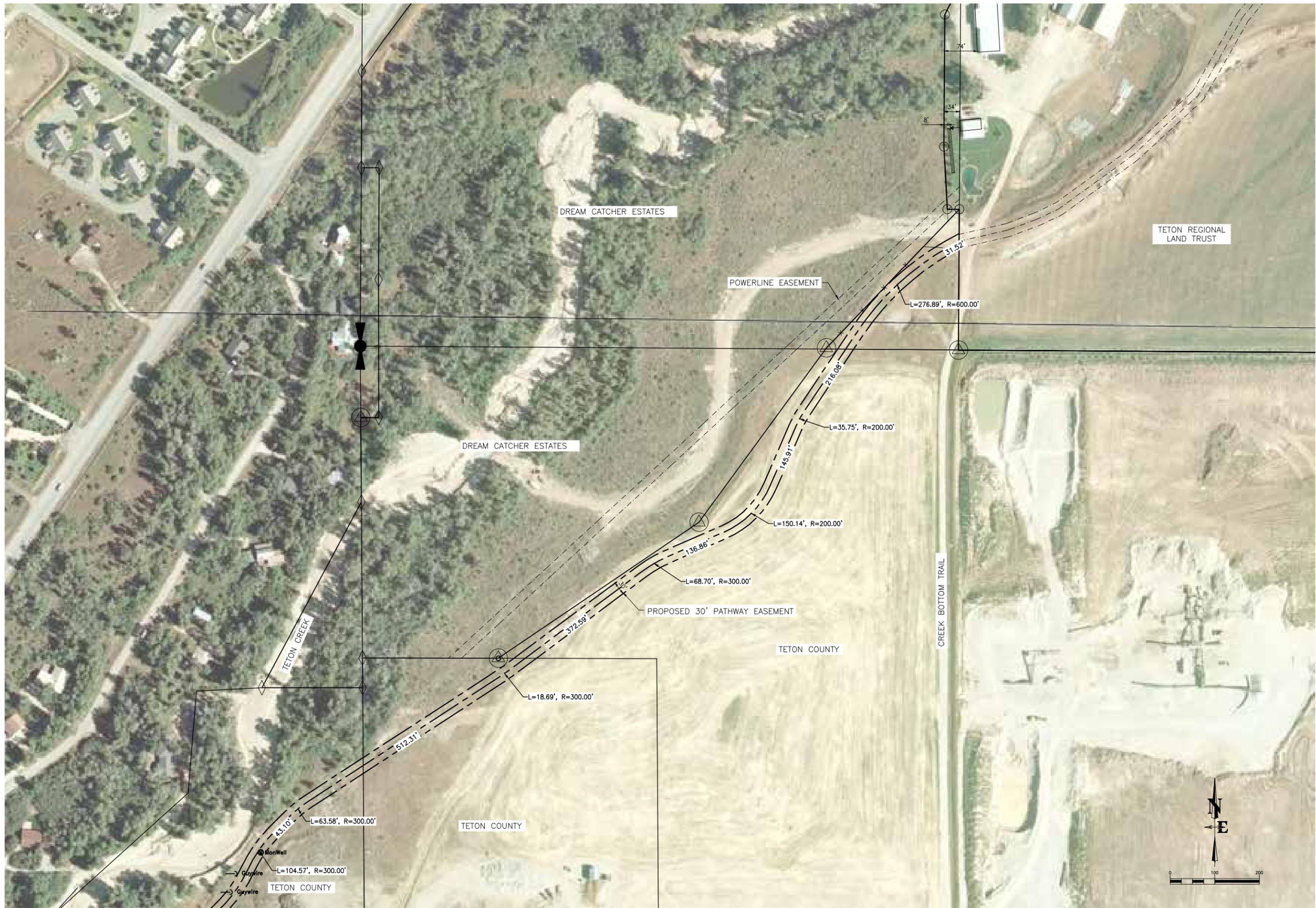


S:\p\2015\15-017-03 - TETON VALLEY TRAILS AND PATHWAYS - EASEMENTS\15-017-03.dwg - Aug 18 2016 11:29:06 am PLOTTED BY: harcher DWG FORMAT: ISO



DRAWING NO 1	JOB NO 15-017-03	JOB TITLE TETON VALLEY TRAILS & PATHWAYS		DRAWING TITLE PROPOSED EASEMENT THROUGH TETON COUNTY PROPERTY		 P.O. BOX 1599, JACKSON WYOMING (307) 733-2087			
		DATE SURVEYED ENGINEERED DRAWN CHECKED APPROVED		DATE SURVEYED ENGINEERED DRAWN CHECKED APPROVED		REV.	NR	NE	SE/LR

S:\Projects\2015\15-017-Teton Valley Trails and Pathways - Easements\15-017-Teton Valley Trails and Pathways - Easements.dwg, SHEET 2 OF 2, PLOT DATE: Aug 18 2016, 10:32:12 am, PLOTTED BY: hschickler, DWG FORMAT: ISO



DATE	SURVEYED	ENGINEERED	DRAWN	CHECKED	APPROVED
	NE	NE	SK/LR	LR	

**NELSON ENGINEERING**  
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

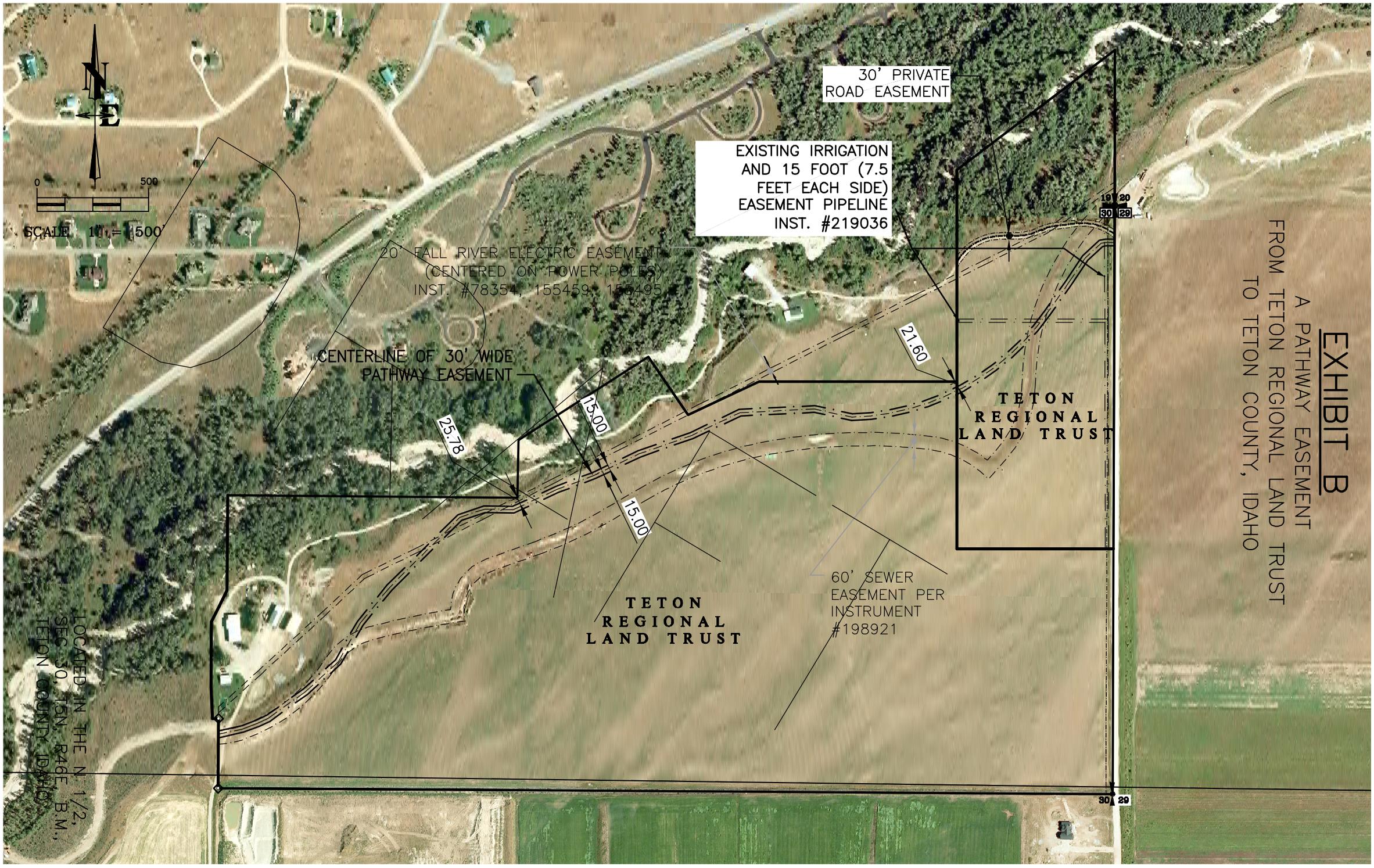
**DRAWING TITLE**  
PROPOSED EASEMENT  
THROUGH TETON COUNTY PROPERTY

**JOB TITLE**  
TETON VALLEY TRAILS & PATHWAYS

**DRAWING NO**  
2

**JOB NO**  
15-017-03

**EXHIBIT B**  
A PATHWAY EASEMENT  
FROM TETON REGIONAL LAND TRUST  
TO TETON COUNTY, IDAHO



LOCATED IN THE N 1/2,  
SEC. 30, T5N, R46E, B.M.,  
TETON COUNTY, IDAHO.

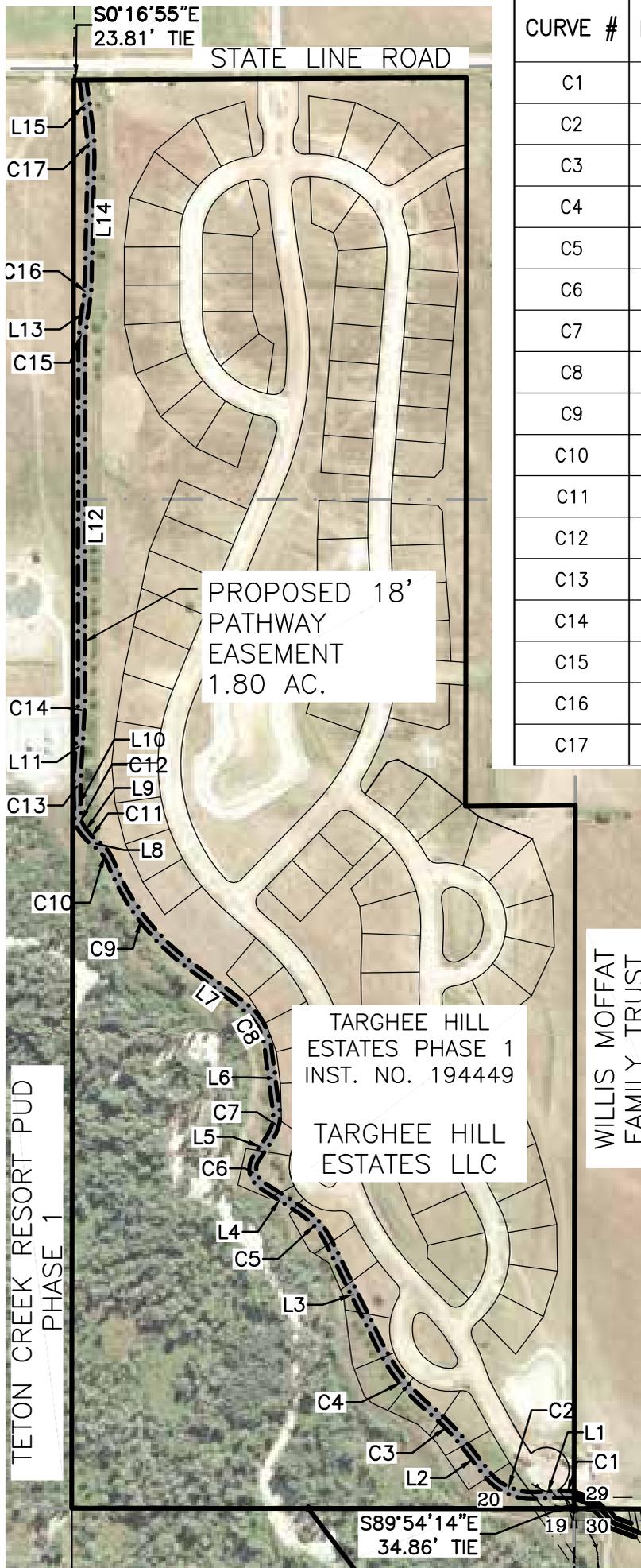
DRAWING NO  
1  
JOB NO  
15-017-2  
DRAWING TITLE  
TETON REGIONAL LAND TRUST  
PATHWAY EASEMENT

**NELSON  
ENGINEERING**  
P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DATE	ENGINEERED
5/5/16	LR
CHECKED	LR
APPROVED	JB

