

# Teton County Idaho Commissioners' Meeting Agenda

**Tuesday, October 13, 2015 - 9:00 am**

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

- 9:00 AM Meeting Called to Order - Bill Leake, Chair (*Amendments to Agenda*)  
TREASURER - TAX COLLECTOR - Beverly Palm, Treasurer
1. Quarterly Report
- TETON VALLEY BUSINESS DEVELOPMENT CENTER - Brian McDermott
1. Quarterly Report
- 9:30 AM **Open Mic** (*proceed to next agenda items if no speakers*)  
**DEPARTMENT BUSINESS**
- PUBLIC WORKS - Darryl Johnson, Public Works Director
1. Solid Waste - Saul Varela, Supervisor
    - a. Landfill Cap Update
    - b. Solid Waste & Recyclable Collection Ordinance
    - c. Household Waste Minimum Fee Update
  2. Road & Bridge - Clay Smith, Supervisor
    - a. Road & Bridge Update
  3. Engineering
    - a. W6000S Update
    - b. LHTAC ocal Rural Highway Investment Program
  4. Facilities
    - a. Facilities Manager/Engineering Tech Hire
- PLANNING & BUILDING - Jason Boal, Planning Administrator
1. Solid Waste User Fee
    - a. Process of Combining Lots for Solid Waste User Fee
    - b. Press Release and Fact Sheet
  2. Long-Range Projects
    - a. Land Use Code Revision Process
  3. Fiscal Year End Reports
  4. Recreation Planner Position
  5. Law Enforcement Center Art Display
- EMERGENCY MANAGEMENT/IT - Greg Adams, ER Management Coordinator/ IT Administrator
- 11:45 AM TETON COUNTY SEARCH AND RESCUE - Kelly Circle, SAR Commander
1. Teton County Search and Rescue Snow Machines
- 12:00 PM ELECTED OFFICIAL & DEPARTMENT HEAD MEETING  
**ADMINISTRATIVE BUSINESS** (*will be dealt with as time permits*)
1. Approve Available Minutes
  2. Other Business
    - a. Animals at Large Discussion Relative to County's role
    - b. Communication Efforts, Meeting Postings and General Public Information Dissemination
    - c. Policies Review
    - d. Bond Language for Exclusive Waste Hauler Agreement
    - e. Sheriff's Contract with the City of Driggs
    - f. Idaho's Congressional Delegation From Healthy Forests
  3. Committee Reports
  4. Claims
  5. Executive Session Indigent Per IC 74-206(1)(d)

- 1:00 PM CONGRESSIONAL DELEGATION
1. Ethan Huffman, Regional Director for Representative Simpson
  2. Amy Taylor, Regional Director for Senator Risch
  3. Kathryn Hitch, Regional Director Senator Crapo
- 2:15 PM AMERICAN INSURANCE - Employee Insurance Renewals
- 3:15 PM AMBULANCE SERVICE DISTRICT
1. Approve Available Minutes
  2. Status of contract between TVHC and Fire District

**UPCOMING MEETINGS**

- Oct 26 9:00 am Regular BoCC meeting
- Nov 9 9:00 am Regular BoCC meeting
- Nov 19 Sixth District CEO meeting in Rexburg at 11 am
- Nov 23 9:00 am Regular BoCC meeting
- Dec 14 9:00 am Regular BoCC meeting
- Dec 28 9:00 am Regular BoCC meeting

ORDER FOR CANCELLATION OF TAXES

REASON FOR CANCELLATION	RCPT DATE	NAME OF ASSESSED PARTY	DESCRIPTION OF PROPERTY	COUNTY TAX	SW	LATE CHARGE
Germany Postmark / Bev Germany	7/21/15	Ken Delman, Heather	RP B0086011003AA			4.64
Postmark / Bev	7/21/15	Ken Heather Delman	RP B0086011006AA			5.70

Ken and Heather Dolman  
255 Meriwether Cir  
Alta, WY 83414  
208-313-2963

Date: 6/11/15 1959

Pay to order of Teton County Tax Collector 5770%

US BANK

*[Signature]*

⑆ 123103729⑆ 153395145862⑆ 1959

FOR PROPER CREDIT THIS STUB MUST BE RETURNED WITH PAYMENT  
PERSONAL CHECKS ARE SUBJECT TO BANK CLEARANCE.

DOLMAN, KEN \*COPY\*



*accept postmark  
cancel per 9-Int.*

2014  
3192

2ND HALF

RPB0086011005AA  
2-0000



AMOUNT DUE 232.20

TETON COUNTY LATE  
BEVERLY PALM 208-354-2254 INT  
150 COURTHOUSE DR #219 COST  
TOTAL

DELINQUENT IF NOT PAID ON OR BEFORE JUNE 20, 2015

DATE PAID 7/20/15 CHECK # 1959  
PAID BY Heather Dolman CASH

FOR PROPER CREDIT THIS STUB MUST BE RETURNED WITH PAYMENT  
PERSONAL CHECKS ARE SUBJECT TO BANK CLEARANCE.

DOLMAN, KEN \*COPY\*



*accept postmark  
cancel p & I*

2014  
3193

2ND HALF

RPB0086011006AA  
2-0000



AMOUNT DUE 284.84

TETON COUNTY LATE  
BEVERLY PALM 208-354-2254 INT  
150 COURTHOUSE DR #219 COST  
TOTAL

DELINQUENT IF NOT PAID ON OR BEFORE JUNE 20, 2015

DATE PAID 7/20/15 CHECK # 1959  
PAID BY Heather Dolman CASH

DATE 7/21/2015 TIME 10:48:38

COMPUTER ASSISTED TAX SYSTEM

PAGE 1

REGULAR TAXES

PARCEL#	YEAR	BILL#	CODE	NAME	TAX LATE	CHG	INTEREST	COST	TOTAL TYPE
TP/BTCH/TRAN POSTED	REMARK	AREA	PAYOR						
BATCH# 990721									

1 RPB0086011006AA 2014 3193 2-0000 DOLMAN, KEN 5.70 5.70 PAR

2 RPB0086011005AA 2014 3192 2-0000 DOLMAN, KEN 4.64 4.64 PAR

\*\*\* TOTAL FOR BATCH 990721 \*\*\* 10.34

\*\*\*\*\* TOTALS \*\*\*\*\*

2014 TOTALS =	10.34	10.34
** GRAND TOTALS	10.34	10.34

COUNT 2

STARTING DATE: 07212015  
 ENDING DATE: 07212015  
 PAIDS, CANCELS/REVS/ERRORS, OR BOTH B  
 SORT BY PARCEL OR BATCH B  
 IF B, BY PARC OR ALPHA P  
 SELECT BATCH OR ALL S  
 990721

LIMITS FROM A TO 309999999999999T

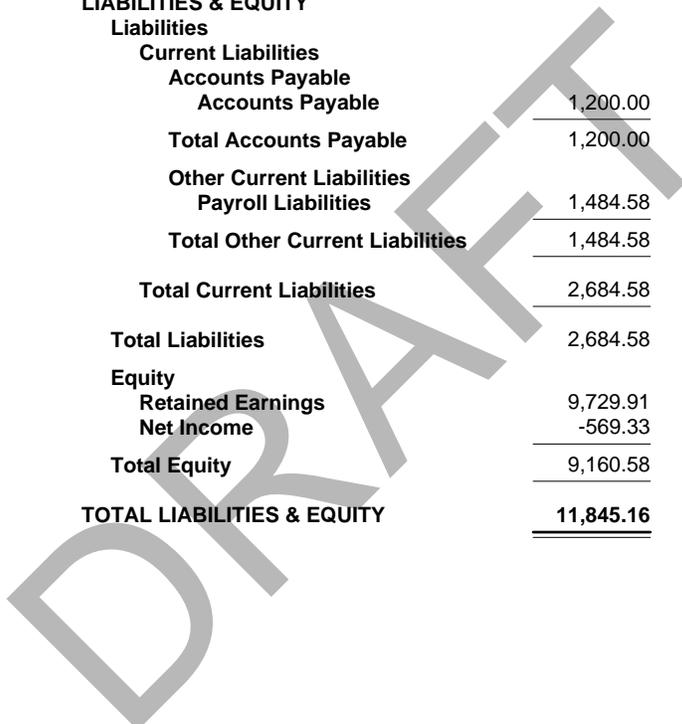
**Teton Valley Business Development Center, Inc**  
**Profit & Loss**  
July through August 2015

	<u>Jul - Aug 15</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Contributions	45.00
Unrestricted Grants	10,000.00
<b>Total Income</b>	<u>10,045.00</u>
<b>Expense</b>	
Accounting	169.50
Payroll Expenses	772.48
Phone	139.01
Rent	1,200.00
Salaries & Wages	8,333.34
<b>Total Expense</b>	<u>10,614.33</u>
<b>Net Ordinary Income</b>	<u>-569.33</u>
<b>Net Income</b>	<u><u>-569.33</u></u>

DRAFT

**Teton Valley Business Development Center, Inc**  
**Balance Sheet**  
As of August 31, 2015

	<u>Aug 31, 15</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
TVBDC	10,980.68
<b>Total Checking/Savings</b>	<u>10,980.68</u>
<b>Total Current Assets</b>	10,980.68
<b>Fixed Assets</b>	
Accumulated Depreciation	-78.59
Office Equipment	943.07
<b>Total Fixed Assets</b>	<u>864.48</u>
<b>TOTAL ASSETS</b>	<u><b>11,845.16</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	1,200.00
<b>Total Accounts Payable</b>	<u>1,200.00</u>
<b>Other Current Liabilities</b>	
Payroll Liabilities	1,484.58
<b>Total Other Current Liabilities</b>	<u>1,484.58</u>
<b>Total Current Liabilities</b>	<u>2,684.58</u>
<b>Total Liabilities</b>	2,684.58
<b>Equity</b>	
Retained Earnings	9,729.91
Net Income	-569.33
<b>Total Equity</b>	<u>9,160.58</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>11,845.16</b></u>



# Teton Valley Business Development Center

## Strategies and Progress Report

### September 2014

#### Economic Growth Strategies – By Focus Area (Source: RPI Report)

#### A. Business Recruitment and Development

##### Establish an organizational structure (A1a) (Also includes all organizational support work)

*Primary Responsibility: Brian McDermott; Timeframe: 2014*

- Policies and Procedures
- Revenue
- Employee Evaluation
- 

##### September 2014:

- Cleaned up strategic planning documentation
- Created new, simpler reporting format.
- Toured the valley with Idaho Dept. of Commerce's Randy Shroll, meeting with:
  - President Brink
  - Mayor Zach Smith
  - Sara Deutsch of Burgess Custom
  - Mayor Johnson
  - Doug Self

Randy was most impressed with the level of energy, commitment and cooperation among business owners, officials and TVBDC.