# EXHIBIT B

A PATHWAY EASEMENT  
FROM TARGHEE HILL ESTATES LLC  
TO TETON REGIONAL LAND TRUST



## EASEMENT CURVE DATA

CURVE #	LENGTH	RADIUS	DELTA	CHORD BRNG	CHORD LENGTH
C1	38.01	150.00	14°31'10"	N4°28'58"E	37.91
C2	143.80	150.00	54°55'46"	N24°41'16"E	138.36
C3	116.84	500.00	13°23'20"	N45°27'29"E	116.58
C4	216.60	500.00	24°49'14"	N51°10'26"E	214.91
C5	108.30	200.00	31°01'35"	N48°04'15"E	106.98
C6	79.66	50.00	91°17'14"	N78°12'05"E	71.50
C7	72.25	100.00	41°23'38"	S76°51'07"E	70.68
C8	119.72	150.00	45°43'53"	N59°35'08"E	116.57
C9	337.40	600.00	32°13'09"	N52°49'45"E	332.97
C10	56.79	100.00	32°32'11"	N52°40'14"E	56.03
C11	26.78	100.00	15°20'33"	N44°04'25"E	26.70
C12	31.53	50.00	36°08'05"	N69°48'44"E	31.01
C13	48.67	500.00	5°34'36"	S89°19'56"E	48.65
C14	29.49	500.00	3°22'47"	S88°14'01"E	29.49
C15	76.41	500.00	8°45'22"	S85°32'44"E	76.34
C16	65.36	500.00	7°29'22"	S84°54'44"E	65.31
C17	81.18	500.00	9°18'08"	N86°41'32"E	81.09

## EASEMENT LINE DATA

LINE #	LENGTH	DIRECTION
L1	66.89	N2°46'37"W
L2	102.09	N52°09'09"E
L3	311.32	N63°35'03"E
L4	123.48	N32°33'28"E
L5	67.39	S56°09'18"E
L6	172.70	N82°27'04"E
L7	191.82	N36°43'11"E
L8	12.57	N36°24'08"E
L9	19.44	N51°44'41"E
L10	59.03	N87°52'46"E
L11	161.41	S86°32'38"E
L12	936.95	S89°55'25"E
L13	32.96	S81°10'03"E
L14	324.28	S88°39'25"E
L15	122.46	N82°02'28"E

TETON REGIONAL  
LAND TRUST

LOCATED WITHIN THE  
S1/2 S 1/2  
SEC 20, T5N, R46E,  
TETON COUNTY, IDAHO

DRAWING NO <b>1</b>	DRAWING TITLE <b>TETON VALLEY TRAILS &amp; PATHWAY</b>
JOB NO <b>15-017-03</b>	PATHWAY EASEMENT THRU TARGHEE HILL ESTATES LLC

**NELSON  
ENGINEERING**

P.O. BOX 1599, JACKSON WYOMING (307) 733-2087

DATE	<b>9/28/16</b>
ENGINEERED	
DRAWN	<b>SK</b>
CHECKED	<b>LR</b>
APPROVED	<b>LR</b>



# Teton County

## Emergency Management & Mosquito Abatement & IT

Department Report 9/25-10/8/2016



### Current Projects

In order to move forward with our projects for the new fiscal year our first step is to get the new Storage Area Network (SAN) installed for the Law Enforcement Center. This will be our first line of defense for backup while also giving us the needed storage capacity for the LEC servers for the next several years. May we proceed with this budgeted project?

Regarding the transition to Google, our Barracuda backup contract ends on the 4<sup>th</sup> of December. We are going to need to have the LEC SAN installed before that happens and schedule at least two trainings and pick a transition date before December 4<sup>th</sup>. I propose the Board approve the contract with Google and allow us to get a Commissioner's signature on that contract on the date that will work best for the County between now and then. Will that work?

In order to get John to 40 hours a week we will take \$2,000 from savings in the Telephone/Internet line and \$5,000 from the IT Contingency line and \$5,000 from the Contracted IT Support line.

I was just notified that our All Hazard Mitigation Plan made it through the final acceptance hoop. Unfortunately, the money I had saved to publish it just expired with the fiscal year. May I have \$900 from Commissioner's Contingency to publish the plan?

### Future Projects

We found a different fiber optic cable burial contractor that has provided an initial quote to accomplish the LEC to Courthouse link for right around \$20,000. That's \$16,000 less than the last quote we had received a few years ago. We will pursue this project as we have time over the next year.

We will be pursuing a wireless link from the LEC to the Extension Agent's office in the Driggs Public Works building in order to reduce our cost for internet and phone to that facility.

### Future Appointments

- |       |  |
|-------|--|
| 10/25 | Employee Committee Meeting 1PM                                   |
| 10/27 | Teton County Wyoming Eclipse Planning Meeting                    |
| 11/1  | Teton County Response Agency Committee/LEPC Meeting 2:30 to 5 PM |



## Onix Networking Government Customer Agreement

### Google Apps for Work

This Agreement, including all Exhibits attached hereto or referenced herein, (the "Agreement") is entered into by and between Onix Networking Corporation, an Ohio corporation, with offices at 18519 Detroit Avenue, Lakewood, Ohio 44107 ("Onix") and Teton County, with offices located at 150 Court House Drive, Driggs ID 83422, hereinafter referred to as ("Customer"). Onix and Teton County are sometimes referred to collectively herein as the "Parties" and individually as a "Party." This Agreement is effective as of the date signed by both parties (the "Effective Date").

WHEREAS, Onix is an authorized Google Apps for Work Reseller; and Customer wishes to license Google Apps for Work;

NOW, THEREFORE, Onix and Customer hereby agree as follows:

1. **User Licenses.** "User Licenses" means the Google hosted services currently known as "Google Apps for Work" (as the services may be renamed from time to time) provided by Google and used by Customer under this agreement.
  - 1.1. "Users" mean employees of Customer authorized by Customer to access the User Licenses. User Licenses are sold by Onix on a per User, per year basis. "User License Fees" are the fees charged by Onix per User, multiplied by the number of Users as specified in the Onix Networking Services Schedule (Exhibit A).
  - 1.2. User Licenses will be delivered to Customer in electronic format. The User Licenses shall be deemed accepted by Customer upon provisioning of the Customer domain with the specified number of User Licenses.
2. **Google Apps and Google Vault License.** Customer agrees to comply with the terms and conditions of the "Product Passthrough Terms - Google Apps for Work (for Customers)" at [http://www.carahsoft.com/application/files/5014/4545/3072/GAFW\\_Passthrough\\_10\\_21\\_2015.pdf](http://www.carahsoft.com/application/files/5014/4545/3072/GAFW_Passthrough_10_21_2015.pdf).
3. **Professional Services.** "Professional Services" means the Google Apps for Work professional services and training provided by Onix as specified in the Onix Networking Services Schedule (Exhibit A). Onix will provide to Customer each Professional Service specified in the Onix Networking Services Schedule.
4. **Term.** The initial term of this Agreement shall be twelve (12) months beginning on the Effective Date (the "Initial Term"). Thereafter, this Agreement may be renewed for consecutive renewal terms of twelve (12) months (such renewal terms together with the Initial Term, the "Term"), by written notice thirty (30) days prior to the end of the applicable Term.
5. **Fees and Billing.** Onix will bill Customer for the User License Fees and Professional Services (the "Total Fees") as specified in the Onix Networking Services Schedule (Exhibit A) on or after the Effective Date.
  - 5.1. All User Licenses Fees are binding and final as of the Effective Date. All User License Fees are non-refundable for any Term.
  - 5.2. Total Fees are due thirty (30) days from the effective date. All payment due are in U.S. dollars. Customer is responsible for any and all applicable U.S. taxes (other than Onix's income tax) associated with the Total Fees.
  - 5.3. Onix may revise its fees (including, but not limited to the User License Fee) with at least thirty (30) days prior written notice to Customer, effective for the following term.
6. **Force Majeure.** Onix shall not be liable for inadequate performance of its obligations under the Agreement to the extent caused by a circumstance beyond its reasonable control, including, without limitation, Domain Name Server issues outside its direct control, labor strikes or shortages, riots, insurrection, fires, flood, storm, explosions, acts of God, war, terrorism, governmental action, labor conditions, earthquakes and material shortages.

By signing below the parties acknowledge that they have received, understood and agreed to, in a legally binding manner, all components of the Agreement.

Customer: Teton County

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date 09/15/2016

Onix Networking Corp.

Signature \_\_\_\_\_

Print Name Timothy S. Needles

Title President / CEO

Date 09/15/2016

## Exhibit A Onix Networking Services Schedule

Date	09/15/2016	Customer	Teton County	
Billing Information			Customer Contact Information	
Name		Name	Greg Adams	
Address		Address	150 Courthouse Drive	
			Driggs, ID 83422	
Telephone		Telephone	(208) 354-2703	
Email		Email	gadams@co.teton.id.us	
Activation Email	gadams@co.teton.id.us		Contract Term	14 months
Domain Name	co.teton.id.us		Onix Rep	Gabriela Bryson
Please check one	<input checked="" type="checkbox"/> Purchase Order #		<input type="checkbox"/> Purchase Order Not Required	
User Licenses				
Description	(Annual) Unit Price	# Users/Mailboxes	(Annual) Total	
GAPPS-UNLIM-1USER-12MO - Google Apps Unlimited Licenses 12 month license	\$119.98	75	\$8,998.50	
	Total User License Fees		\$8,998.50	
Professional Services				
Description	Price	Quantity	Total	
	Total Services Fees			
	Total User License & Services Fees		\$8,998.50	
Services Billing Terms:	NET 30			
Notes:				



# TETON COUNTY JUVENILE PROBATION

230 N MAIN #108 • DRIGGS ID 83422 • P208-354-3862 • F208-354-2994

Renee Leidorf  
Chief Juvenile Probation Officer

## **Quarterly Commissioner Report July 1, 2016 – September 30, 2016**

ON September 30, 2016

**Total Probation Case Load = 10**

**Total number of Juveniles on formal PROBATION – 4**

Male – 3

Female - 1

**Total number of Juveniles on DIVERSION – 6**

Male – 3

Female -3

**Interstate Compact – 0**

Juveniles supervised in Teton County through ICJ – 0

Juveniles supervised in other states through ICJ -0

**Courtesy Supervision – 1**

Juveniles supervised in Teton County -0

Juveniles supervised in other counties – 1

**Juveniles in Department of Juvenile Corrections – 0**

**Pretrial Release Supervisions = 0**

**The following information has been compiled for the past THREE months**

**Number of drug tests done – 29 (Basin Alternative School – 8)**

Positive – 4

Negative – 26

Untestable-0

**How many times each drug came up positive**

NICOTINE – 0

THC (Marijuana)-3

ALCOHOL-1

AMPHETIMINES-0

CREATININE- 0

OPIATES: 0



# MEMORANDUM OF AGREEMENT

To Support  
The Community Incentive Program (CIP)  
The Re-Entry Program (REP) and/or  
The Mental Health Program (MHP)

(2 years)

This AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by and between the Idaho Department of Juvenile Corrections (the "Department") and

Teton County, State of Idaho (the "County").

WHEREAS, the Idaho Juvenile Justice Commission has identified restorative justice, and reintegration as priority needs in the 3-Year Plan for 2015-2017; and

WHEREAS, the Idaho Juvenile Justice Commission is the State Advisory Board for the Juvenile Accountability Incentive Block Grant, CFDA #16.523; and

WHEREAS, the Community Incentive Program (CIP) is designed to fill gaps in local services or resources to serve juvenile offenders who are at a high risk of commitment to the Department locally where families can participate more fully in their treatment and increase the likelihood of their success; and

WHEREAS, the Re-Entry Program (REP) is designed to provide resources to fill gaps in local services to serve juvenile offenders returning to the community from state commitment to increase the likelihood of successful reintegration; and

WHEREAS, the Idaho Department of Juvenile Corrections is the state agency designated to administer funds for mental health services (MHP) for juvenile offenders as detailed in 2006 Session Law Chapter 300; and

WHEREAS, juvenile offenders, whether remaining in, or returning to their community require individualized services based on reliable instruments in accordance with their unique needs and potential; and

WHEREAS, the successful reintegration of juvenile offenders leaving Department custody and the effective treatment of juvenile offenders in the local community benefits juveniles, families, the State of Idaho, the county, and its communities; and

WHEREAS, The Youth Level of Service/Case Management Inventory (YLS/CMI) is a research-based screening tool that is used to determine criminogenic needs and assist in case planning; and

WHEREAS, The Child and Adolescent Functional Assessment Scale (CAFAS) is a research based screening tool that is used to determine mental health needs; and

WHEREAS, The Child and Adolescent Needs and Strengths (CANS) is a multi-purpose tool developed for children's services to support decision making, including level of care and service planning, to facilitate quality improvement initiatives, and to allow for the monitoring of outcomes of services; and

WHEREAS, the Department and the County understand the importance of connecting with existing community or county councils whose function is to staff cases for services; and

WHEREAS, statistical data gathered from county systems statewide recognizes approximately sixty-eight percent of juveniles in detention have diagnosed mental health needs; and

WHEREAS, the success of these programs is dependent on the continued cooperation and partnerships between the State, the County and the County's Juvenile Probation Department and

WHEREAS, these funds are intended to supplement local resources and may not be used to supplant existing funding budgeted for juvenile justice purposes.