- Briefed Jan Brown, who is administering the HUD Greater Yellowstone grant. She viewed our work very positively and offered solid advice and perspective.
- Wrote editorial "Home" for *Valley Citizen*.
- Provided update package to leading valley business people.

##### Identify start-up funding (A1b)

##### Inventory infrastructure and real estate assets (A2a)

*Primary Responsibility: Brian McDermott, coordinate with Rob Marin; Timeframe: 2014*

- Communications/Broadband
- Electricity
- Transportation
- Water
- Real Estate/Gem State Prospector

##### Disseminate information on assets (A2b)

*Primary Responsibility: Brian McDermott, coordinate with Rob Marin; Timeframe: 2015*

- Add information and links to website as available

##### Identify specific businesses and set goals for recruitment (A2c)

*Primary Responsibility: Board; Timeframe: next board retreat, 2014*

- Identify business and industry targets
- Brian McDermott will respond to inquiries on an ongoing basis as needed

**September 2014: New business prospecting:**

- The ski company who visited in July has signed a lease in Victor and will start operations in mid-September. They will be able to announce as soon as their website is ready.

Provided them with the following support:

- Numerous referrals on art, supplies, financing, signs.
- Quality-controlled their interaction with their new landlord.
- Drafted a detailed joint announcement/welcome/open house plan, which will launch their new brand and allow TVBDC to share credit for their recruitment.

**September 2014: Status on four prospect companies:**

- Project Miller—new Urbanist rec. tech mixed use development
  - Shawn Hill referred me to a Jackson architect with expertise in live-work design.
  - The Development Company expressed an interest in connecting us with investors.
- Project Stick—snow safety technology
  - Sent reminder email. Waiting on them for next steps.
- Project Juice—beverage
  - Unable to do deal on preferred location; retrenching
  - Principal has moved to the valley and is re-starting the process

**September 2014: Aviation Sector Development**

- Reviewed and got advice re: education & manufacturing opportunities at Driggs Reed Memorial Airport from Jim Farrier.

**Recruit creative class entrepreneurs that can work from home via telecommuting (A2d)**

*Primary Responsibility: Board; Timeframe: 2015*

- Develop a recruitment campaign
- Brian McDermott will respond to inquiries on an ongoing basis as needed

**September 2014:**

- Toured the valley with William Sturges, a potential investor and business owner.

**Create an information portal for potential new businesses (A2e)**

*Primary Responsibility: Brian McDermott; Timeframe: 2014*

- Continue to make information available through the Made in Teton Valley site

**Coordinate all economic development entities to implement the Economic Development Plan (A3a)**

*Primary Responsibility: Board; Timeframe: next board retreat, 2014*

- Develop a plan to coordinate economic development activities

**September 2014:**

- Visited with county and city planners re: updates on the code revision process and TVBDC work.

**Provide business expansion assistance (A4a)**

*Primary Responsibility: Brian McDermott; Timeframe: ongoing*

- Provide information on micro-loan funding for small businesses (A4b)**  
*Primary Responsibility: Brian McDermott; Timeframe: ongoing*
- Start-up support including business plan assistance, networking and financing options (A4c)**  
*Primary Responsibility: Brian McDermott; Timeframe: ongoing*
- Collaborate with state organizations to lobby the State Legislature on issues that encourage business and economic growth (A4d)**  
*Primary Responsibility: Board; Timeframe: as the need arises*
- Encourage entrepreneurial and niche businesses (A4e)**  
*Primary Responsibility: Brian McDermott; Timeframe: ongoing*  
**September 2014:**
  - Met with Driggs and Development Company officials regarding Ford Garage tenants and buildout.
  - Provided several referral resources to Burgess Custom.
  - Met with Tanner Flake of Tenkara Rod Company, a recent arrival in the valley. Briefed him on TVBDC services and will begin to help him engage in our rec tech ecosystem.
  - Agreed to actively help manager Chance Meetings, which is now a joint Chamber—TVBDC project.
  - Toured Tetonia with Mayor Hoopes to brainstorm opportunities for several properties in town.

## **B. Physical Asset Development**

- Expand telecommunications infrastructure (B1a)**  
*Primary Responsibility: TBD; Timeframe: TBD*
- Expand and diversify educational opportunities (B1b)**  
*Primary Responsibility: TBD; Timeframe: TBD*
- Foster a stable environment to support healthcare needs (B1c)**  
*Primary Responsibility: TBD; Timeframe: TBD*
- Coordinate transportation (B1d)**  
*Primary Responsibility: TBD; Timeframe: TBD*
  - Incorporate Sustainable Yellowstone Report, 2014
- Implement downtown enhancement and in-fill (B1e)**  
*Primary Responsibility: TBD; Timeframe: TBD*
- Establish Valley Way finding (B1f)**  
*Primary Responsibility: TBD; Timeframe: TBD*
- Improve recreation infrastructure (B1g)**  
*Primary Responsibility: TBD; Timeframe: TBD*

## **C. Tourism and Marketing**

- Attract regional tourists to Teton Valley (C1a)**  
*Primary Responsibility: TBD; Timeframe: 2015*
- Get tourists to stop when traveling through or near Teton Valley (C1b)**  
*Primary Responsibility: TBD; Timeframe: TBD*
- Provide and promote special events and competitions (C1c)**  
*Primary Responsibility: TBD; Timeframe: TBD*

**Identify target marketing to a focused group of potential visitors (C1d)**

*Primary Responsibility: TBD; Timeframe: TBD*

**Develop a Teton Valley brand (C1e)**

*Primary Responsibility: TBD; Timeframe: 2015*

**Create an information portal for visitors to the area (C1f)**

*Primary Responsibility: Business Development Committee; Timeframe: 2014*

**D. Protect and Foster Lifestyle Community**

**Enhance key recreational assets (D1a)**

*Primary Responsibility: TBD; Timeframe: TBD*

**Maintain open space and provide a mechanism to protect natural resources (D1b)**

*Primary Responsibility: TBD; Timeframe: TBD*

**Housing inventory (D2a)**

*Primary Responsibility: TBD; Timeframe: TBD*

- Sustainable Yellowstone Report, 2014

**Promote food events that support farming (D3a)**

*Primary Responsibility: TBD; Timeframe: TBD*

**Support infrastructure to enhance local value added farm products (D3b)**

*Primary Responsibility: TBD; Timeframe: TBD*

**Work with Grand Targhee Resort to maximize the effects of summer music events (D4a)**

*Primary Responsibility: Business Development Committee; Timeframe: 2014*

**Support events that highlight local arts, history, culture and music (D4b)**

*Primary Responsibility: TBD; Timeframe: ongoing*

## **Performance Metrics from FY 2015 Dept. of Commerce MOU**

### **Attachment A Performance FY 2015**

1. Business Recruitment -

- Reach out to 50 recreation, technology and aviation companies. Target is to acquire at least two new companies.

2. Business Expansion –

- Consult with 5 existing companies, resulting in at least two achieving at least 10 percent revenue growth.

3. Business Retention –

- Consult with 5 existing companies, resulting in them being able to retain and/or grow their business.
4. Business Start Ups –
    - Support 2 successful startups.
  5. Professional Development –
    - Director to attend two training/development sessions.
  6. Gem State Prospector-
    - In January 2015, hold a GSP training for Teton Valley Realtors.
  7. Other-
    - Quarterly reports to the community through local media.

Note: Performance measures will be customized on a program by program basis. At a minimum each performance measure will include numerical goals that parallel Rural Idaho Economic Development Professional Program reporting format. The department reserves the right to include additional performance requirements in advance of issuing a formal MOU.

### **Attachment B Sustainability**

1. Board Training and Development (It will be expected that the board will participate in X amount of trainings to be conducted by the DEPARTMENT and/ or its partners.) –
  - Two Board training sessions.
2. Staff Professional Development (Staff paid for with Department funds will participate in two trainings conducted by the DEPARTMENT and/or its partners.)-
  - Two staff training sessions.
3. Private Participation (During the period of the MOU the GRANTEE will be required to engage in activities to increase private sector participation in all aspects of the organization. This standard may include both prescribed activities and board membership quotas )-
  - The Teton Valley Business Development Center will sponsor three significant events in FY 2015. Already in the planning stage is a Gem State Prospector Training. Other likely events are an annual Tourism Summit and an Education Summit.
4. Fundraising (The GRANTEE and its board will be expected to raise funds above and beyond the minimum match required. Expect this section to include specific fund raising goals, descriptions of fundraising efforts and/or timelines for completing fundraising efforts)

- We plan to use our Summits as fundraising venues, as well as building relationships with large donors in the valley. Goal is \$10,000 for FY 15.
  - We have had discussions with Sam Bixler, a professional grant writer, about seeking marketing and education grants. Goal TBD.
5. Organizational Marketing (Here the DEPARTMENT will be looking for a list of efforts to be undertaken by the GRANTEE to market their individual program and timelines for completing those efforts)
- Marketing plan provided to R. Shroll under separate cover. This is the same document, "TVBDC Plan & Report" that we provide monthly to the Board of County Commissioners.

# Teton Valley Business Development Center

## Strategies and Progress Report

### August 6, 2015

#### Economic Growth Strategies – By Focus Area (Source: RPI Report)

#### A. Business Recruitment and Development

- **Establish an organizational structure (A1a) (Also includes all organizational support and misc. work)**

*Primary Responsibility: Brian McDermott; Timeframe: ongoing*

- Policies and Procedures
- Revenue
- Employee Evaluation

#### **Actions:**

- Overall, it was a big month for securing funding, tightening up our strategic documentation and scoring a workforce development grant.
- Provided additional documentation required by Idaho Commerce for this year and got the Agreement signed by the chair of the Teton Valley BOCC.
- Revised and got signed our agreement with Teton County, including a delineation of accountabilities for work done on the Teton County Economic Development plan. Teton County tentatively has agreed to our funding request.
- Victor agreed to our funding request. Driggs agreed to half what we requested. I will appear before the Tetonia council on Monday night.
- Attended Rocky Mountain Economic Summit.
- Working with Idaho Dept. of Labor to conduct a community meeting with the department director on Oct. 6.
- Attended Idaho Commerce-sponsored economic development website training. As it turns out, our website has most components recommended and much better design.
- Continue to review loans and participate on the Development Company board of directors.
- TVBDC received about \$600 in Tin Cup donations. I worked about 12 volunteer hours on the effort, which was great community relations. Our booth was humble, but we had good conversations with many influential community members.
- Gave TVBDC overview presentation to Alta community.

#### **Identify start-up funding (A1b)**

- **Inventory infrastructure and real estate assets (A2a)**

*Primary Responsibility: Brian McDermott, coordinate with Rob Marin; Timeframe: ongoing*

- Communications/Broadband
- Electricity
- Transportation

- Water
- Real Estate/Gem State Prospector

#### **Actions:**

- Working with Commerce and a local Realtor to integrate more properties into the Gem State Prospector database.
- **Disseminate information on assets (A2b)**  
*Primary Responsibility: Brian McDermott, coordinate with Rob Marin; Timeframe: ongoing*
  - Add information and links to website as available
- **Identify specific businesses and set goals for recruitment (A2c)**  
*Primary Responsibility: Board;*
  - Identify business and industry targets
  - Brian McDermott will respond to inquiries

#### **Actions:**

##### **Status on current prospect companies:**

- Project Miller—new Urbanist rec. tech mixed use development
  - Potential land and build-to-suit partners identified
  - Beginning to line up tenants. Sego is quite interested.
  - Sego is exploring land and design options.
- Project Juice—beverage
  - No new movement.
- Steve Potts Bikes
  - New prospect has shut his old business in Calif. and will be scheduling a visit to Teton Valley and Bozeman.
  - Sent follow-up email. No new movement
- Kirk A. Pacenti // Owner Pacenti Cycle Design
  - He expresses strong interest.
  - Supplied follow up info. Will schedule call and visit.
  - Sent follow-up email. No new movement

#### **Recruiting contacts:**

##### **Advertising & Media Relations:**

##### **Aviation Sector:**

- **Recruit creative class entrepreneurs that can work from home via telecommuting (A2d)**  
*Primary Responsibility: Board; Timeframe: ongoing*
  - Develop a recruitment campaign
  - Brian McDermott will respond to inquiries on an ongoing basis as needed

#### **Action:**

- Working with Idaho Commerce to publicize our technology workforce development initiatives.
- **Create an information portal for potential new businesses (A2e)**  
*Primary Responsibility: Brian McDermott; Timeframe: ongoing*
  - Continue to make information available through the Made in Teton Valley site

**Action:**

- **Coordinate all economic development entities to implement the Economic Development Plan (A3a)**

*Primary Responsibility: Teton Valley Business Development Center (TVBDC)*

*Timeframe: ongoing*

- Coordinate economic development activities among the cities and such private groups as the Chamber of Commerce and the Geotourism Center
  - Document the core economic development role of each group to ensure efficient use of resources.
- Goals: improve effectiveness, control costs, eliminate duplication of effort, and ensure harmony among groups.

**Action:**

- Continue to work closely with Chamber to coordinate activities, including co-hosting Chance Meetings each month.
  - Chance Meetings is doing well with interesting guests and steady attendance.
  - Attending Chamber board meetings ex officio as TVBDC liaison.
- Continue to keep cities abreast of our work.
- Assembling a meeting of the presidents and EDs of Chamber, GeoTourism, TVBDC.

- **Provide business expansion assistance (A4a)**

*Primary Responsibility: Brian McDermott; Timeframe: ongoing*

**Actions:**

- Support provided to RAD helped them secure county recycling contract.
  - Will continue to advise on real estate and financing.

- **Provide information on micro-loan funding for small businesses (A4b)**

*Primary Responsibility: Brian McDermott; Timeframe: ongoing*

- Micro loan info is included in Resource Guide, available on our website and emailed to all prospects and companies with whom we consult.
- 

- **Start-up support including business plan assistance, networking and financing options (A4c)**

*Primary Responsibility: Brian McDermott; Timeframe: ongoing*

**Action:**

- Working with a local company to secure working capital loan.
- Working with Bell Ecco on space.
- Continue to work with Warren Pierce to scope and solicit interest in creating a “maker space,” a shop with shared tools and equipment that small companies can use for an hourly, daily or monthly fee.
- Continue to talk with Robert Emerson, local radio pro, and others about creating a Teton Valley radio station. We agree that a good start would be to provide limited programming to KMTN Jackson. The goal is to promote the valley, its people and products. Next step is to outline proposed format and content.

- **Collaborate with state organizations to lobby the State Legislature on issues that encourage business and economic growth (A4d)**

*Primary Responsibility: Board; Timeframe: as the need arises*

- **Encourage entrepreneurial and niche businesses (A4e)**

*Primary Responsibility: Brian McDermott; Timeframe: ongoing*

**Actions:**

## B. Physical Asset Development

- **Expand telecommunications infrastructure (B1a)**

*Primary Responsibility: Silver Star; Timeframe: ongoing*

- **Expand and diversify educational opportunities (B1b)**

*Primary Responsibility: several education groups; Timeframe: ongoing*

**Actions:**

- Big Win. Earned a \$21,000 grant from Idaho Dept. of Labor to provide network technician certification training for Silver Star employees and others in the community, to be delivered by Eastern Idaho Technical College (EITC). Next target is e-commerce and mobile app development training for City Pass. Together, these efforts lay the foundation for real, employer-driven training that will eventually be delivered at the Ford Garage.

- **Foster a stable environment to support healthcare needs (B1c)**

*Primary Responsibility: Health Care Providers; Timeframe: ongoing*

- **Coordinate transportation (B1d)**

*Primary Responsibility: Cities, Regional transportation agencies; Timeframe: ongoing*

- Incorporate Sustainable Yellowstone Report, 2014

- **Implement downtown enhancement and in-fill (B1e)**

*Primary Responsibility: Cities, with TVBDC; Timeframe: Ongoing*

- Continue to push appropriate businesses toward downtown core

- **Establish Valley Way finding (B1f)**

*Primary Responsibility: Driggs, Country; Timeframe: 2016*

Driggs is leading the effort and has engaged a design/engineering firm.

- **Improve recreation infrastructure (B1g)**

*Primary Responsibility: Various; Timeframe: ongoing*

## C. Tourism and Marketing

**This is largely a Chamber- and GeoTourism Center-led piece of work.**

- **Attract regional tourists to Teton Valley (C1a)**

*Primary Responsibility: Chamber; Timeframe: ongoing*

- **Get tourists to stop when traveling through or near Teton Valley (C1b)**

*Primary Responsibility: Chamber, GeoTourism; Timeframe: ongoing*

- **Provide and promote special events and competitions (C1c)**

*Primary Responsibility: various; Timeframe: ongoing*

- **Identify target marketing to a focused group of potential visitors (C1d)**

*Primary Responsibility: Chamber; Timeframe: ongoing*

- **Develop a Teton Valley brand (C1e)**

*For Products: Primary Responsibility: TVBDC; Timeframe: 2015*

*For Experiences: Primary Responsibility: Chamber*

**Action:**

- Contacted Herb Heimerl regarding registering our “Made in Teton Valley” trademark and devising a licensing agreement.