NOW, THEREFORE, the Department and the County each agree as to the following:

- A. In order to receive CIP, REP, or MHP funds, The COUNTY shall:
1. Convene screening teams for CIP and MHP applications whose members shall include people as described in Idaho Code 20-523 for CIP, and 20-511A for MHP. A Court Order is not required to convene a screening team. The screening team shall develop a Case Plan consistent with the program guidelines.
  2. Convene a pre-commitment or screening team to determine a juvenile offender's eligibility for CIP as described in the CIP guidelines.
  3. Approve and authorize the Case Plan developed by the screening team (CIP, MHP) or community treatment team (REP).
  4. Initiate applications for services and provide supervision for participating juveniles, at a level agreed upon by the screening / community treatment team.
  5. Provide monitoring of any terms or conditions of treatment established by the screening team as well as any further restrictions/monitoring in the home or community if needed.
  6. Use the following screening tools to identify specific needs and challenges of the juvenile offender for services through CIP, REP, and MHP:  
CIP / REP – YLS/CMJ;  
MHP – YLS/CMJ and CAFAS or CANS.
  7. Submit reports, including a thirty (30) day status report if services have not started, quarterly progress reports, and a six (6) month follow-up report as required. Payments and any subsequent applications will not be approved unless reports are current.
  8. Review invoices from providers and certify that services were rendered as approved and payment is authorized (MHP, CIP, REP).
  9. Request reimbursement from the Department within forty-five (45) days of service.
  10. Adhere to all applicable laws, rules, and guidelines, including procurement laws.

B. The DEPARTMENT shall:

1. Reimburse the County or Provider for allowable and approved treatment costs identified by a screening team for juveniles remaining in their community until funds have been exhausted, funding is otherwise discontinued, or either party terminates the Agreement by giving the other party thirty (30) days written notice (CIP).
2. Reimburse the County or Provider for allowable and approved treatment costs deemed important by a community treatment team for juveniles leaving state custody until funds have been exhausted, funding is otherwise discontinued, or either party terminates the Agreement by giving the other party thirty (30) days written notice (REP).
3. Reimburse the County or Provider for allowable and approved treatment costs identified by a screening team for mental health services for juvenile offenders until funds have been exhausted, funding is otherwise discontinued, or either party terminates the Agreement by giving the other party thirty (30) days written notice (MHP).
4. Complete a YLS/CMI while the juvenile is in state custody.

C. The DEPARTMENT and the COUNTY, in order to support these programs to keep juveniles in their community, or successfully reintegrate juvenile offenders in state custody back into their homes, communities and families, also agree as follows:

1. The Department and County Juvenile Probation Officers will participate in routine staffings for each participating juvenile, prior to his or her release from Department custody, to jointly support REP.
2. The parties to this Agreement understand that the success of these programs is dependent on the collaboration of all, and commit to a partnership toward that goal. Unless terminated thereto, this Agreement ends **September 30, 2018** and is renewable, upon mutual consent of the parties. However, either party may terminate the Agreement by giving the other party thirty (30) days written notice, or if Federal or State funds for these programs have been exhausted or otherwise discontinued.
3. The parties to this Agreement will work with existing services or councils, where appropriate, to develop the system of care for the juvenile and their family. This may include, but is not limited to, identifying new formal and informal resources for the system of care, ensuring families have a voice through family involvement in screening teams, linking to more neighborhood-based delivery systems, increasing research-based programs, and developing training across different agencies and services in the system of care.
4. In the event a juvenile is receiving services at the time of expiration or termination of this Agreement, services for that juvenile shall survive expiration until the same are complete or otherwise concluded. Allowable costs for such services will be paid by the Department according to the program guidelines. However, no additional juveniles shall begin services in the County after the date of expiration of the Agreement, or after the date the thirty (30) day notice has been given to terminate the Agreement.

# MEMORANDUM OF AGREEMENT

To Support  
The Community Incentive Program (CIP)  
The Re-Entry Program (REP) and/or  
The Mental Health Program (MHP)

## Signature Page

Teton COUNTY agrees to the above for the following program(s):

Check all that apply

Community Incentive Program  Re-Entry Program  Mental Health Program

Commissioners For Teton County, State of Idaho

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

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

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

Attest:

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

\_\_\_\_\_  
County Clerk

Signed: Benee Beedy Date: 9/27/2016  
Chief Juvenile Probation Officer

For \_\_\_\_\_ County

Idaho Department of Juvenile Corrections

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Sharon Harrigfeld, Director

# Teton County Ambulance Service District Minutes: October 3, 2016

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

## AGENDA

1. Approve Available Minutes
2. Medical Director Contract
3. MOU or Agreement with TVHC and ASD for Unemployment Payments
4. Fire/ASD Agreement for Services October 1, 2017 and Beyond

---

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

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

**FIRE DISTRICT PERSONNEL PRESENT:** Commissioners Jason Letham and Scott Golden; Chief Brett Campbell; Division Chief Jon Wisby

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

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

● **MOTION.** Commissioner Park made a motion to approve the September 12 minutes as written. Motion seconded by Commissioner Riegel and carried unanimously.

**MEDICAL DIRECTOR.** Chief Campbell said there had been no progress towards hiring a Medical Director from the group contracted with TVHC. They've talked with every physician, but each one is either too busy or not interested. Dr. Whipple has spoken with several of the physicians and believes one would be interested if Dr. Eric Johnson were not also a Medical Director, which makes the chain of command unclear. Commissioner Riegel said she had talked with Dr. Smedley and learned he simply is not available.

Chairman Leake requested copies of the TVHC and Fire District Medical Director Contracts.

Physicians' Assistant Duane Mortenson works in the TVHC emergency room and has also talked with several of the doctors. He believes their biggest concern is the "co-directorship" and unclear chain of command in case of a lawsuit. Mr. Mortensen believes it is very important to have a connection between TVHC and the Fire District's ambulance personnel.

Chief Campbell said the difficulty of finding a Medical Director within the group contracted with TVHC had caused the Fire District to realize the importance of maintaining their relationship with Dr. Johnson, who has been the Fire District's Medical Director since 2008. They are required to have a Medical Director in order to maintain their EMS license with the State and Dr. Johnson has extensive experience with emergency medicine. Chief Campbell said Yellowstone National Park successfully utilizes an ambulance system with two Medical Directors. The Medical Director monitors clinical performance, develops protocols and provides training. He/she does not need to be on call 24/7.

Mr. Mortenson said EMS guidelines specify that if the Medical Director is not on-site at the time of a medical emergency, then "medical control" is transferred to the Emergency Room and the ER staff obtains the necessary specialist advice. He has the impression that people don't want to work with Medical Control.

Chief Campbell said Division Chief Ed Schauster and TVHC Director of Acute Care Sandra Woolstenhulme meet regularly to review cases and discuss protocols. Mr. Mortensen was unaware of these meetings or their outcomes.

Although everyone agreed in June that it would be best to have a Medical Director regularly involved with EMS at the hospital, Chairman Leake said the Board has no authority to require the Fire District to hire a particular Medical Director. Commissioner Riegel said the situation was more complicated than anyone had anticipated, but needed to be worked out.

The group agreed upon the following action items:

1. The hospital and Fire District will develop a regular schedule of meetings and specify which personnel from each agency should be involved;
2. The Fire District will develop a Medical Director job description, including an outline of the relationship between the Fire District's long-time Medical Director and the second Medical Director affiliated with TVHC;
3. Commissioner Riegel will try to obtain a copy of the contract between Yellowstone National Park and EIRMC/Dr. Smedley.

**TVHC/ASD MOU FOR REIMBURSEMENT OF UNEMPLOYMENT EXPENSES.** The group reviewed a draft document and clarified their mutual understandings. Prosecutor Spitzer will revise the draft document for review at the next meeting.

**WYOMING AGREEMENT.** Chief Campbell reported that Fire District Commissioner Kent Wagener had discussed changes with Teton Wyoming Deputy Prosecutor Keith Gingery. They agreed to have a new agreement in place by January 1.

**FIRE/ASD AGREEMENT.** The group reviewed a draft document which Chief Campbell thought could be greatly simplified. Commissioner Riegel believes the Ambulance Service District should retain ownership of the ambulances in order to have leverage relating to the ASD's obligation to provide oversight to be sure the new system is working. The Fire District will send their desired revisions to Prosecutor Spitzer and a revised draft document will be reviewed October 12.

● **MOTION.** At 11:20 am Commissioner Park made a motion to adjourn the meeting. Motion seconded by Commissioner Riegel and carried.

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

ATTEST: \_\_\_\_\_

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

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into this \_\_\_ day of \_\_\_\_\_, 2016 by and between the Teton County Ambulance Service District (ASD) and Teton Valley Health Care (TVHC).

RECITALS

WHEREAS, the ASD and TVHC mutually agreed to terminate the contract for ambulance services between ASD and TVHC;

WHEREAS, TVHC may incur costs associated with unemployment benefits for those employees affected by the loss of the ambulance services contract.

AGREEMENT

NOW THEREFORE, this Memorandum of Understanding is entered into between the Ambulance Service District and Teton Valley Healthcare:

1. Commencing October 1, 2016, TVHC may bill ASD for reimbursement of certain unemployment benefits. In order for ASD to reimburse TVHC for any unemployment benefits, the following information must be provided to ASD:
  - a. Name of the employee
  - b. The Liability Determination letter
  - c. Cost Reimbursement Quarterly Billing
  - d. Length of employment at TVHC
  - e. Position and salary or hourly wage at TVHC
  - f. Hours worked for which the applicant is applying for unemployment benefits
  - g. A copy of the unemployment award and all documents associated with the award
  - h. A letter from the Human Resources Department of TVHC assuring that the information provided by the applicant for unemployment is correct.
  
2. ASD may only be responsible for payment of unemployment benefits for the following employees who were released from their positions due to the loss of the ambulance service contract:

<b>Employee Name</b>	<b>Date of Hire</b>	<b>Separation Date</b>	<b>Maximum Potential Unemployment Liability</b>
CONNERS, MICHAEL	3/4/2013	8/1/2016	\$ 3,444.00
DICKERSON, LENA M. W.	9/1/2007	8/1/2016	\$ 4,328.00
FELT, BRIAN	3/3/2015	8/1/2016	\$ 2,264.00
FLAKE, TANNER	3/10/2015	8/1/2016	\$ 827.00
FOSTER, SHANDA	11/3/2011	8/1/2016	\$ 2,307.00
GALLIHER, DEREK	8/14/2015	8/1/2016	\$ 3,688.00
GREEN, WHITNEY	4/4/2014	8/1/2016	\$ 7,408.00
HLAVATY, JAMES M	4/27/2011	8/1/2016	\$ 291.00
HOLLEY, STEVE	6/18/2012	8/1/2016	\$ 5,164.00

KAUFMAN, NATALIE	6/1/1995	8/1/2016	\$ 10,660.00
LEWIS, JEFFREY	7/27/2012	8/1/2016	\$ 950.00
MULLINS, SAMUEL CALEB	3/27/2014	8/1/2016	\$ 1,032.00
O'CONNOR, CASEY	3/24/2015	8/1/2016	\$ 1,493.00
SIMMS, JOHN	10/25/2008	8/1/2016	\$ 9,465.00
SUMMERS, KATIE	3/26/2014	8/1/2016	\$ 7,168.00
SUMMERS, KENT	10/21/2014	8/1/2016	\$ 3,647.00
TAYLOR, CHRIS S.	5/16/2007	8/1/2016	\$ 10,660.00
VEILUEX, ROBERT	4/27/2008	8/1/2016	\$ 10,660.00
<b>Total</b>			<b>\$ 85,456.00</b>

3. ASD shall only be responsible for payment of unemployment benefits for the employees listed in Paragraph 2 until March 31, 2018 (18 months from Sept 30<sup>th</sup> 2016).
4. The maximum financial liability that ASD could incur in accordance with this MOU is \$85,456.00.
5. This MOU shall terminate on March 31, 2018. After March 31, 2018 the ASD shall have no further responsibility or obligation to TVHC for any unemployment benefits. TVHC understands that claims received after March 31, 2018 will not be paid.
6. This agreement constitutes the complete understanding of the parties. No modifications of any provisions thereof shall be valid unless in writing and signed by both parties.

By signing below the parties acknowledge that they have received, understood and agreed to the above.

Dated this \_\_\_\_ of \_\_\_\_\_, 2016.

Dated: \_\_\_\_\_

\_\_\_\_\_

Wesley White  
Teton Valley Health Care Finance Director

Dated: \_\_\_\_\_

\_\_\_\_\_

Bill Leake  
Ambulance Service District Commissioner



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**FROM:** County Executive Assistant, Holly Wolgamott  
**TO:** Board of County Commissioners  
**RE:** ASD Insurance Coverage with ICRMP  
**MEETING:** March 28, 2016

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At the last ASD meeting the decision of when ownership of Teton County ambulances would be transferred to the Fire District was uncertain. However, insurance premiums for FY17 are now due. After talking to our insurance agent, Craig Chandler, the Fire District cannot transfer insurance coverage to their policy until they own the ambulances. The ASD seemed to be interested in keeping ownership of the ambulances as long as the ASD is intact. That length of time however, is uncertain. Mr. Chandler explained the following:

1. The ASD must keep an ICRMP policy in effect for 3 years, until tax collection runs out
2. If ambulances are signed over to the Fire District, there will not be an increase in Fire district's premium
3. If the ASD does not own the ambulances, ASD insurance would be \$500-\$700 per year.
4. If ASD owns ambulances, ASD insurance would be as currently billed which is \$1323 per year.