- **Create an information portal for visitors to the area (C1f)**  
*Primary Responsibility: Chamber*
- Completed by Chamber. Result: <http://www.discovertettonvalley.com/home>

#### D. Protect and Foster Lifestyle Community

- **Enhance key recreational assets (D1a)**  
*Primary Responsibility: various;*  
*Timeframe: ongoing*
- **Maintain open space and provide a mechanism to protect natural resources (D1b)**  
*Primary Responsibility: various;*  
*Timeframe: ongoing*
- **Housing inventory (D2a)**  
*Primary Responsibility: various;*  
*Timeframe: ongoing*  
Sustainable Yellowstone Report, 2014
- **Promote food events that support farming (D3a)**  
*Primary Responsibility: various;*  
*Timeframe: ongoing*

##### Action:

- I've been working the Driggs Friday Farmers' Market...
    - Lending labor when necessary
    - Learning their needs
    - Offering marketing and selling advice
    - Promoting "Made in Teton Valley" to growers and consumers
      - Several farmers are now using the logo on their products.
  - The grower response has been quite positive and appreciative.
- 
- **Support infrastructure to enhance local value added farm products (D3b)**  
*Primary Responsibility: various;*  
*Timeframe: ongoing*
- ##### Action:
- Met with Commissioner Riegel and reps from local farms and the regional extension educator to map out focus areas for new extension educator.
- 
- **Work with Grand Targhee Resort to maximize the effects of summer music events (D4a)**  
*Primary Responsibility: Chamber and TVBDC.*  
*Timeframe: ongoing*
  - **Support events that highlight local arts, history, culture and music (D4b)**  
*Primary Responsibility: various;*  
*Timeframe: ongoing*

# Performance Metrics from FY 2016 Dept. of Commerce MOU

## Appendix B Performance FY 2016

1. Marketing Plan
  - Completed. Doc name: Teton Valley Econ Dev Scope of Work and Marketing plan
2. Business Attraction -
  - Reach out to 50 recreation, technology and aviation companies. Target is to acquire at least two new companies.
  - **Results:**
3. Business Expansion –
  - Consult with 5 existing companies, resulting in at least two achieving at least 10 percent revenue growth.
  - **Results:**
4. Business Retention –
  - Consult with 5 existing companies, resulting in them being able to retain and/or grow their business.
  - **Results:**
5. Business Start Ups –
  - Support 2 successful startups.
  - **Results:**
6. Community Development—Grants, infrastructure, etc.
7. Gem State Prospector-
  - **Results:** number of properties uploaded
8. Jobs—created, saved
9. Capital Investment—
10. Board Training and Development
11. Professional Development
  - Director to attend two training/development sessions.
  - **Results:**
12. Private Participation.
13. Fundraising
14. Self-sustainability
- 15.

## Appendix C Sustainability

1. Board Training and Development (It will be expected that the board will participate in X amount of trainings to be conducted by the DEPARTMENT and/ or its partners.) –
  - Two Board training sessions.
  - **Results:**
2. Staff Professional Development (Staff paid for with Department funds will participate in two trainings conducted by the DEPARTMENT and/or its partners.)-
  - Two staff training sessions.
  - **Results:** 1. Attended web site development webinar
3. Private Participation (During the period of the MOU the GRANTEE will be required to engage in activities to increase private sector participation in all aspects of the organization. This standard may include both prescribed activities and board membership quotas )-
  - The Teton Valley Business Development Center will sponsor two significant events in FY 2015.
  - **Results:**
4. Fundraising (The GRANTEE and its board will be expected to raise funds above and beyond the minimum match required. Expect this section to include specific fund raising goals, descriptions of fundraising efforts and/or timelines for completing fundraising efforts)
  - We have reliable funding from local government. We plan to use our Summits as fundraising venues, as well as building relationships with large donors in the valley.
  - **Results:** Contributions from Teton County and the cities of Driggs, Teton and Victor totaled \$41,000 for FY 2015. On track. We have engaged Becky Mitchell, a professional grant writer, to seek marketing and education grants.
5. Financial Self-sustainability

construct a portion of the road if we received funding. Projects that are voted top 3 at the multi jurisdictional meeting get additional points in the application. Teton County's project ranked 4<sup>th</sup>. We are currently not eligible for Transportation Plan funding because our plan was updated in 2011. Criteria is that the current plan must be 10 years or older.

**PLSW Technical Session November 5 & 6** – Continuing education requirements for my Professional Land Surveyor Licensure requires that I obtain a certain number of continuing education hours specific to land surveying. This technical session meets the land surveying specific requirements. I would like to attend the conference is in Casper WY on November 5 & 6.

<i>ACTION ITEM – Motion to approve for public works director to travel and attend the PLSW Technical Session in Casper, WY on November 5 &amp; 6</i>
--

**FACILITIES**

Jay Millin has been hired to fill the Facilities Manager/Engineering Tech position



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

**Public Works Department  
MEMORANDUM**

150 Courthouse Drive  
Driggs, ID 83422

October 8, 2015

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 13, 2015 BoCC Meeting.

**SOLID WASTE**

*Please see the attached update from the SW supervisor*

**Landfill Cap Update:**

Landfill Cap Rehabilitation Project – After nearly two months of challenges leading to delays, the Landfill Cap is more than 50% complete and weather permitting, anticipate the actual cap material being on by the end of October.

**Waste & Recyclable Collection Contract:**

- RAD is on schedule to begin trash collection the week of 11/1/2015.
- Teton County prepared Post cards that were mailed to county residents on 10/1.

**Solid Waste & Recyclable Material Collection, Hauling, Management, Transportation and Transfer Ordinance**

**Household Waste Minimum Fee** – The BoCC has discussed the possible reduction of the minimum \$10 fee for household waste received at the Transfer Station. See the attached report evaluating the impact of reducing the minimum fee to \$5.

**ROAD & BRIDGE**

**Road & Bridge Crews:**

- Crews continue working on drainage and re-construction of N3000W

**ENGINEERING**

**W600S Road Reconstruction:** See the attached memo summarizing mitigation projects and reasons for choosing the Heimerl site as the preferred project.

**LHTAC – Local Rural Highway Investment Program (LRHIP)** – It's grant writing season. The LRHIP application is due on November 25. Funds can be used for 4 categories: Construction, Federal Aid Match, Transportation Planning, and Signs. I our recent multi jurisdictional meeting (ECHO) agencies from the area voted on projects. Teton County offered up a project we have applied for funding in the past, N500W (Val Vue). There is a maximum amount of \$100,000 that we could receive through this program so we would only be able to re-



WK: 208-354-3442  
CELL: 208-534-8710

**Teton County**  
**Solid Waste & Recycling**

1088 Cemetery Rd  
Driggs, ID 83422

October 10, 2015

TO: Board of County Commissioners  
FROM: Saul Varela - Solid Waste Supervisor  
SUBJECT: Solid Waste & Recycling Update

The following items are for your review and discussion at the October 12, 2015 meeting.

Transfer Station Update

1. Driggs Darby Cemetery District Requesting Exemption for Unsorted Waste

On 09-15-2015 Driggs Darby Cemetery District dropped off a load of railroad ties at the transfer station. The total weight of the load was 740 pounds which brought the charge to \$78. Driggs Darby Cemetery wants this fee to be waived as if it was a governmental clean up.

All government departments (including Teton County) are charged for disposal of refuse generated by those departments; this includes any renovations done to their facilities. I recommend that Driggs Darby Cemetery follow the same guidelines as all other departments and continue to pay for any refuse generated by their facility that is not considered governmental cleanup. I am requesting direction from the Board of Commissioners on this issue. (See attached documents)

2. FY 2015 Materials Received

The transfer station experienced a 2% increase for all materials received in FY 2015 versus FY 2014. Unsorted waste decreased by 63% while recycling and sorted waste increased by 47%. Household garbage increased by 1% while animal waste decreased by 5%. A total of 8,330 tons of all materials were received at the transfer station for FY 2015. (See attached documents)

3. Tube Televisions are no longer Recyclable

R.O.M. is no longer accepting tube televisions and CRTs (computer monitors) for recycling. R.O.M. has stated that the end destination recyclers do not want them anymore and they are very hard to find alternative uses for these materials.

Landfill Update

1. Installation of Landfill Monitoring Well #8

Rocky Mountain Environmental (RME) has notified us that they are planning on installing monitoring well #8 sometime mid to late October. This time of year is when the ground water is at its low level and the weather is not too cold so equipment can function properly. The well drilling contractor has confirmed to RME that their schedule is flexible at that time as well.

2. Monitoring Well # 6 reported Concentration for Copper

The results for the sampling in September of the landfill ground water monitoring wells show that well #6 reported a concentration level for Copper higher than the national statistical limit. This is an isolated exceedance and the well is scheduled to be retested for Copper only. We will keep the Board informed on those results. (See attached)

## Saul Varela

---

**From:** Saul Varela  
**Sent:** Thursday, September 17, 2015 4:25 PM  
**To:** Darryl Johnson  
**Subject:** RE: Driggs Cemetery - Lloyd Moss  
**Attachments:** BOCC Minutes on Darby Fee Approval.pdf

Hi Darryl,

Attached you will find the minutes where the approval was given for Driggs Darby Cemetery to dispose of waste at the transfer station. This waste was limited to grass clippings and flowers from the very beginning. The second approval was a recommendation for the tipping fee to be made permanent for Driggs Darby Cemetery so that they would not have to continue requesting this every year. The materials approved for no charge did not include household garbage or unsorted waste. The permanent approval was only for grass clippings and flowers. Anything else that Driggs Darby Cemetery brings in shall be charged at the normal rates this includes railroad ties that contain creosote and cannot be put into any of the sorted piles or the C&D Pit. These railroad ties are heavy and must be shipped out to Circular Butte landfill for proper disposal.

This has been explained to Mr. Moss on various occasions and by different staff members including myself. Please let me know if this helps.

Thank you.

Saul Varela, Supervisor  
Teton County Solid Waste & Recycling  
Mailing: 150 Courthouse Drive  
Physical: 1088 Cemetery Road  
Driggs, Id 83422  
Office: (208)354-3442  
Cell: (208)534-8710



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**From:** Darryl Johnson  
**Sent:** Thursday, September 17, 2015 2:45 PM  
**To:** Saul Varela  
**Subject:** Driggs Cemetery - Lloyd Moss

Hello Saul;

Lloyd stopped by today to ask about being charged \$78 to dispose of fencing material. Can you remind me again what the policy for cemetery and other not for profit entities is for taking material to the Transfer Station?

Thanks

*Darryl Johnson, PE, PLS*  
*Teton County Public Works Director*

and Packsaddle Road will be striped after the first 600' of Packsaddle is rebuilt. Nearly 18 miles of roads received dust abatement treatment this year, which is more than anticipated due to the concentration of the magnesium chloride provided.

Mr. Mazalewski said he plans to spend about \$1,500 out of the Engineer's Supplies budget to purchase several pieces of surveying equipment so the R&B crew can perform elevation surveys when installing culverts.

Last year, the county applied for a \$5,000 RAC grant from the USFS for crack sealing and surface maintenance on the first 2 miles of Horseshoe Canyon Road. The county is obligated to pay the balance of this \$9,444 project, but Mr. Mazalewski said no funds were budgeted within the 2011 Road & Bridge budget.

● **MOTION.** Commissioner Benedict made a motion to spend up to \$4,500 out of the 01-18-526 contingency fund to pay for crack sealing of Horseshoe Canyon Road. Motion seconded by Commissioner Park and carried unanimously.

**SOLID WASTE.** The County received three bids for Scrap Metal Hauling: Walt's Auto Salvage, Inc. of Pocatello; Dayton Construction of Driggs; and Ard'cor of St. Anthony. Solid Waste Supervisor Margaret Gillentine recommends awarding the contract to Walt's Auto Salvage (Attachment #2). Mr. Reed Dayton of Dayton Construction concurred with the recommendation, stating that the prices offered by Walt's Auto Salvage were impressive and generous. Commissioners Assistant Dawn Felchle asked that Walt's also be engaged to dispose of the deputy patrol vehicle recently totaled by collision with an elk.

Ms. Gillentine said DEQ has approved the plans and specifications for the three new monitoring wells required at the landfill. However, neither she nor Mr. Mazalewski have the time or expertise to oversee and document their construction. Therefore, she obtained a proposal from Cascade Earth Sciences (CES) to perform these tasks (Attachment #3). CES employs a licensed geologist with specific monitoring well expertise and oversaw construction of the three existing monitoring wells.

Ms. Gillentine said the well house was set last week and Denning will soon complete the plumbing and electrical work. She and Mr. Mazalewski are investigating various options for extending public hours at the transfer station and will make a recommendation in the near future. Ms. Gillentine recommended approval of the tipping fee waiver as requested by the Driggs Darby Cemetery.

● **MOTION.** Commissioner Benedict made a motion to award the scrap metal contract to Walt's Auto Salvage and to also have Walt's dispose of the 2008 Chevy Impala. Motion seconded by Commissioner Park and carried unanimously.

● **MOTION.** Commissioner Benedict made a motion to approve a \$11,900 contract with Cascade Earth Sciences to help with installation of ground water monitoring wells at the Teton County landfill, provided the contract is reviewed and approved by the Prosecutor. Motion seconded by Commissioner Park and carried unanimously.

● **MOTION.** Commissioner Benedict made a motion to approve a tipping fee waiver for grass clippings and flowers brought to the transfer station by the Driggs Darby Cemetery. Motion seconded by Commissioner Park and carried unanimously.

## **PLANNING, BUILDING, GIS**

**CORNERSTONE WEST MEADOWS SUBDIVISION.** Planner Curt Moore presented the staff report regarding Randall Foes' application to record an insignificant change to his Cornerstone West Meadows Subdivision. Mr. Moore said small changes will be made to the lot lines in order to relocate the cul-de-sac to a more optimal location and shorten the road. Mr. Foes has submitted a new Development Agreement using the county's template and has agreed to all conditions recommended by the planning staff. A buyer is ready to purchase one of the lots, which will provide the capital needed to complete the infrastructure. This application was previously discussed by the Board on July 25, 2011. The Board discussed and wanted to make clear that if the infrastructure was not complete by the October date as outlined in the DA, that the county will not issue building permits in the subdivision because the infrastructure is not complete.

● **MOTION.** Commissioner Benedict made a motion to approve the Cornerstone West Meadow request to record an insignificant change to the recorded plat and associated documents, provided that the four Recommended Conditions of Approval, including a line item for re-seeding all disturbed areas, as outlined in the Staff Report are met (Attachment #4). Motion seconded by Commissioner Park and carried unanimously.

## EMERGENCY MANAGEMENT

Emergency Management Coordinator Greg Adams reviewed his monthly report (Attachment #3). The County Resource Inventory project is complete and copies have been distributed to cities, agencies and neighboring counties. It provides a list of deployable, publicly owned assets accompanied by photographs and detailed information about the capacities and capabilities of the items. Neighboring counties will finish their Resource Inventories soon and will provide a copy to Teton County. This information will be very valuable in case of a major emergency.

## PUBLIC WORKS

Public Works Director Jay Mazalewski reviewed his bi-monthly update (Attachment #4).

**TRANSFER STATION.** Supervisor Saul Varela said RAD Recycling has requested a waiver of the recycling/sorted waste tipping fee and he recommends approval of a one-year waiver (Attachment #5). Mr. Varela and Mr. Mazalewski had prepared a recycling spreadsheet showing that RAD delivers 48% of the recycled materials that are processed at the transfer station. The RAD-delivered materials cost \$14,831 to process while yielding \$12,285 in revenue. If none of those products had been diverted, and they had all gone to the county landfill instead, the county would have spent \$6,361 in hauling costs and tipping fees to dispose of the material at the Mud Lake landfill. Owner Dave Hudasco said RAD would like to pass any tipping fee savings onto their customers, but would need a three- or five-year waiver in order to change their fee structure. He said it would not be cost-effective for RAD to store the items they collect in order to sell them directly to buyers of recycled materials. He pointed out that Teton County made a large investment in order to process recycled materials and said RAD wants to support that investment by increasing the volume of materials delivered for recycling.

● **MOTION.** Commissioner Rinaldi made a motion to approve a one-year fee waiver for RAD recycled materials. Motion seconded by Commissioner Kunz and carried unanimously.

Chairman Park said RAD is performing a great service and that waste diversion benefits the community. Commissioner Kunz said the county might decide to grant a three- or five-year waiver after the one-year trial period ends.

The Board reviewed Mr. Varela's monthly report (Attachment #6). Regarding the printer mistakenly installed by Total Scales, the Board asked Mr. Varela to negotiate a discounted price with the vendor. There is currently about two feet of snow on the landfill cap. Removing the snow will minimize the amount of leachate that must be handled this coming spring and summer.

● **MOTION.** Commissioner Rinaldi made a motion to approve a permanent tipping fee waiver for the Driggs Darby Cemetery because they are a governmental agency performing public cleanup. Motion seconded by Commissioner Kunz and carried unanimously.

Commissioner Rinaldi said solid waste staff must closely monitor this waiver to ensure that household waste is not added.

**LANDFILL.** Mr. Mazalewski had hoped to have a Forsgren Engineering contract ready for the Board's approval. However, he obtained their draft document late Friday afternoon, Feb. 8, and needed clarification of many items. He has arranged a meeting with Forsgren and Idaho DEQ to discuss the scope of services required and hopes to have a contract ready by Feb. 25.

Regarding additional monitoring wells, Mr. Mazalewski said it was not uncommon for DEQ to request more wells than may actually be required. He recommended contracting with Rocky Mountain Environmental to review/amend the county's existing monitoring well plan, respond to DEQ's Dec. 25, 2012 letter, and design/permit/bid construction of up to three additional monitoring wells, depending upon final DEQ decisions.

DUPLICATE TICKET

TCSW&R  
TETON COUNTY SCALE  
1088 Cemetery Road  
Driggs, ID 83422

Weighed: DEV  
Deposit: DEV  
BILL TO: 52  
DRIGGS DARBY CEMETERY DISTRICT  
PO BOX 183  
DRIGGS ID 83422

Vehicle ID:  
Reference: 1T 811  
NOTES 1:: RAIL ROAD TIES

Origin: TETON COUNTY  
DATE IN: 09/15/2015 TIME IN: 10:15:54  
DATE OUT: 09/15/2015 TIME OUT: 10:23:46

INBOUND TICKET Number: 02-00026455

SCALE 1 GROSS WT.	7360 LB
SCALE 1 TARE WT.	6620 LB
NET WEIGHT	740 LB

\*\* REPRINTED BY \*\*  
DEV at 13:02:23

Qty	Description	Amount
0.37	UNSORT LNDFLL BOUND	78.00
	TICKET AMOUNT:	78.00
	CASH	78.00