How would the ASD like me to proceed in processing the insurance payment that is currently due? The FY17 budget does not include money for this payment as it was assumed that the Fire District would take over insuring these vehicles. Please advise on how you would like me to proceed.

# Board of Teton County Commissioners

## MINUTES: September 23, 2016

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

### AGENDA

#### 9:00 MEETING CALL TO ORDER – Commissioner

- CLERK** – Minutes and Minutes  
1. Review the 2016 and 2017 Budget  
2. Review the 2016 and 2017  
3. Review the 2016 and 2017 Financial Statements

#### 9:35 PUBLIC HEARING – Public Hearing on the Teton County

#### 9:40 OPEN MIC – Public Hearing on the Teton County

- PUBLIC WORKS** – Commissioner  
1. Road & Bridge  
2. Public Works  
3. Planning  
4. Building Department  
5. Administrative Business  
6. Public Hearing  
7. Open Mic  
8. Commissioner

- PLANNING** – Commissioner  
1. Planning  
2. Planning  
3. Planning  
4. Planning

#### 10:00 PUBLIC HEARING – Public Hearing on the Teton County

#### 10:30 IT/EMERGENCY MANAGEMENT – Commissioner

1. Review of the Teton County
2. Review of the Teton County
3. Review of the Teton County
4. Review of the Teton County
5. Review of the Teton County
6. Review of the Teton County
7. Review of the Teton County
8. Review of the Teton County
9. Review of the Teton County
10. Review of the Teton County
11. Review of the Teton County
12. Review of the Teton County

#### 11:00 ORDINANCE ABOUT COMP TIME AND PTO CARRYOVER/BUYOUT REQUESTS

#### 11:00 BUILDING DEPARTMENT – Commissioner

- ADMINISTRATIVE BUSINESS** – Commissioner  
1. Administrative Business  
2. Administrative Business  
3. Administrative Business  
4. Administrative Business  
5. Administrative Business  
6. Administrative Business  
7. Administrative Business  
8. Administrative Business  
9. Administrative Business  
10. Administrative Business  
11. Administrative Business  
12. Administrative Business

#### ADJOURNMENT

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

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

Chairman Leake called the meeting to order at 9:05 am and led the Pledge of Allegiance.

## **CLERK**

● **MOTION.** Commissioner Park made a motion to approve Resolution 2016-0923A making budget adjustments for the 4<sup>th</sup> quarter of FY 2016. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #1)

● **MOTION.** Commissioner Park made a motion to approve Resolution 2016-0923B transferring funds prior to closing FY 2016. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #2)

9:17 am **PUBLIC HEARING, FY 2016 BUDGET OPENING.** Clerk Hansen said the required legal notices had been published and described the changes needed to FY 2016 budgets for the Ambulance Fund, Fair Fund and Grants Fund. Chairman Leake opened the hearing for public comment but no one present wished to speak. The public comment period was closed.

● **MOTION.** Commissioner Park made a motion to approve Resolution 2016-0923C adjusting the FY 2016 budgets for three funds. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #3)

## **OPEN MIC**

No one present wished to speak.

## **PUBLIC WORKS**

Director Darryl Johnson reviewed his update memo (Attachment #4).

**ROAD & BRIDGE.** Mr. Johnson said the crew is nearing completion of the Henderson Canyon road reconstruction project. They have installed several new culverts, widened the road to meet County specs, and added 4" of crushed gravel to the entire road surface. He said several projects in the Felt area have been delayed until the Highway Department completes reconstruction of the Badger Creek Bridge across Highway 32.

● **MOTION.** Commissioner Park made a motion to approve hiring John Pell as a pay grade 6 heavy equipment operator at \$17.56 per hour. Motion seconded by Commissioner Riegel and carried unanimously.

● **MOTION.** Commissioner Park made a motion to approve overnight travel for the Public Works Director to attend the annual conference of the Idaho Association of Highway Districts and Idaho Association of County Engineers and Road Supervisors in Sun Valley November 7-11. Motion seconded by Commissioner Riegel and carried unanimously. (The Road & Bridge Supervisor and Foreman will also attend the conference.)

**BATES TETON RIVER ACCESS PARK.** Mr. Johnson said the County land purchase was completed September 16 and he is ready to submit documents required to receive the \$220,000 grant reimbursement from the Idaho Department of Parks & Recreation. Engineers from the Idaho Department of Fish & Game will design the boat ramp and parking area. Commissioner Riegel said the ramp will be planned to avoid conflicts between river users with trailers and those without. She explained that boat ramp/parking lot configuration options are very limited due to the nature of the site and associated wetlands. Mr. Johnson will consult with river user groups to determine desired parking lot size. Chairman Leake said a public meeting should be held after the boat ramp/parking area design is finalized so that the public can be made aware of the plans and become involved in other aspects of the site's development, including desired amenities.

**PACKSADDLE ROAD VACATION.** Mr. Johnson will contact the applicant to be sure that all necessary materials are received by the County at least two weeks prior to the October 31 final meeting.

**SNOWPLOW CRITERIA.** Mr. Johnson reviewed the memo and proposed criteria (Attachment #5). His staff has updated the County's current criteria by incorporating aspects of Fremont County's policy. The updated criteria provide a quicker method to prescreen road segments and allows for input from the Road & Bridge Supervisor and Equipment Operators. Mr. Johnson pointed out that many roads currently being plowed would not qualify under the proposed criteria. Such non-qualifying roads include County roads that access only private driveways, interior subdivision roads and major collector routes. He said the Board should discuss how to appropriately remove/add road segments and said the so-called "Grandfather" clause has no basis in law.

Commissioner Riegel said the County should apply consistent and fair criteria to every road but believes exceptions could be justified for safety or efficiency. Chairman Leake said the Board should not stop historical snowplowing without adequate prior notice. Prosecutor Spitzer said the County had been discussing plow routes for eight years and suggested the Board adopt snowplow criteria this winter with the intent of implementing the criteria the following year.

The Board delayed a decision about the criteria until Mr. Johnson could provide a list of roads currently being plowed that no longer serve their original purpose, such as roads leading to un-occupied farm house.

**LANDFILL CAP.** Commissioner Park requested an update on the landfill cap. Mr. Johnson said the Post Closure Plan has been submitted to DEQ and he is awaiting their comments. The test pad needs to be re-seeded. Mr. Johnson said water quality monitoring is required for 30 years, but that it will probably be in the County's best interests to monitor in perpetuity. Test results from all monitoring wells have been favorable to date.

10:11 am **PUBLIC HEARING, HUNTSMAN SPRINGS PLAT AMENDMENT.** Planning Administrator Kristin Owen said the applicant is requesting a plat amendment to split Lot 9A (0.86 acres) into two lots (0.4 acres and 0.46 acres). Lot 9A was originally platted as two lots but had been combined through Amendment in 2013 (Attachment #6). This new amendment will restore the original configuration.

Chairman Leake opened the public comment portion of the meeting. No one present wished to comment so the public comment portion was closed.

● **MOTION.** Commissioner Riegel made the following motion: Having concluded that the Criteria for Approval of a Substantial Change-Increase Scale, Impact found in Title 9-7-1-(B-2-b) can be satisfied with the inclusion of the following conditions of approval:

1. Address all comments on the Teton County Survey Review dated August 29, 2016, conducted by Public Works Director Darryl Johnson; and
2. Obtain Eastern Idaho Public Health approval of the plat amendment.

-and having found that the considerations for granting the Substantial Plat Amendment Final Plat to Pearson Revocable Trust can be justified and have been presented in all application materials, staff report, and presentations to the Board of County Commissioners,

-and having found that the proposal is generally consistent with the goals and policies of the 2007-2020 City of Driggs Comprehensive Plan,

-I move to approve the Substantial Plat Amendment Final Plat for Huntsman Springs PUD Phase 3A as described in the application materials submitted June 7, 2016 and as supplemented with additional applicant information attached to this staff report.

Motion seconded by Commissioner Park and carried unanimously. The public hearing ended at 10:21 am.

## **PLANNING**

Ms. Owen reviewed her update memo and information about BYU-I code violations (Attachment #7). The Board said the Compliance Officer position would be funded effective January 1. They asked Ms. Owen to work with the Prosecutor, Public Works Director and Interim Building Administrator to develop an overall process for code enforcement with the understanding that specifics would depend upon the type of code being enforced (zoning code, building code, etc.).

**BYU-IDAHO OUTDOOR LEARNING CENTER.** Ms. Owen sent a letter to BYU-I on September 7 and has subsequently been contacted by their attorney, Stephen Craig. He said BYU-I wants to be a good neighbor and work with the County. Commissioner Park asked whether the County's 1979 approval gave BYU-I the right to continue. Ms. Owen explained that the 1979 approval was for a facility to provide experiential education for students enrolled at Ricks College, a 2-year institution. Since then, Ricks College has been converted to a 4-year university and the Outdoor Learning Center now serves students, members of the public and university staff. Expansion of the uses and occupancy have caused BYU-I to be in violation of the County's Land Use Code. Neighbors have complained about the increased traffic, noise generation and parking.

**OPEN HOUSES.** Ms. Owen said about 25 people attended the Open Houses to learn more about the County's new land use code. The Planning and Zoning Commission public hearings will be held at Teton High School October 5 and 10.

● **MOTION.** Chairman Leake made a motion to approve overnight travel for Ms. Owen to attend the Idaho Chapter of the American Planning Association's Conference in Boise October 12-14. Motion seconded by Commissioner Park and carried unanimously.

## **IT, EMERGENCY MANAGEMENT & MAD**

Director Greg Adams reviewed his monthly report (Attachment #8).

**IT.** Mr. Adams proposes converting the County's email system from Outlook Express to Google within the next 4-5 weeks. Clerk Hansen asked that the change be delayed until after the General Election to insure that no emailed requests for Absentee Ballots were lost. The Board discussed the schedule, impact to employees and other ramifications of converting the County's email system and postponed signing the Onix contract until more detailed plans were available.

The Board approved Mr. Adams' request to use \$3,000 of unspent FY 2016 funds for a one-year subscription to "fleet management software" to simplify routine maintenance and support of County work stations, servers and tablets; and \$4,000 to change phone lines from PRI to SIP trunks in order to save \$200-300 off every monthly phone bill. They also approved his request to increase the hours worked by John Leidorf from 32 to 40 per week. The additional salary expense will be funded by reducing the amounts budgeted for the JCorp contract and for unanticipated IT expenses.

The Board discussed Prosecutor Spitzer's concerns about some of the language in the CAI contract. CAI is unwilling to update the verbiage for this year, but hopefully can be persuaded to make changes for FY 2018.

● **MOTION.** Commissioner Park made a motion to approve the CAI contract and Addendums A & B for software and support. Motion seconded by Chairman Leake and carried unanimously. (Attachment #9)

**STATE ALL-HAZARD INCIDENT MANAGEMENT TEAM.** Mr. Adams requested approval to become part of a state-wide team currently being assembled. His participation would require one week of training every few years and possible deployment(s) to incident site(s). The first training will take place the end of October. Commissioner Riegel questioned whether this was the best use of County funds since the long-term plan was for Mr. Adams to devote most of his time to IT issues. She wondered why he would be planning the email server switch around the same time of the first training. She also pointed out that Mr. Adams was already unable to utilize his paid time off. Commissioners Park and Leake thought Mr. Adams should take advantage of this opportunity, with the mutual understanding that he'd have to resign from the team if his work is impacted.

● **MOTION.** Commissioner Park made a motion to approve Mr. Adam's participation on the Idaho Incident Management and Support Team. Motion seconded by Chairman Leake and carried, with Commissioner Riegel opposed. (Attachment #10)

**ECLIPSE PLANNING.** Chairman Leake said an ad hoc committee has been meeting in the courthouse every Tuesday at 9 am

to discuss the August 21 solar eclipse. Volunteer Allen Allred is preparing an overall plan intended to encompass every aspect of the event. The committee will use that plan to identify who will be responsible for each specific portion. Mr. Adams believes his role will be to oversee public safety components.

## **PTO AND COMP TIME CARRYOVER**

The County's personnel policy allows no more than 80 hours of PTO to be carried over at the end of each fiscal year and requires Comp hours in excess of 40 to be bought out at the end of each fiscal year. The policy allows the Board to approve the carryover of excess PTO hours, but not for two consecutive years.

The Board recently received several requests to make exceptions to these policies and debated if that would be fair to employees who have lost PTO in the past, or would set a bad precedent. Since the Personnel Policy specifically allows the Board to make changes without any prior notice, Prosecutor Spitzer advised that it would be better for the Board to modify the policy rather than make exceptions to it.

● **MOTION.** Chairman Leake made a motion to change the Compensatory Time Off policy adding a final sentence allowing the Board to approve an exception prior to the end of the fiscal year. Motion seconded by Commissioner Park and carried unanimously.