X\_\_\_\_\_

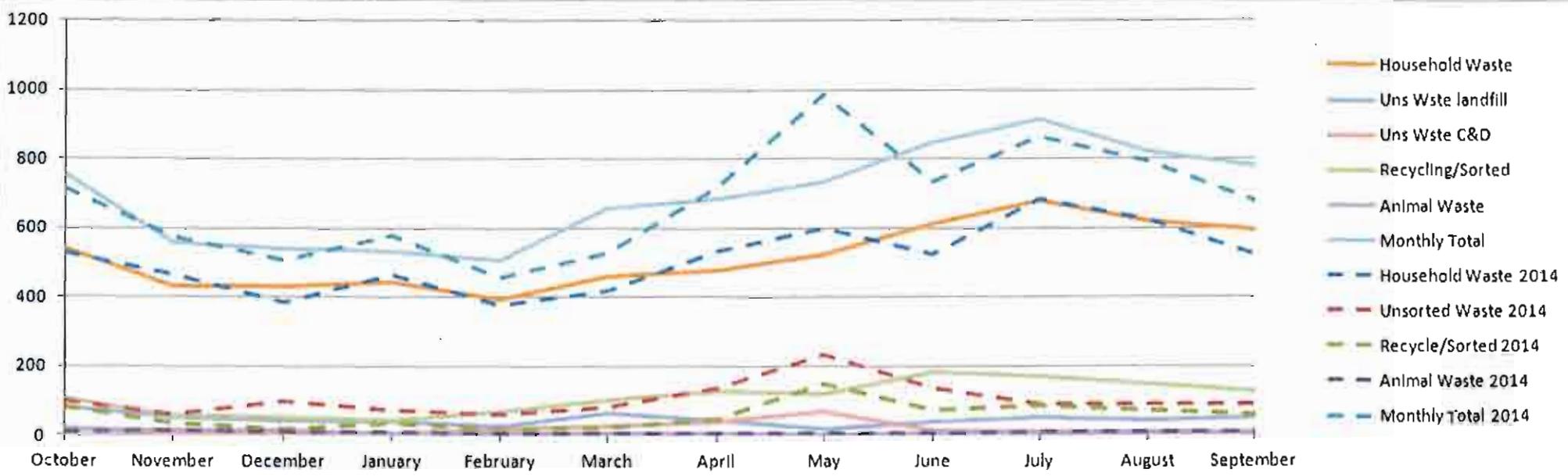
**TOTALS OF MATERIALS RECEIVED AT T.C.S.W. TONS (FY 2015)**

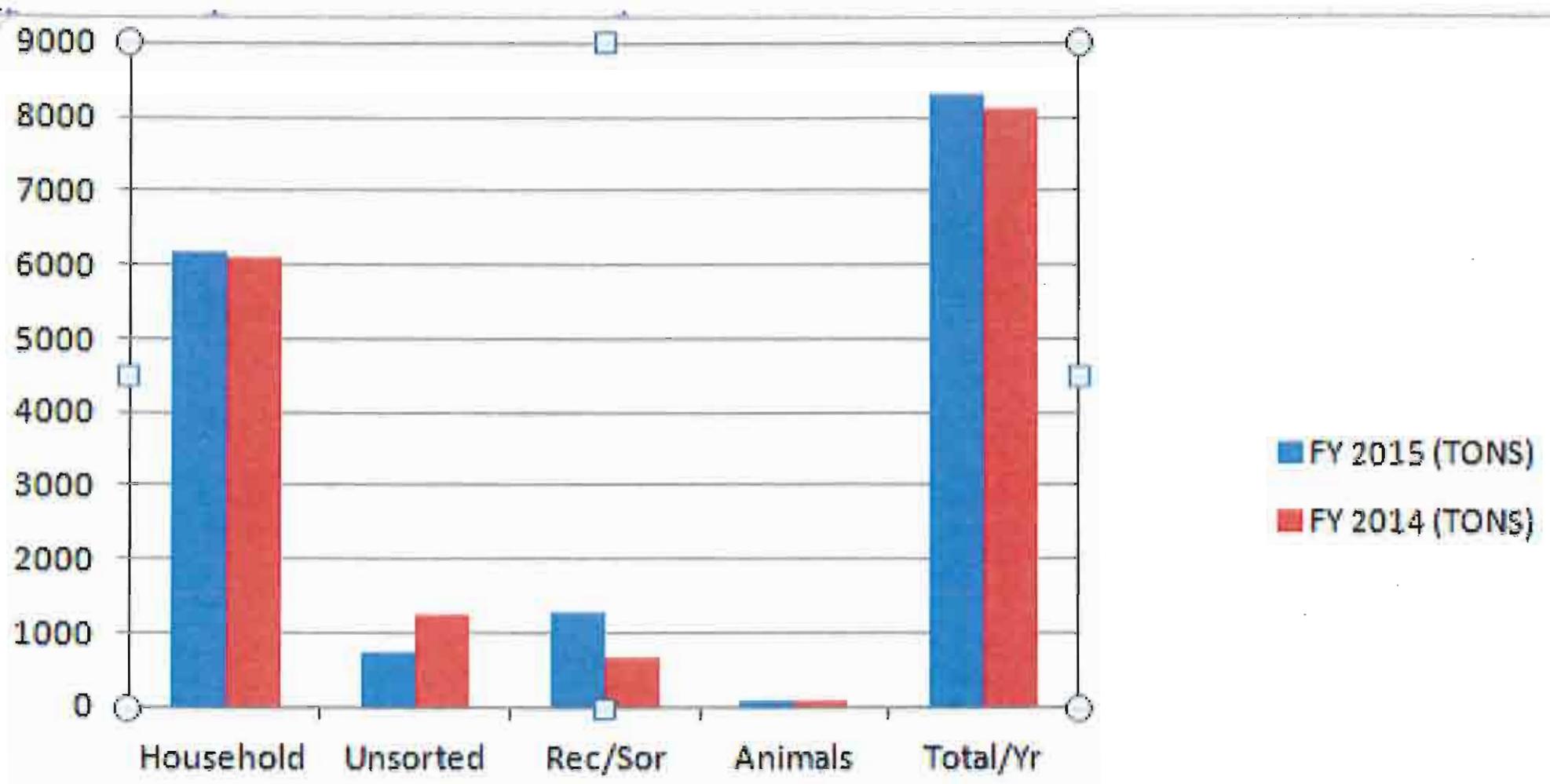
<b>Material</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Total Ton /Yr</b>
Household Waste	538	430	430	442	393	460	477	524	611	678	620	593	6197
Uns Wste landfill	81	53	42	38	25	63	41	19	39	49	42	49	542
Uns Wste C&D	15	6	3	3	16	28	37	69	12	11	8	7	214
Recycling/Sorted	105	55	49	44	69	103	126	118	182	171	147	127	1297
Animal Waste	16	12	13	7	4	3	4	2	3	6	5	4	80
<b>Monthly Total</b>	<b>754</b>	<b>556</b>	<b>538</b>	<b>533</b>	<b>506</b>	<b>657</b>	<b>685</b>	<b>733</b>	<b>847</b>	<b>916</b>	<b>823</b>	<b>782</b>	<b>8330</b>

**\*\* First year to track C&D waste separate**

**TOTALS OF MATERIALS RECEIVED AT T.C.S.W. TONS (FY 2014)**

<b>Material</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>Total Ton /Yr</b>
Household Waste	525	464	384	464	377	416	530	599	524	684	626	524	6117
Unsorted Waste	96	60	99	71	60	81	135	232	135	87	87	91	1234
Recycling/Sorted	82	34	16	33	16	24	49	149	71	86	71	59	688
Animal Waste	9	14	8	10	3	5	5	5	3	7	8	7	84
<b>Monthly Total</b>	<b>713</b>	<b>572</b>	<b>507</b>	<b>578</b>	<b>457</b>	<b>526</b>	<b>718</b>	<b>985</b>	<b>732</b>	<b>864</b>	<b>793</b>	<b>680</b>	<b>8124</b>





## Saul Varela

---

**From:** Rachel Wood [rachel.rmea@gmail.com]  
**Sent:** Thursday, October 01, 2015 3:42 PM  
**To:** Saul Varela; Darryl Johnson  
**Cc:** Bryce Contor; John Rice, Jr.  
**Subject:** Teton County Landfill September Lab Results  
**Attachments:** September 2015 Teton Lab Results.pdf

Hi Darryl and Saul,

The lab results for the September sampling event are back. There was another statistical exceedance in MW-6. The statistical exceedance in MW-6 in June was for Zinc while this September statistical exceedance is for Copper.

The reported concentration for Copper in TMW-6 was 2.3 ug/L, while statistical limit is 0.74 ug/L. So far this is an isolated exceedance, and not an Statistically Significant Increase (SSI). An SSI consists of three consecutive exceedances.

Similar to the resample of Zinc in June, we recommend doing a verification sample (or resample) of TMW-6 for only Copper. Just like last time, if we do a resample and the results come back lower than the statistical limit, we can dismiss this September Copper reported concentration as an anomaly. If we don't do a verification for this reported concentration, it will stay unchallenged in the record.

Would you like to do another resample of MW-6?

Please let me know if you have any questions.

Thanks!

Rachel

---  
**Rachel Wood**

*Staff Geologist*

482 Constitution, Idaho Falls, ID 83402

E-Mail: [rwood@rockymountainenvironmental.com](mailto:rwood@rockymountainenvironmental.com)

VOICE: 208-524-2353|||CELL: 208-716-1555|||FAX: 208-524-1795



Rocky Mountain  
**ENVIRONMENTAL**  
ASSOCIATES, INC.

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**From:** [Holly Wolgamott](#)  
**To:** [Mary Lou Hansen](#)  
**Subject:** Fwd: RAD performance Bond  
**Date:** Friday, October 09, 2015 08:09 AM

---

Hi again Mary Lou,  
Kathy emailed this to the commissioners but I thought I'd forward it to you for your packet and for the original packet. I can update the website on Tuesday morning.  
Thank you!

Sent from my iPhone

Begin forwarded message:

**From:** Kathy Spitzer <[kspitzer@co.teton.id.us](mailto:kspitzer@co.teton.id.us)>  
**Date:** October 9, 2015 at 6:41:05 AM MDT  
**To:** Holly Wolgamott <[hwolgamott@co.teton.id.us](mailto:hwolgamott@co.teton.id.us)>, Bill Leake <[bleake@co.teton.id.us](mailto:bleake@co.teton.id.us)>, Cindy Riegel <[criegel@co.teton.id.us](mailto:criegel@co.teton.id.us)>, Kelly Park <[kpark@co.teton.id.us](mailto:kpark@co.teton.id.us)>  
**Subject: FW: RAD performance Bond**

Hi All - Below is the minor change to the RAD contract for Tuesday approval.

#### 18. Instrument for Securing Performance

Prior to Service Commencement, Franchisee shall file with County an instrument, in form reasonably acceptable to County, securing Franchisee's faithful performance of Franchisee's obligations under this agreement. The principal sum of the instrument shall not be less than One Hundred Thousand Dollars (\$100,000). The instrument may be in the form of a letter of credit, performance bond, or other performance guarantee and shall remain in force during the Term. **The instrument may be renewable on an annual basis and/or be replaced by another acceptable instrument.** If the instrument is a performance bond it shall be executed by a surety company designated as an admitted insurer in good standing with and authorized to transact business in the State by the Idaho Department of Insurance and otherwise reasonably, acceptable to the County. The premium for such bond or letter of credit, or any other charges related in any way to Franchisee's obtaining or maintaining any and all such instruments, shall be fully borne and paid by Franchisee. Recovery under the instrument shall not preclude County from seeking additional damages for Franchisee's default under this agreement.

---

*Kathy Spitzer*

*Teton County Prosecuting Attorney*

*230 N. Main St.*

*Driggs Idaho 83422*

*Ph: 208-354-2990*

*[kspitzer@co.teton.id.us](mailto:kspitzer@co.teton.id.us)*

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Be it ordained by the Board of County Commissioners of Teton County, Idaho that the following ordinance be adopted and added as Chapter 8, Title 4 to the Code of Teton County.

## **TITLE 4, CHAPTER 8**

### **Solid Waste and Recyclable Material Collection, Hauling, Management, Transportation and Transfer Ordinance**

#### **4-8-1 PURPOSE**

The purpose of this Chapter is to:

- (a) Promote recycling, the proper management of solid waste and recyclable materials and diversion of solid waste from the landfill.
- (b) Require that any and all haulers as defined herein become Teton County Authorized Haulers, and abide by the rules and regulations set forth in their authorization agreement and this ordinance.
- (c) Contribute to the reduction of the total volume and weight of waste bound for the landfill.
- (d) Establish requirements for transportation and management of solid waste and recyclable materials generated in Teton County in order to increase the diversion of recyclable materials from landfill disposal and direct the materials to the Teton County Transfer Station.
- (e) Provide an enforcement mechanism to ensure proper collection of solid waste and recyclable materials, regulated management of recyclable materials and provide protections against illegal scavenging of materials.
- (f) Provide an exemption for generators who self haul their solid waste or recyclables.

#### **4-8-2 DEFINITIONS**

As used in this Chapter, the following terms shall have the following meanings:

**Teton County** includes the unincorporated County.

**Administrator** means the Teton County Transfer Station Manager and his or her designee.

**Authorized Hauler** means a Hauler who, by virtue of a valid written agreement with Teton County, is authorized to collect, accept, sort, transport or otherwise transfer Solid Waste and Recyclable Materials from Generators for a fee or profit through a proper permit, business license or other regulatory structure or authorization issued by Teton County.

**Collect or Collection** means to take physical possession of and remove Solid Waste and Recyclable Materials placed for collection in a designated area or receptacle.

**Combination Services** means services that include both Solid Waste collection, and Recyclable Material collection for the purposes of recycling or diversion.

**Customer** means a Generator that contracts for Solid Waste and/or Recyclable Material removal services and enters into a service agreement with a Hauler (must be an Authorized Hauler).

**Diversion or Divert** means the reduction or elimination of Recyclable Materials from solid waste disposal.

**Generator** means an owner or Responsible Party for a Residence(s), Commercial Facility(ies) or Business, including residential and non-residential property, vacant or occupied, which generates Solid Waste and/or Recyclable Materials as a result of its general activity, Business, Commercial Facility(ies) or property activity. Generator may also include tenants, property managers for facilities with leased space, employees and contractors of Generator, as well as a Responsible Party for Special Events.

**Hauler** means any person or commercial entity which Collects, hauls, or transports Solid Waste and/or Recyclable Materials for a fee by use of any means, including but not limited to a dumpster truck, roll-off truck, side-load, front-load, rear-load truck or a trailer.

**Hazardous Waste** means any waste designated as hazardous by the United States Environmental Protection Agency in 40 CFR, Part 261, or by the Idaho Department of Environmental Quality (DEQ) in the Hazardous Waste Management Rules, including but not limited to RCRA hazardous waste, petroleum products, radioactive materials, asbestos, PCB transformers, petroleum product storage tanks, or any flammable materials.

**Recyclable Materials** means materials that have been Source Separated from the solid waste stream prior to being set for collection. Recyclable Materials includes any materials identified by Teton County or the Teton County Administrator that they deem acceptable.

**Self Haul or Self Hauling** means a Generator who transports his or her own generated Solid Waste or Recyclable Materials to the Transfer Station or other proper disposal site by using a vehicle owned by that Generator or Generator's employees rather than using the hauling services of an Authorized Hauler, and landscaping and yard maintenance persons who, as a consequence of their business activity may generate, transport, and dispose of green waste they generate.

**Solid Waste** means all materials bound for the landfill being putrescible and non-putrescible non-recyclable solid, semisolid, and liquid wastes, including garbage, trash, refuse, rubbish, ashes, industrial wastes, demolition and construction wastes, discarded home and industrial appliances, dewatered, treated or chemically fixed sewage sludge which is not hazardous waste, manure, vegetable or animal solid and semi-solid wastes, and other non-recyclable discarded solid and semi-solid wastes. Solid Waste does not include hazardous waste or low-level radioactive waste.

**Sorted Recyclable Materials** means the separation of recyclable materials and commodities defined and acceptable by Teton County, Teton County Transfer Station, Teton County Administrator and/or an appointed Teton County representative.

**Source Separated or Source Separation** means the process of removing Recyclable Materials from Solid Waste by the Generator at the place of discard generation, prior to collection, into separate containers that are separately designated for Recyclables for the purposes of Recycling.

**Transfer Station or Disposal Facility** means the Teton County Transfer Station currently located at 1088 Cemetery Road, Driggs, Idaho 83422.

### **4-8-3 HAULERS**

- A.** No person or entity shall provide services as a Hauler of Solid Waste or Recyclables within the boundaries of Teton County without being an Authorized Hauler with Teton County. Authorized Haulers shall be the only permitted Haulers to remove solid waste, recyclables, and construction and demolition from single-family, multifamily residents, commercial, and industrial businesses within the County limits.
- B.** Every owner or tenant of any premises within the County where solid waste or construction and demolition debris is generated and/or accumulated shall either Self Haul or accept collection service from an Authorized Hauler. No person or business shall contract for recycling or waste collection with any Hauler who is not an Authorized Hauler.
- C.** Before commencing operations in Teton County, a Hauler must be an Authorized Hauler.
- D.** Haulers shall identify locations for containers or bins for Solid Waste and/or Recyclable Materials with the Generator.
- E.** Haulers shall take any Recyclable Materials that are collected in containers or bins for that purpose to the Transfer Station. Sorting shall be performed per requirements of the Teton County Transfer Station.
- F.** All commercial solid waste trucks will be of a type suitable for the collection of garbage, modern, sanitary, clean, in good repair and of leak proof construction, and no "open" type trucks will be used in hauling solid waste. All vehicles must be appropriately registered with the Department of Motor Vehicles.
- G.** Haulers will not knowingly deliver to the Transfer Station any solid waste or recyclable materials that are on the list of Teton County Solid Waste & Recycling unacceptable materials.
- H.** Bulk demolition materials from any structures that are intended to be delivered to Transfer Station must have an asbestos inspection report stating that the demolition material does not contain asbestos or if asbestos was found then the asbestos needs to be removed and dispose of properly before Transfer Station will admit the demolition material.
- I.** Haulers shall maintain an up to date website that describes Hauler's Collection Services, including without limitation information about the various available containers, rates, charges, and their recycling program.
- J.** Haulers shall, at their sole cost and expense, maintain proof of general liability, workers' compensation and vehicle liability insurance in such limits and amounts as agreed to with Teton County. These policies shall be in full force and effect at all times during any operations within Teton County. Teton County shall be included as an additional insured on all required policies. The policies shall require insurer to provide Teton County with 30 days advance notice of any cancellation, expiration, non-renewal or reduction in coverage under the policy.
- K.** Haulers must provide Teton County with a list of the vehicles used by the Hauler and the license plate number for each vehicle. The list shall be updated and resubmitted to the County within seven (7) days after the Hauler adds to or deletes from the fleet of trucks it uses in Teton County. All of the vehicles used by the Hauler for transporting construction and demolition debris in Teton County shall be maintained in a good, clean, and safe operating condition.
- L.** All of the trucks used by the Hauler for the collection of construction and demolition debris shall be marked with the name and phone number of the Hauler in letters that are plainly

visible and at least four inches high. Each commercial container used by the Hauler for the collection of construction and demolition debris shall be labeled by the Hauler.