● **MOTION.** Chairman Leake made a motion to allow dispatcher Kimber Gunderson to carryover excess Comp Time hours due to her upcoming maternity leave. Motion seconded by Commissioner Park and carried unanimously.

The Board discussed Mr. Adam's PTO carryover request in more detail and learned that even though he had been approved for PTO carryover last year, he had actually lost all the excess PTO hours because he had been unable to use them prior to the December 31 deadline. Therefore, they decided that approving PTO carryover for Mr. Adams this year would not conflict with the prohibition against carrying over excess PTO for two consecutive years.

● **MOTION.** Chairman Leake made a motion to allow Greg Adams to carryover PTO in excess of 80 hours this year because his PTO carryover last year ended up being lost. Motion seconded by Commissioner Riegel and carried unanimously.

The Board denied the Sheriff's request to buy out excess PTO hours for two deputies and discussed whether to approve carryover of those excess hours instead. Commissioner Riegel pointed out that one of the deputies had recently attended a drug dog training school despite the Board's decision not to fund a drug dog during the upcoming fiscal year. He could have used his PTO if he had not spent time at that training. Chairman Leake said the Board had routinely approved PTO carryover requests in the past and was opposed to applying an extra level of scrutiny to this request.

● **MOTION.** Chairman Leake made a motion to approve PTO carryover for Fred Hale and Andrew Sewell. Motion seconded by Commissioner Park and carried unanimously.

## **EXECUTIVE SESSION**

● **MOTION.** At 12:28 pm Chairman Leake made a motion for Executive Session to discuss personnel matters pursuant to IC 74-206(1)(b). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor. The Executive Session ended at 12:45 pm and the meeting recessed for lunch.

The meeting resumed at 1:20 pm.

## **BUILDING DEPARTMENT RE-ORGANIZATION**

Chairman Leake said the Planning Department was overloaded with work. He suggested that a Building Assistant be hired so that the Building Department could take on duties such as Recreation coordination and Affordable Housing planning. Commissioner Riegel said all planning-related tasks should remain with the Planning Department. She believes the new Senior Planner will make that department's workload manageable.

Regarding the Interim Building Administrator, Commissioner Riegel said she had reviewed the duties and responsibilities of the new Building Manager job and believes it should be assigned to pay grade 8, rather than pay grade 7 as recommended by BDPA consultants. Commissioners Park and Leake agreed.

● **MOTION.** Commissioner Park made a motion to hire Wendy Danielson as the Building Manager at 100% of the pay grade 8 rate due to her 8 years of experience, effective September 24. Motion seconded by Chairman Leake and carried unanimously.

## **EXECUTIVE SESSION**

● **MOTION.** At 12:28 pm Chairman Leake made a motion for Executive Session to discuss personnel and indigent matters pursuant to IC 74-206(1)(b)& (f). Motion seconded by Commissioner Riegel and a roll call vote showed all in favor. The Executive Session ended at 2:52 pm

● **MOTION.** Commissioner Park made a motion to deny indigent case #1T-2016-10002 because the case was not filed timely. Motion seconded by Chairman Leake and carried unanimously.

## **ADMINISTRATIVE**

● **MOTION.** Commissioner Park made a motion to approve the September 12 minutes as written. Motion seconded by Commissioner Riegel and carried unanimously.

● **MOTION.** Commissioner Riegel made a motion to approve Certificates of Residency for the 2016-17 school year for Juliana Parker, Annika Tolman, Judikth Evans, Miguel Ramirez Hernandez and Aaron Brown. Motion seconded by Commissioner Park and carried unanimously.

● **MOTION.** Commissioner Park made a motion to reject coverage under the Federal Terrorism Risk Insurance Act because ICRMP already provides terrorism coverage. Motion seconded by Commissioner Riegel and carried unanimously.

**EXECUTIVE ASSISTANT REPORT.** The Board reviewed Ms. Wolgamott's report and approved her requested vacation time in November. They decided the November e-newsletter would include only the employee section. Due to scheduling conflicts, the first meeting in October will be held Wednesday, October 12.

**PLAQUES FOR COURTHOUSE MURALS.** Ms. Wolgamott said muralist Philbin De Got Schulz has repeatedly requested installation of the promised plaques in order that the businesses and individuals who made the murals possible are properly recognized. Ms. Wolgamott has contacted the former Executive Assistant several times but has not been able to obtain the information needed to order the plaques. The Board agreed to contact the former Assistant directly.

**BOARD APPOINTMENTS.** The Board discussed Planning & Zoning Commission appointments and how best to achieve a 7-member board while also honoring the desires of current members. They concluded it would be best to re-appoint all five members so the entire 9-member Commission could continue to participate in the final stages of the PZC Code process. Vacancies occurring during the next year will not be filled so that the Commission could become a 7-member board by October, 2017.

● **MOTION.** Commissioner Park made a motion to re-appoint Cleve Booker, Bruce Arnold, David Breckenridge, Marlene Robson and Pete Moyer to three-year terms on the Planning & Zoning Commission. Motion seconded by Commissioner Riegel and carried unanimously.

The Board discussed options for the Impact Fee Advisory Committee as outlined in Idaho Code 67-8205. The IFAC is currently a 7-member board, but could become a 5-member board. They agreed that the requirement to have at least two members "active in the business of development, building or real estate" is satisfied by IFAC members Ann Moyer, who is a landscape architect, and Sarah Johnston, who is an engineer.

● **MOTION.** Commissioner Park made a motion to reduce the IFAC to a five-member board. Motion seconded by Commissioner Riegel and carried unanimously.

● **MOTION.** Chairman Leake made a motion to appoint Dr. Glenn P. Moridian to the IFAC to complete a four-year term that has been vacant since October 1, 2014, which will end September 30, 2018. Motion seconded by Commissioner Park and carried unanimously.

**COMMITTEE REPORTS.** Commissioner Park reported that construction has begun on the Ford garage remodel project. He attended a meeting of the Fair Board where it was agreed that the Fair-related responsibilities of the Fair Board and Extension/4H should be clarified. He also attended a meeting of the Water Resource Board in Pocatello.

Chairman Leake has been participating in the weekly Eclipse Planning meetings. He recently met with Public Health representatives to rehearse his testimony to be provided to a Legislative Interim Committee in Boise.

Commissioner Riegel joined Driggs and Victor planners to attend an excellent Housing Cooperative Workshop. They learned about a “Cooperative” Model that makes affordable housing projects possible without government subsidies.

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

General .....	39,115.18
Road & Bridge.....	2,119.52
Court & Probation .....	2,575.12
Elections-State.....	68.00
Revaluation.....	13,545.00
Solid Waste.....	13,322.99
Weeds .....	1,825.23
Road, Special.....	15,061.00
911 .....	11,299.35
Ambulance.....	40,057.25
Sheriff Grants .....	6,800.00
Fair & Fairgrounds .....	2,120.50
<b>TOTAL .....</b>	<b>\$147,909.14</b>

● **MOTION.** At 4:11 pm Commissioner Park made a motion to adjourn, seconded by Commissioner Riegel and carried unanimously.

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

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

- Attachments: #1 Resolution 2016-0923A budget adjustments for Q4 FY 2016  
#2 Resolution 2016-0923B transferring funds prior to closing FY 2016  
#3 Resolution 2016-023C opening FY 2016 budgets for several funds  
#4 Public Works update  
#5 Snowplow Criteria  
#6 Huntsman Springs Plat Amendment  
#7 Planning Department update  
#8 Emergency Management, Mosquito Abatement & IT update  
#9 CAI software contract for FY 2017  
#10 Approval of participation on Idaho Incident Management & Support Team



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

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1. E-news Bulletin
  - a. There will be no e-news bulletin for the month of October. However, I will publish a very brief e-news bulletin for employees only. Articles will include:
    - Notes from Employee Committee Meeting on September 27th
    - Reminder About ICRMP Risk Management Discount Program

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

2. BOCC Priorities
  - a. The priority update has been emailed to you for your review. Once I receive your edits and or approval I will update our website.
3. Employee Committee
  - a. The Employee Committee met again on September 27<sup>th</sup>. Progress is being made on several topics relating to PTO, employee benefits, and County hiring processes. The group is also looking into various training opportunities including CPR/First Aid and Public Interaction Training. The next meeting will be held on October 25<sup>th</sup> at 1:00 pm in the Planning and Building Conference room.

Notes from the Employee Committee meetings are included in each Employee e-News Bulletin. Hopefully, the Board has had a chance to read those. If you have any questions or would like more information on the committee please let me know.

4. ACELLA – The purchase of ACELLA software (agenda management and audio streaming) was approved by the Board for implementation in fiscal year 2017. The contract for the software is attached to this report. The potential timeline for implementation is also attached. It is expected to take 3-4 months until we are ready to go live with the new system. I was hoping to start the process in November with a goal of being ready to go live by January or early February. This timeline could be extended due to the holidays.

\*\*\*Action: Motion to approve ACELLA software contract as presented. \*\*\*

5. I will be attending the PRIMA Training Fall Session 2 on October 13<sup>th</sup> in Idaho Falls. Details of the training are attached to this report. It lasts from 8:30 – 4:00 so I will not be in the office that day. I will have my phone on me should you need to get a hold of me.
6. ICRMP and Risk Management
  - a. As a reminder, the due date for all course requirements is December 8<sup>th</sup>, the day of the All Employee Meeting.

# **Teton County, Idaho**

**October 5, 2016**

Drew Baker  
Business Development Executive - Legislative Management  
abaker@accela.com

**Products and Services**

Annual Subscriptions

Product Code	Product Name	Qty	Total Price
SS60AA&MT00CO01	Legislative Management - Agenda & Minutes T00 P10K	1	\$4,536.00
SS60ACSTT00CO01	Legislative Management - Civic Streaming T00 P10K	1	\$4,536.00

**Grand Total: USD\$9,072.00**

**Accela Legislative Management Order Detail**

General Information

Customer Name	Teton County, Idaho
Customer Contact	Holly Wolgamott
Customer Address	150 Courthouse Dr., DRIGGS, Idaho 83422-5164

Agreement Terms

Invoices will be sent out using the term start and end dates below:

Contract Term	12 Months
Term Start	10/14/2016
Term End	10/13/2017

Payment Terms

Payment Due	Net 30 days from invoice date
PO Required? (Y/N):	PO# (If required) \

## Terms and Conditions

1. **IMPORTANT NOTICE TO USER:** Accela, Inc. (“Accela”) owns all intellectual property in the software products listed in the Products and Services section (collectively “Software”) in this Order Schedule. Customer shall not modify, adapt, translate, rent, lease or otherwise attempt to discover the Software source code. This Agreement will be governed by the laws in force in the State of California.

2. **Software License.** The Software subscription services and the accompanying files, software updates, lists and documentation are licensed, not sold, to you. You may install and Use a copy of the Software on your compatible computer for the purpose of connecting to the hosted service provided by Accela as long as you are a current subscriber and maintain your monthly or annual continued services for the applicable licenses. Except as expressly set forth herein, Accela disclaims any and all express and implied warranties, including but not limited to warranties of merchantability and fitness for a particular purpose.

### 3. Continued Services

3.1 *Updates and Renewals.* If the Software is an Update to a previous version of the Software, you must possess a valid license to the previous version in order to use the Update. Corrections of substantial defects in the Software so that the Software will operate as purported will be rectified by Accela. Customer agrees to install all updates, including any enhancements, for the Software in accordance with the instructions provided by Accela.

3.2 *Hosting.* Accela agrees to maintain Customer data in a secure datacenter and is committed to providing 99.9% uptime and availability. Accela will perform nightly backups of your hosted data to an alternate physical location.

3.3 *Ownership of Data.* All hosted data belongs to the Customer. Within thirty (30) calendar days following termination of this Agreement, Accela will provide a complete copy of Customer’s data without additional charge through a downloadable backup or DVD.

### 4. Payment Terms & Fees

4.1 *Term and Termination.* Unless otherwise stated above in the Order Detail of this order schedule, Subscription terms are twelve (12) calendar months in duration. The initial Term of this Agreement is effective as of the date of the Customer’s signature (“Effective Date”) and will continue for 12 months unless otherwise stated in the order detail. At the end of the initial term, Customer’s subscription will renew for an additional 12 month term unless Customer provides written notice to Accela not less than sixty (60) calendar days prior to the end of the initial term. Provided Accela notifies Customer not less than sixty (60) calendar days prior to the end of said prior term, Accela reserves the right to increase the annual fees by 7% on the anniversary date of each annual term.

4.2 *Payment Terms.* Annual Subscription Services of USD\$9,072.00 will commence on October 14, 2016 or the effective date of the agreement, whichever is later. Each subsequent annual billing will occur on the anniversary date of initial term. Payment Terms are NET 30 Days from the invoice date.

4.3 In exchange for its use of the Subscribed Services, Customer will pay to Accela the amounts indicated in the Order. Said amounts are based on services purchased and not actual usage; payment obligations are non-cancelable and fees paid are non-refundable, except as otherwise specifically-provided herein. Unless otherwise stated, such fees do not include any taxes, levies, duties or similar governmental assessments of any nature, including but not limited to value-added, sales, use or withholding taxes, assessable by any local, state, provincial, federal or foreign jurisdiction (“Taxes”). Customer is responsible for paying all Taxes associated with its purchases hereunder. If Accela has the legal obligation to pay or collect Taxes for which Customer is responsible, the appropriate amount will be invoiced to and paid by Customer, unless Accela is provided with a valid tax exemption certificate authorized by the appropriate taxing authority. Accela is solely responsible for taxes assessable against it based on its income, property and employees.

4.4 *On-Site Support and Expenses.* Should on-site support requiring travel by Accela staff be requested by Customer, Accela will provide on-site assistance at Accela’s then-current time-and-materials rates. In addition to these charges, Customer will compensate Accela for associated airfare, lodging, rental transportation, meals, and other incidental expenses as such expenses accrue and will be billed at cost and invoiced separately.

4.5 *Hardware.* Hardware, if any, is provided at no additional cost. Accela does not warrant any hardware. Should Accela furnish encoder hardware as part of the Civic Streaming (fka MediaTraq) video streaming service, hardware warranty is through manufacturer repair or replacement only. Any hardware issues requiring new equipment not covered by the warranty will be billed to the client at cost. Any upgrades, additional encoders, etc. will be billed to client. Any hardware furnished to client as part of Accela’s services is to be returned to Accela upon termination of associated services.

5. Limitation of Liability. Accela will, at all times during the Agreement, maintain appropriate insurance coverage. To the extent not offset by its insurance coverage and to the maximum extent permitted by applicable laws, in no event will Accela's cumulative liability for any general, incidental, special, compensatory, or punitive damages whatsoever suffered by Customer or any other person or entity exceed the fees paid to Accela by Customer during the twelve (12) calendar months immediately preceding the circumstances which give rise to such claim(s) of liability, even if Accela or its agents have been advised of the possibility of such damages.

6. Alternate Terms Disclaimed. The parties expressly disclaim any alternate terms and conditions accompanying drafts and/or purchase orders issued by Customer.

This Order Schedule is entered into between Customer and Accela. Customer accepts and agrees to adhere to the Terms and Conditions with this order schedule, will be referenced as the "Agreement." This Agreement between Customer and Accela, which Customer hereby acknowledges and accepts, constitutes the entire agreement between Accela and Customer governing the Services referenced above. Customer represents that its signatory below has the authority to bind Customer to the terms of this Agreement.

Other Terms	
<b>Contract Term</b>	12 Months
<b>Special Terms</b>	

Accounting Payable Contact Information	
First Name:	Last Name:
Title:	
Email Address:	
Phone Number:	

Signature Section			
Vendor	Accela, Inc.	Client	Teton County, Idaho
Signed By		Signed By	
Date		Date	
Title		Title	
Name (Print)		Name (Print)	

Additional Signatures (Optional)			
Client	Teton County, Idaho	Client	Teton County, Idaho
Signed By		Signed By	
Name (Print)		Name (Print)	
Title		Title	
Date		Date	

## Legislative Management Implementation Plan

This implementation plan is an introduction to the configuration and training process for Accela's Legislative Management solutions, which include Agenda and Minutes, Boards and Commissions, Civic Streaming, Civic Voice and Digital Boardroom.

### Planning

After the contract is executed, Accela will conduct a scheduling call with your project manager/team lead. The purpose of this call is to discuss, outline and schedule the appropriate training sessions for the products to be implemented. We recommend the scheduling call take place within a reasonable timeframe after contract execution and at the convenience of your project manager/team lead.

After your scheduling call, you will be assigned a Cloud Delivery Consultant, who will work with your agency. This individual will guide your agency through the implementation and training process. The Consultant is a product expert and will work with your project manager/team lead to meet the projected timeline, accomplish objectives and adjust this implementation plan as needed.

The next step is a discovery call with your assigned Cloud Delivery Consultant. Here, we will discuss your specific processes and workflows, and find out which staff and which departments need training. We will review your templates and processes with you and discuss what you like and don't like about your current systems and processes. Since we train numerous agencies every year, we can help provide guidance and share best practices. The discovery call usually occurs within 2 to 3 weeks after the scheduling call.

If we are importing your historical data, the earlier you can provide your data to us, the sooner we can begin the import process. We have standard file formats and file structures that we work with. Your Consultant will discuss our preferred formats with you.

### Implementation overview

#### Train the trainer approach

The training program follows a basic lesson plan in which new users are trained in 60 to 90 minute sessions. The sessions cover all the essentials, which will get you up and running as efficiently and quickly as possible. Training is structured to work with 1 to 5 people who will become Power Users and will ultimately serve as "internal trainers." After the initial power user training is complete and the system is configured, together the Cloud Delivery Consultant and internal trainers will train submitters, approvers and Council/Board Members. We will record your training sessions and provide you with the files so you'll have them available to train new staff members or offer refresher trainings for any staff who may require it. In addition, your staff will have access to Accela Success Community and our Learning Academy, which have user documentation for ongoing training after the go-live period.

#### Remote training environment

Our training program uses remote training tools such as GoToMeeting and TeamViewer to train users. Before training begins, we ask that all users have our software installed on the desktops or laptops they will be using and confirm that GoToMeeting can be used.

#### Milestones

This list contains sample milestones identified for a standard Legislative Management project:

- Contract signed
- Scheduling call completed

#### About Accela

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- Discovery call completed
- Historical data received
- Training sessions begun
- Implementation and training completed
- Parallel and live meeting held?
- Historical data imported
- Project wrapped up and transitioned to Accela Customer Care Team for ongoing support

## Success Factors

In order to successfully implement the software and train your staff, there are several key success factors that must be closely monitored and managed. These factors are critical in setting expectations, identifying and monitoring project risks, and promoting strong project communication.

**Knowledge Transfer** – Accela will make all reasonable efforts to transfer knowledge from our staff to yours. However, it is critical that we work together to schedule sufficient training sessions and ensure that your staff attends these sessions in order to facilitate knowledge transfer.

**Dedicated Participation** – We fully understand that staff members have daily responsibilities that will compete with the amount of time that can be dedicated to implementation and training. However, it is critical that your staff be actively involved throughout the duration of the implementation. Partial or incomplete participation by staff members can significantly delay timelines and reduce the effectiveness of our training.

**Strong Project Manager/Key Stakeholder Participation** – Often, implementation of our software involves changing an existing process. We strongly suggest that the Agency identify and assign someone who can help build consensus, work across departments and guide the Agency through managing this change.

**Executive Sponsorship** – As we delve into the details during an implementation, it's important for us to keep focus on the big picture benefits that the software will provide. Therefore, we recommend periodically looping in the executive sponsor who helped drive the decision to purchase the software. This person can help communicate progress and benefits throughout the Agency. Projects without strong leadership run the risk of being undermined by a single user.

**Adherence to Realistic Schedules/Go-Live Dates** – We will work with you to identify realistic timelines based on your specific wants, needs and abilities. Having achievable timelines will help keep the implementation focused and on schedule.

**Knowledge of and Ability to Communicate Workflow** – Setting up proper workflows is critical to the utilization of our software. It is important for you to know your desired workflows and work with us to setup the proper workflows in the software.

**Buy-In from Key Stakeholders on Final Templates** – Since we are building templates for your documents, this is an opportunity to take a look at your current documents and identify likes and dislikes. We can match most existing formats and can show you some best practice templates from our other customers. It's important to make sure all stakeholders have "signed off" on final templates before we go-live.

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## Typical work plan

Work plans will vary according to your specific needs. For illustrative purposes, we outline a typical work plan below. The scheduling call and discovery call are important for us to get to know your specific needs. As we discover your specific goals, needs and abilities/limitations, we will adjust the plan accordingly to help you succeed.

### Scheduling call

After the contract is executed, Accela will conduct a scheduling call with your Project Manager/Team Lead. The purpose of this call is to discuss the training plan, outline training sessions and begin to put key dates on the calendar for the Product Implementation.

Based on your targeted “live date,” Accela’s Coordinator will work with you to produce a calendar of training sessions and events that works around your meeting cycles, availability of your staff and the availability of our Consultants. All key staff are asked to bring their calendars to this session so vacations, holidays and other scheduling conflicts can be considered. After approving the dates and times, a full project plan and meeting invites will be sent.

### Initial configuration

Our staff will initially configure the system with power users, departments, file types, categories, standard templates and any other information necessary to complete the initial training sessions. Before the discovery call we will do as much setup as possible from information gathered from your Agency’s website or documents you provide us. The configuration process and setup continues as part of the training program. This is a collaborative process so that you learn how to configure the software as we configure it for your Agency throughout the implementation. By the time we’re done, your agency will be configured according to your specific requirements, and your staff will be trained on your specific environment and able to tweak and change the environment.

### Discovery call

After the scheduling call, your assigned Consultant will have a discovery call with your key power users and decision makers. During this call, we will gather information that will allow us to understand/identify your specific configuration needs in preparation for the training sessions. This is where we work together to define your unique processes in advance of our efforts to configure the software accordingly.

### Demo, review & approval of setup

After configuring the initial setup, Accela staff will demo our initial iteration of your Agency’s personalized system. Together, we will review workflow, templates, output and setup for your approval before beginning the training. During our Demo & Review Sessions, we will discuss the initial configuration and any changes as necessary. Further changes will most likely be made as you train. This is an iterative procedure as we learn your processes, configure the system, adjust, tweak, etc. The number of iterations is often determined by how well the Agency knows and can communicate its own processes.

## Training begins

The following pages will outline the specific training sessions for the solution or solutions that you purchased.

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## Agenda and Minutes training

**Agenda and Minutes #1 - Overview of Concepts, User and Department Creation** – In this session, there will be an overview of menus and toolbars, User Manager and permissions. You'll create new departments and create meetings on your calendar. **Expected Outcome:** Power users will be able to setup any users and departments with appropriate permission settings. They will also learn how to add meetings for rest of current year.

**Agenda and Minutes #2 - Creating Agenda Items** – In this session, Power Users will learn the basics of drafting an item, attachments (adding & updating), submitting to begin workflow process, statuses, tracking changes, locking, placement, print preview, confidential items/attachments, Communications, PDF printer and editing in Word. **Expected Outcome:** Power Users will be able to submit all agenda items for the upcoming parallel meeting.

**Agenda and Minutes #3 - Approving, Rejecting, Searching** - In this session, Power Users will learn about approving, rejecting, signatures, email notifications, approver permissions, delegates, workflow designer, stage groupings and searching. **Expected Outcome:** Power Users will be able to continue submitting agenda items for parallel meeting and begin the item approval process.

**Agenda and Minutes #4 - Agenda Wizard & Publishing** - In this session, Power Users will learn about the agenda outline (autofill, adding/removing items, attachments, statements, motions, sections), minutes approval, consent agenda, generating, viewing, publishing/web portal, distribution email, tagging, web agenda, sticky notes and split view. **Expected Outcome:** Power Users will be able to build an agenda for the parallel meeting, send distribution emails and get board approval of agenda.

**Agenda and Minutes #5 - Minutes Maker & Web Portal** - In this session, Power Users will learn about minutes autofill, roll call, votes, comments, generating, publishing, add-ons, flags, amendments, defining vote results, speaker sign-up, public discussion, Board Member profiles, voting history, web search, item detail page, auto-backup and restoring. **Expected Outcome:** Power users will be able to finish minutes for all items and generate.

**Agenda and Minutes #6 - Open Session/Advanced Topics** - In this session, Power Users will learn about notices, public hearings, input templates, agency settings and other advanced features. **Expected Outcome:** Power Users will be able to complete a meeting from start to finish in Parallel.

**Milestone: Web Portal Live** - Agency website linked to our web portal should be completed. Board/Council member pictures, banner and background will be refined. **Expected Outcome:** Webmaster will be able to complete any additional custom configuration, as needed.

**Submitter/Approver Training** - In this session, Staff will learn about submitting agenda items, approving or rejecting items, dashboard navigation, searching and reporting. **Expected Outcome:** Staff will be able to begin submitting and approving agenda items for the live meeting.

**Milestone: Parallel Meeting - Power Users** will review the final agenda, packet and web portal with the Board/Council Members. Minutes are prepared in the Agenda and Minutes **Expected Outcome:** Power Users will be able to complete all steps from beginning to end.

**Board Member Training** – In this session, Accela and Power Users teach Board/Council Members how to download the agenda, access information on web portal, make sticky notes and use split view. **Expected Outcome:** Board/Council Members will be able to navigate the agenda and take confidential notes on items.

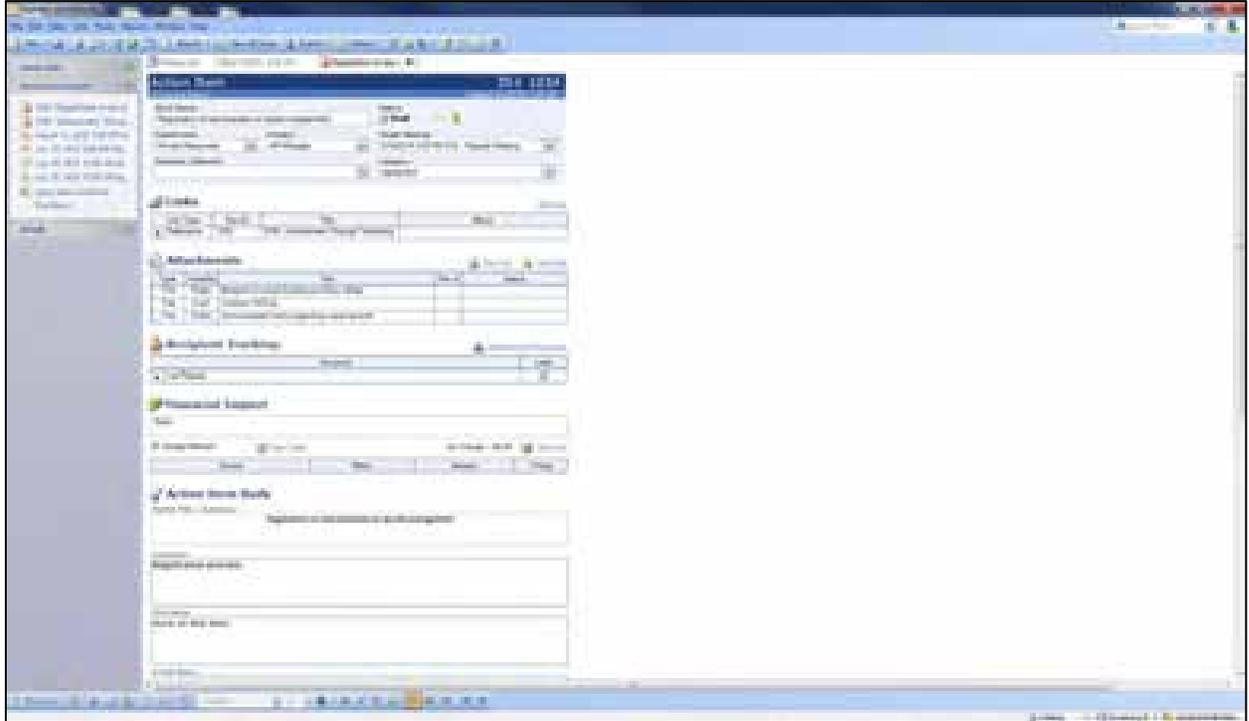
**Agenda Review** – In this session, Accela staff will follow along as you build and post your agenda for the live meeting. **Expected Outcome:** Power users will be able to build, post and distribute the agenda.

**Milestone: Live Meeting** - Power Users will complete the Agenda and Minutes process.

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**Minutes Review** - In this session, Accela staff will follow along as you finish your minutes for the live meeting. **Expected Outcome:** Power users will be able to complete the minutes.



## About Accela

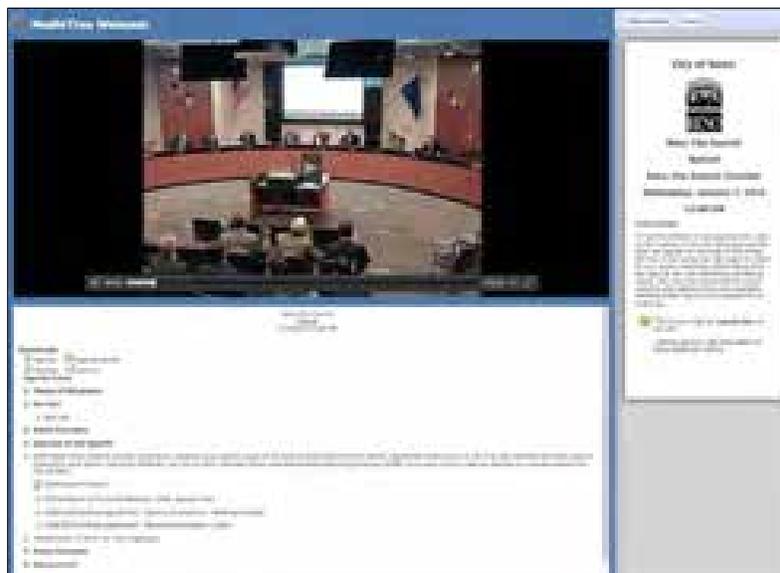
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## Civic Streaming training

**Encoder Setup/Testing** - In this session, our encoder specialist will work with your IT/AV staff member. In this session we will run through a series of tests to make sure the encoder is hooked up appropriately, no firewall restrictions are blocking the stream and the encoder will be ready for the Clerk training. **Expected Outcome:** The encoder will be prepared for use.

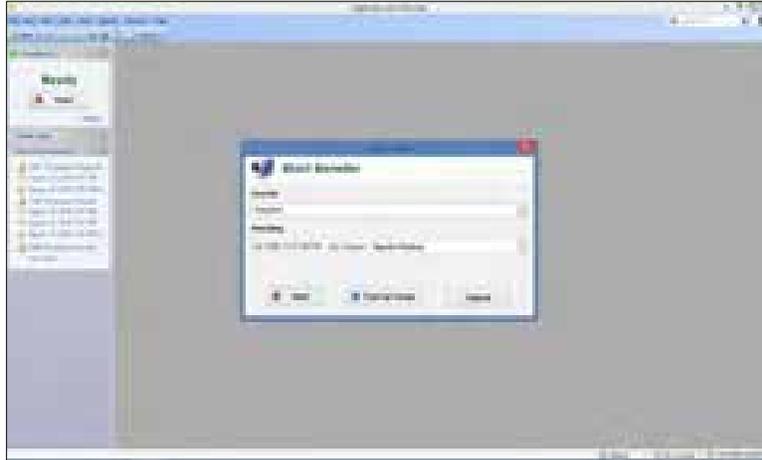
**Civic Streaming #1** - In this session, Power Users will learn basic operations of Civic Streaming, such as uploading media, creating the media vault, media event, and media event types, transcoding, remote starting and pausing, and understanding the download settings. **Expected Outcome:** Power users will be able to record a meeting.

**Civic Streaming #2** - In this session, Power Users will learn Importing and the agenda, roll call, votes, comments, new sections, dragging and dropping, motions, statements, generating, viewing, publishing, defining vote results, time-stamping and synching media points. **Expected Outcome:** Power Users will be able to import Agendas, time-stamp and complete the minutes.



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## Digital Boardroom training

**Preparation Work** - Power Users and IT Staff should install the Digital Boardroom shortcut on all Board/Council Members' computers, tablets or iPads that will be used for voting in the Chambers. **Expected Outcome:** Software is installed.

**Digital Boardroom #1** - In this session, Power Users will learn how to sign into Digital Boardroom, start Digital Boardroom through the Agenda and Minutes, adjust timer settings, the audience display, set current item, e-Voting, signup speakers (kiosk and web signup) and moderate the speaker queue. **Expected Outcome:** Power Users will be able to run through a meeting using Digital Boardroom.

**Digital Boardroom #2** - In this session, Power Users/Clerks will conduct a mock meeting with Board/Council Members. **Expected Outcome:** All users will be able to use Digital Boardroom to conduct a meeting.



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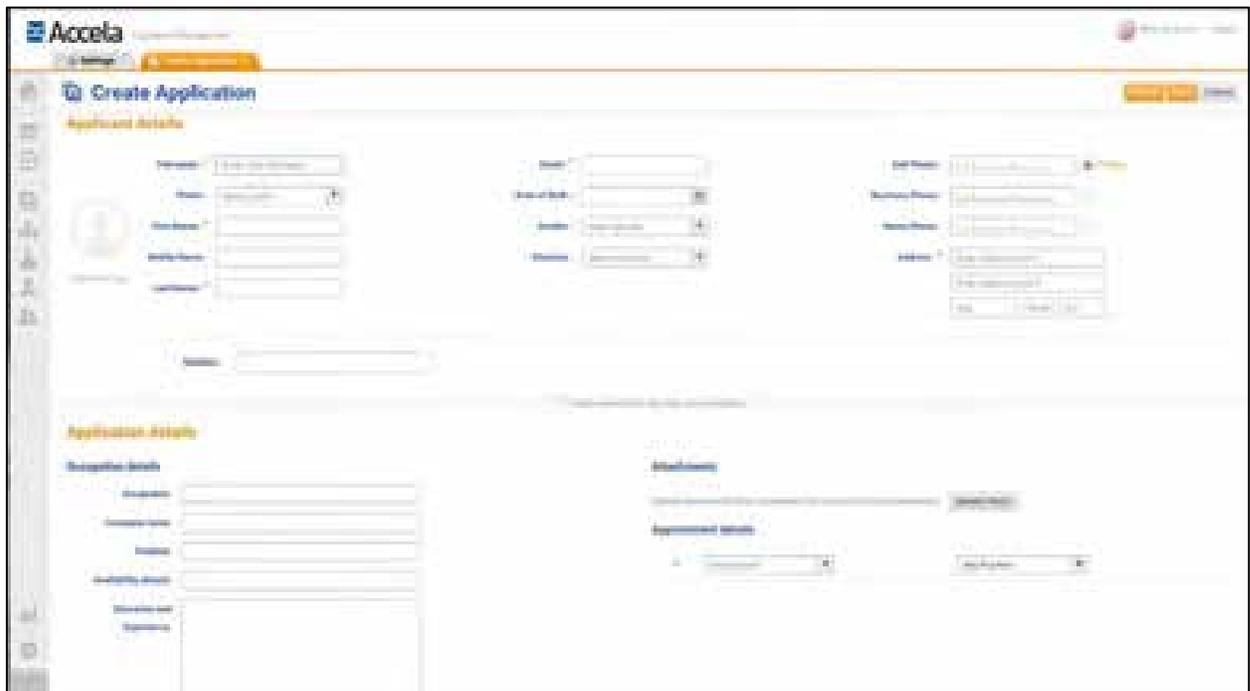
## Boards and Commissions training

**Preparation Work** - Please note that in order to begin the first Boards and Commissions training session, all historical/existing Board information needs to be imported into our software. As such, we will need historical data entered into our Excel template as soon as possible.

**Boards & Commissions #1** - In this session, Accela and Power Users will review the completed Excel template that the customer has provided. In the event the template is not yet complete, this call will be used to answer any questions. **Expected Outcome:** Power Users will have the data formatted correctly in the Excel sheet in order for Accela to complete the import process.

**Boards & Commissions #2** - In this session, Power Users will learn basic navigation, how to setup users/permissions and appoint to select Boards, Committees and Commissions and how they translate onto the forward-facing web portal. We will review and implement the required workflows and notifications needed for appointments. We will also add qualifications needed for Board eligibility. **Expected Outcome:** Power users will be able to setup any users or departments with appropriate permissions, appoint Board/Committee Members and setup qualifications.

**Boards & Commissions #3** - In this session, Power Users will learn how to submit and track applications from the portal and web-based application. **Expected Outcome:** Power Users will be able to complete the Boards and Commission process.



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**AGREEMENT FOR PATHOLOGY SERVICES  
BETWEEN TETON COUNTY AND ADA COUNTY**

**THIS AGREEMENT FOR PATHOLOGICAL SERVICES BETWEEN TETON COUNTY AND ADA COUNTY** (the "Agreement") is made and entered into by Ada County, a duly formed and existing county pursuant to the laws and Constitution of the State of Idaho, (hereafter "Ada County"), and Teton County, a duly formed and existing county pursuant to the laws and Constitution of the State of Idaho (hereafter "Teton County").

**WITNESSETH**

**WHEREAS**, Teton County needs pathology services and desires to contract with Ada County for such services;

**WHEREAS**, Ada County has pathologists on staff who are qualified to provide pathology services to Teton County;

**WHEREAS**, this Agreement is being entered into pursuant to the statutory authority provided by Idaho Code §§ 31-801, 31-828, 19-4301 and 19-4301B.

**NOW, THEREFORE**, in consideration of the mutual promises, covenants, and agreements stated herein, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

**I.**

**ADA COUNTY DUTIES AND OBLIGATIONS**

A. Under this Agreement Ada County is only providing pathology services to the Teton County Coroner and all duties and responsibilities of the Teton County Coroner remain with the Teton County Coroner. Ada County is not obligated to fulfill any duty or responsibility of Teton County or the Teton County Coroner.

B. Ada County shall, upon written request to the Ada County Coroner, from either the Teton County Coroner or the Teton County Prosecuting Attorney perform autopsies, corpse inspections and related services, including, but not limited to, X-ray and toxicology reports and testimony in court, as are needed because of the obligations imposed under Idaho law upon Teton County's Prosecuting Attorney and/or Teton County Coroner. This written request must be on the form attached hereto as Exhibit "A" or in other form if agreed upon by both the Teton County Coroner and Ada County Coroner.

C. Ada County's pathologists are professionally qualified to perform autopsies and corpse inspections as ordered by the Teton County's Prosecuting Attorney or Coroner and are licensed to practice by all public entities having jurisdiction over Ada Coroner's pathologists.

D. Ada County pathologists shall maintain all necessary licenses, permits, or other authorizations necessary to perform the services required under this Agreement.

E. Ada County Coroner shall communicate with the Teton County Coroner and/or Teton County Prosecuting Attorney regarding the pathologist's findings and create a final written report.

F. The Ada County pathologist will give his or her professional opinion to the Teton County Coroner on the cause of death, pursuant to Idaho Code § 19-4301B.

G. If the Ada County Pathologist determines that in order to fulfill the services requested by the Teton County Coroner further examination and testing is required for certain body parts, such body parts shall remain with Ada Coroner until no longer needed for evidentiary purposes.

## II. TETON COUNTY'S DUTIES AND OBLIGATIONS

A. Teton County Coroner and Teton County Prosecuting Attorney shall have sole discretion in what services are requested under this contract, including whether to request an autopsy or an inspection and which service meets its needs. Teton County, and not Ada County, shall have sole jurisdiction at crime scenes. Teton County will have the sole discretion to direct that corpses be X-rayed or that body tissues or fluids be obtained for toxicology studies. Ada County will only perform services under this Agreement after a specific written request has been made for such services. Ada County is not responsible for suggesting what services are reasonable, appropriate or needed under the circumstances of the case.

B. Teton County Coroner, not Ada County nor Ada County Coroner, is responsible for filling out death certificates and determining the manner of death.

C. Teton County Coroner is responsible for transporting corpses from Teton County to Ada County Coroner's autopsy facilities in Ada County and also for transporting corpses from the Ada Coroner's facilities once the Ada Coroner's work has been completed.

D. Teton County will fully cooperate with Ada County in the carrying out of the duties imposed on Ada County under the terms of this Agreement.

E. Teton County shall notify Ada Coroner as soon as practicable that a new case will be arriving so that the Ada County Coroner's Office may coordinate the case into its schedule.

F. Teton Coroner shall notify the deceased individual's family of any retention of organs or other tissue, make the appropriate decision on handling of organs or other tissue, and complete and have signed the form attached hereto as Exhibit "B."

G. Teton County shall be responsible for all petitions required under Idaho Code § 19-4301C.

H. The identification of bodies are the sole responsibility of Teton County Coroner and if any charges are incurred by Ada County for such identification they will be reimbursed by Teton County.

I. Ada County will not accept a corpse without proper identification tags. Teton County shall be responsible for ensuring that identification tags are provided. If an identification tag is not provided, the person transporting the body will act as representative for Teton County and will identify the corpse that he is releasing to the Ada County Coroner's office.

### III. TERM AND TERMINATION

The term of this Agreement shall run from October 1, 2016 through September 30, 2017. Either party may terminate this agreement at any time and for any reason upon sixty (60) days written notice. Said notice must be mailed to the Board of County Commissioners with postage prepaid.

### IV. INDEPENDENT CONTRACTOR

The parties agree that Ada County is an independent contractor of Teton County and its employees or agents are not employees or agents of Teton County. The parties further agree that neither Ada County nor its employees or agents are entitled to Workers Compensation or any benefit of employment with Teton County.

### V. PAYMENTS

For its assumption and performance of the duties, obligations, and responsibilities set forth herein, Ada County shall be paid as follows:

A. For each autopsy performed, Teton County shall pay One Thousand Eight Hundred and Fifty Dollars (\$1,850), plus toxicology at Ada County's cost and X-rays according to Ada County's set fee schedule. For each limited autopsy performed, Teton County shall pay One Thousand Three Hundred Dollars (\$1,300) plus toxicology at Ada County's cost and X-rays according to Ada County's set fee schedule. For each inspection performed, Teton County shall pay One Thousand Dollars (\$1,000) plus toxicology at Ada County's cost and X-rays according to Ada County's set fee schedule. In addition to these fees, there is an additional cost of One Hundred and Fifty Dollars (\$150) for each body that comes into the Ada County Coroner's facility. For any body left at the Ada County Coroner's facility for more than twenty-four (24) hours after Ada Coroner's completion of the work, Teton County shall pay a storage fee of Sixty-Five Dollars (\$65) per day. If Teton County requests that the Ada County Coroner release a body directly to a mortuary, Teton County shall pay a Fifty Dollar (\$50) handling fee for such work.

B. Ada Coroner's cost for one of its pathologists testifying in court beyond a first appearance will be at the rate of Five Hundred Dollars (\$500) for the first four (4) hours or any portion thereof and Two Hundred and Fifty Dollars (\$250) for each additional hour measured from the time the Ada Coroner's pathologist leaves Boise and returns to Boise after testifying. The daily maximum cost for the pathologist will not exceed One Thousand Dollars (\$1,000). For any overnight stay required for a court appearance, Teton County shall be responsible for providing a hotel room.

C. Ada County will bill monthly for the costs stated above and Teton County shall pay within thirty (30) days of receipt of such invoice.

## VI. INDEMNITY

A. In the event Teton County is alleged to be liable in any manner as a result of acts, omissions, or negligence, or all three (3), of Ada County, its elected officials, employees, officers or agents, Ada County shall indemnify, defend and hold Teton County, its elected officials, employees, officers and agents harmless from and against all liability, claims, loss, costs, and expenses arising out of, or resulting from, the services of Ada County. In the event Teton County, its elected officials, employees, officers or agents are alleged to be liable on account of alleged acts, omissions, or negligence, or all three (3), of Ada County, its elected officials, employees, officers or agents, Ada County shall defend such allegations through counsel chosen by Teton County and Ada County shall bear all costs, fees, and expenses of such defense, including, but not limited to, all attorney fees and expenses, court costs, and expert witness fees and expenses.

B. In the event Ada County is alleged to be liable in any manner, as a result of acts, omissions, or negligence, or all three (3), of Teton County, its elected officials, employees, officers or agents, Teton County shall indemnify, defend and hold Ada County, its elected officials, employees, officers or agents harmless from and against all liability, claims, loss, costs, and expenses arising out of, or resulting from, the actions of Teton County. In the event Ada County, its elected officials, employees, officers or agents are alleged to be liable on account of alleged acts, omissions, or negligence, or all three (3), of Teton County, its elected officials, employees, officers or agents, Teton County shall defend such allegations through counsel chosen by Ada County and Teton County shall bear all costs, fees, and expenses of such defense, including, but not limited to, all attorney fees and expenses, court costs, and expert witness fees and expenses.

## VII. PATHOLOGY RECORDS AND REQUESTS FOR INFORMATION

Upon completion of its final report, the Ada County Coroner's Office will provide all original documents and a compact disc containing any and all photographs taken to the Teton County Coroner. The Ada County Coroner will only retain electronic copy of these records.

All records relating to the services performed under this Agreement by Ada County which are in the possession of Ada County shall be made available to Teton County Coroner for inspection and copying upon written request of Teton County Coroner. All law enforcement, press or other inquiries to the Ada County Coroner for information or records related to a Teton County case will be referred to Teton County.

All requests for documents, including requests under the Idaho Public Records Act, to Ada County Coroner on a Teton County case will be referred to Teton County Coroner. Ada County will make all records related to the services performed under this Agreement available to Teton County Coroner so that it may produce them as it sees fit. Ada County will not provide documents or information unless otherwise required by law, subpoena, or court order. All public records requests will be sent to the Teton County Coroner within twenty-four (24) hours after receipt by Ada County Coroner. Teton County Coroner shall respond to such public records request within the timeframe permitted under the Idaho Public Records Act, Idaho Code § 74-101, *et. seq.*, and provide Ada County Coroner a copy of such reply. Teton County shall indemnify, defend, and hold harmless Ada County for its actions in response to a public records request.

#### **VIII. APPLICABLE LAW**

The law applicable to this Agreement is hereby agreed to be the law of the state of Idaho with venue for any action to be in the Idaho Fourth Judicial District in Boise. Both parties agree to provide insurance or be self-insured as required by applicable Idaho law.

#### **IX. NO THIRD PARTY BENEFICIARIES**

Nothing contained herein shall create any relationship, contractual or otherwise, with, or any rights in favor of, any third party.

#### **X. PERFORMANCE/WAIVER**

The failure of a party hereto to insist upon strict performance or observance of the terms of this Agreement shall not be a waiver of any breach of any terms or conditions of this Agreement by the other party.

**XI.  
ENTIRE AGREEMENT AND MODIFICATION**

This Agreement constitutes the entire agreement between the parties and supersedes any and all prior communications, discussions, negotiations, understandings, or agreements. This Agreement may be modified or amended only by a writing duly executed by both parties.

**Board of Ada County Commissioners**

By: \_\_\_\_\_  
Jim Tibbs, Commissioner

By: \_\_\_\_\_  
Rick Yzaguirre, Commissioner

By: \_\_\_\_\_  
David L. Case, Commissioner

ATTEST:

\_\_\_\_\_  
Christopher D. Rich, Ada County Clerk

**BOARD OF COUNTY COMMISSIONERS  
TETON COUNTY, IDAHO**

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

\_\_\_\_\_  
Kelley Park, Commissioner

\_\_\_\_\_  
Cindy Riegel, Commissioner

ATTEST:

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

CORONER  
DOTTI OWENS

CHIEF DEPUTY CORONER  
Val Brislin

ADMINISTRATIVE ASSISTANT  
Tonia Fleming



ADA COUNTY CORONER  
5550 Morris Hill Road  
Boise, Idaho 83706  
(208) 287-5556  
FAX: (208) 287-5579

## POST-MORTEM EXAMINATION REQUEST

DECEDENT'S NAME: \_\_\_\_\_ DOB \_\_\_\_\_

AGE: \_\_\_\_\_ CORONER'S NAME: \_\_\_\_\_

COUNTY: \_\_\_\_\_ DATE: \_\_\_\_\_, 20 \_\_\_\_\_

### PLEASE INITIAL WHAT SERVICE IS REQUESTED:

\_\_\_\_\_ (INITIAL) In accordance with Idaho Code § 19-4301B, formal request is hereby made for an autopsy, including removal and retention of such organs and tissues as such physicians and surgeons in attendance at the Ada County Coroner's Office in Boise, Idaho.

\_\_\_\_\_ (INITIAL) Only an external inspection of the body is requested.

The undersigned represents that he/she is either the elected Coroner or Prosecuting Attorney or a deputy of the Coroner or Prosecuting Attorney and is legally entitled to give written authorization for a post-mortem autopsy or inspection of the deceased named herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Toxicology: Drug Screen Yes \_\_\_\_\_ No \_\_\_\_\_

Blood Alcohol Yes \_\_\_\_\_ No \_\_\_\_\_

Other \_\_\_\_\_

CORONER  
DOTTI OWENS

DEPUTY CORONER  
Michael Brisbin

ADMINISTRATIVE ASSISTANT  
Tonia Fleming



ADA COUNTY CORONER  
5550 Morris Hill Road  
Boise, Idaho 83706  
(208) 287-5556  
FAX: (208) 287-5579

**Ada County Coroner's Office  
Policy Statement and Request to Release Body and Organs**

The Ada County Coroner's Office will release the body to the next of kin or person authorized by law to receive the remains. Further, the Ada County Coroner's Office has the authority under Idaho Code Title 19, Chapter 43 to investigate deaths and perform autopsies. An autopsy is a scientific inquiry by a medical professional that involves an external examination of the body and a surgical dissection so that internal tissues and organs can be removed, examined, and subjected to scientific testing. In most cases, remains of organs are returned prior to the release of body for burial. Bodily fluids and tissue samples kept for microscopic examination and/or testing are not returned. On rare occasions, the Ada County Coroner's Office must retain one or more whole organs (usually the brain or the heart) for extended periods of time to complete examination and testing. Because these tests can take several weeks to complete, the body is often released for the purposes of burial or cremation prior to the return of the organs. In this case, the Ada County Coroner's Office anticipates needing to keep the following material for further study:

Check All That Apply:  Not Applicable,  Heart,  Brain,  Other (specify)  
\_\_\_\_\_

I hereby instruct the Ada County Coroner to do the following with the above-listed material that it has kept for further study:

Check Only One:

- Dispose of According to Ada County Coroner's Office Policy.  
 Release to Funeral Home or Other Organization Named Below.

This material may be kept for evidence in determining the cause and manner of death for any related criminal case. In addition, upon a written request from an attorney, the Ada County Coroner's office may keep this material for evidence in a related civil case. Upon completion of the autopsy and any related criminal and/or civil case, the next of kin will be permitted to obtain this material from the Ada County Coroner's Office within one (1) year or it will be disposed of in accordance with policy set by the Ada County Coroner.

**CORONER**  
**DOTTI OWENS**

**CHIEF DEPUTY CORONER**  
**Val Brislin**

**ADMINISTRATIVE ASSISTANT**  
**Tonia Fleming**



**ADA COUNTY CORONER**  
**5550 Morris Hill Road**  
**Boise, Idaho 83706**  
**(208) 287-5556**  
**FAX: (208) 287-5579**

### **Request to Release Body and Organs**

I hereby request that the Ada County Coroner's Office release the body of the above-named deceased to: \_\_\_\_\_ (funeral home or other organization). Further, I understand that I may obtain the above-listed material kept for further study from the Ada County Coroner's Office. I understand that I must obtain this material from the Ada County Coroner's Office within one (1) year or it will be disposed of in accordance with policy set by the Ada County Coroner.

I hereby certify that I am the next of kin to the person named above, or other person authorized by law to receive the remains, and I have full authority to act on his/her behalf. I have read and understood the above information and hereby request the Ada County Coroner's Office to follow the instructions contained herein.

Printed Name: \_\_\_\_\_

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

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

Relationship to the Deceased: \_\_\_\_\_

Witness: \_\_\_\_\_