- M.** Hauler shall screen at the point of collection all loads of solid waste, C&D loads and recyclables to eliminate where practical, the transportation of known or suspected hazardous waste. Hazardous waste found at the point of collection shall not be collected and the Hauler shall immediately notify the generator to not throw hazardous waste in solid waste, recyclables or C&D loads.

#### **4-8-4 DIVERSION OF SOLID WASTE**

The Recycling Collection, Management and Transfer Services provided by Haulers in Teton County shall include, at a minimum, all of the following:

- A.** Haulers shall, at a minimum, provide the following residential and business services:
- 95-gallon, and 65-gallon trash roll-carts and service options will be offered.
  - Weekly and every other week trash pick up service will be offered
  - Seven (7) different “Combination Services” will be offered, varying in frequency and volume
- B.** Customers desiring collection of Recyclable materials shall be offered collection at a minimum of one time per month, or more as specified by contract with the Generator.
- C.** Utilization of agreed upon Recycling receptacles between Hauler and Customer.
- D.** Appropriate identification on Recycling receptacles or containers which allows Customers to clearly and easily identify which containers to use for Recyclables as deemed appropriate by the Generator and the Hauler.
- E.** Haulers are required to have a Diversion Plan approved by Teton County. Haulers shall make best efforts to encourage customers to recycle and reduce waste through Hauler's implementation of their Diversion Plan for solid waste diversion.

#### **4-8-5 SELF HAUL**

**A.** Nothing in this ordinance shall preclude any person from Self Hauling Solid Waste and/or Recyclable Materials generated by that person to the Teton County Transfer Station or a legal disposal site outside Teton County. A Generator may transport Solid Waste and/or Recyclable Materials generated at its business or property to the Transfer Station or a legal disposal site outside Teton County (rather than hiring an Authorized Hauler) only if the Generator completes its activity by utilizing a vehicle owned by either the Generator or Generator’s employee. This Self Haul exemption does not include contracting for or hiring a third party to transport the Solid Waste or Recyclable Materials. A Self Hauler must certify that all Self Hauling activities will be completed in accordance with this Chapter or any other applicable law or regulation.

**B. Sale or Donation.** Nothing in this ordinance shall preclude any Generator from selling or exchanging at fair market value, for reuse or Recycling, Source Separated Recyclable Materials generated from that Business, Commercial Facility or property; or from donating to another

entity for reuse or Recycling; Source Separated Recyclable Materials generated from that Business, Commercial Facility or property.

**C.** No Hauler, Self Hauler, person, or generator shall cause or permit any vehicle used for transportation of recyclable materials, trash, garbage or refuse of any kind to be loaded, or to be of such construction or condition, so as to permit any recyclable materials, trash, garbage or refuse of any kind to drop or fall upon or in any street or public way.

**D.** Demolition materials from any structures that are intended to be delivered to the Transfer Station must have an asbestos inspection report stating that the demolition material does not contain asbestos or if asbestos was found then the asbestos needs to be removed and dispose of properly before Transfer Station will admit the demolition material.

#### **4-8-6 OWNERSHIP/SCAVENGING OF RECYCLABLE MATERIALS**

All Solid Waste and/or Recyclable Materials placed in containers provided or owned by the Generator, shall be considered owned by and be the responsibility of that Generator until the material is placed at Authorized Hauler's designated point of collection at which point title to the material transfers to the Authorized Hauler. Without permission of the Generator no person or entity shall collect Solid Waste placed in such containers or bins by Generators. Without permission of the Authorized Hauler no person or entity shall collect Recyclable Materials placed in such containers or bins by Customers. Title to and ownership of all Collection Materials shall transfer from Authorized Hauler to the Transfer Station upon delivery of the Collection Materials by Authorized Hauler to the Transfer Station and acceptance by the Transfer Station of such Collection Materials. Authorized Hauler may not retain ownership or possession of any Collection Materials that the Transfer Station accepts; all Collection Materials acceptable to the County shall be delivered to the Transfer Station by Authorized Hauler. Authorized Hauler will not take ownership of, and Teton County will not accept, any Hazardous Waste.

#### **4-8-7 IMPLEMENTATION AND ENFORCEMENT**

**A. Utilization of Transfer Station** Any Hauler who is in violation of this Chapter may be restricted from accessing the Transfer Station.

**B. Administrative Citations** The Administrator may issue administrative citations for violations of this Chapter or of any rule or regulation adopted pursuant to this Chapter, except as otherwise provided in this Chapter. Teton County's procedures on imposition of administrative fines are hereby incorporated in its entirety and shall govern the imposition, enforcement, collection, and review of administrative citations issued to enforce this Chapter and any rule or regulation adopted pursuant to this Chapter.

**C. Criminal Penalties** This Chapter does not restrict the power of the Prosecutor to bring any criminal proceeding authorized by law. Any violations of this Chapter may be charged as misdemeanors in accordance with the Teton County Code and State law.

**D. Additional Remedies** The Administrator may seek injunctive relief or civil penalties in the District Court in addition to the above remedies and penalties.

**E. Cumulative Remedies** Any remedy or penalty provided under this article is cumulative to any other remedy provided in equity or at law. Nothing in this article shall be deemed to limit the right of Teton County or its authorized collection agent(s) to bring a civil action; nor shall a conviction for such violation exempt any person from a civil action brought by Teton County or its authorized collection agent(s). Any fees and penalties shall constitute a civil debt and liability owing to Teton County from the persons, firms or corporations using or chargeable for such services and shall be collectible in the manner provided by law.

**F. Liability** Nothing in this article shall be deemed to impose any liability upon Teton County or upon any of its officers or employees including without limitation under the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA).

#### **4-8-8 FORMS, REGULATIONS AND GUIDELINES**

The Administrator may adopt necessary forms, rules, regulations, and guidelines which may be necessary or desirable to aid in the administration or enforcement of the provisions of this article, including all necessary policies and procedures for the issuance of the permits, administration of this article, collection of fees and bonds and/or indemnities, or proof(s) of insurance.

#### **4-8-9 DISCLAIMER OF LIABILITY**

The degree of protection required by this Chapter is considered to be reasonable for regulatory purposes. The standards set forth in this Chapter are minimal standards and do not imply that compliance will ensure 100% safe handling of Solid Waste or Recyclables. This Chapter shall not create liability on the part of Teton County, or any of its officers or employees for any damages that result from reliance on this Chapter or any administrative decision lawfully made in accordance with this Chapter. All persons handling discarded materials within the boundaries of Teton County should be and are advised to conduct their own inquiry as to the handling of such materials. In undertaking the implementation of this Chapter, Teton County is assuming an undertaking only to promote the general welfare. It is not assuming, nor is it imposing on its officer and employees, an obligation for breach of which it is liable in money damages to any person who claims that such breach proximately caused injury.

#### **4-8-10 DUTIES ARE DISCRETIONARY**

Subject to the limitations of due process and applicable requirements of State or federal laws, and notwithstanding any other provisions of this Code, whenever the words “shall” or “must” are used in establishing a responsibility or duty of Teton County, its elected or appointed officers, employees or agents, it is the legislative intent that such words establish a discretionary responsibility or duty requiring the exercise of judgment and discretion.

#### **4-8-11 SEVERABILITY**

If any section, sentence, clause or phrase of this article is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this article. Teton County hereby declares that it would have passed this ordinance and adopted this article and each section, sentence, clause or

phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional.

**Dated this \_\_\_\_\_ day of September, 2015**

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_

**Bill Leake**

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

**Mary Lou Hansen, County Clerk**



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

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

150 Courthouse Drive  
Driggs, ID 83422

October 8, 2015

TO: Board of County Commissioners  
FROM: Teton County Public Works Director – Darryl Johnson, PE, PLS  
SUBJECT: Household Waste Minimum Fee Evaluation

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This report summarizes findings from 2015 relating to the minimum household waste tipping fee at the Teton County Transfer Station and evaluates the impacts of lowering the minimum tipping fee to \$5 for up to 131 pounds of material. The current minimum tipping fee for household waste at the Transfer Station is \$10 for up to 150 pounds of waste.

Data analyzed is from October 1, 2014 (when the County switched over to new software) through September 30, 2015.

- Estimated cost for receiving, processing, hauling and dumping household waste at Circle Butte is \$66/ton.
- The Transfer Station fee for household waste is currently \$76/ton (revenue above cost for haul to Circle Butte assists in supporting other transfer station programs)
- Household waste received = 6,188 Tons
- Household waste revenue = \$500,363
- Total household waste transactions = 15,454
- \$10 minimum fee transactions = 13,219 = *86% of household waste transactions*

If the County had invoiced based on weight with no minimum fee transaction, total household waste revenue would have decreased by 6% or \$30,075. The difference in revenue equates to \$4.86/ton of material received.

Total household waste transactions of 130 pounds or less was 5,931. If the County minimum fee were adjusted to \$5 minimum (this equates to 131 pounds at \$76/ton rate), household waste revenue would have decreased by 4% or \$17,520. The difference in revenue equates to \$2.83/ton of material received. A \$5 minimum fee represented 38% of all household waste transactions.

TOTAL scale revenue was \$686,945. Household waste scale revenue represents 73% of the total revenue produced at the scales. By reducing the minimum fee to \$5 for the first 131 pounds, the total scale revenue would be reduced to \$669,425 or by 2.6%.

NOTE: 2014 estimated revenue increase values are quite inconsistent with those presented in this report. A copy of the spreadsheet has been attached. I believe the difference in estimated tonnage is due to the old software and not having the ability to separate data that we do with the current software.

Mr. Mazalewski requested specific direction from the Board whether to pursue negotiations with VSL/RAD or with other service providers. Commissioners Kunz and Park said they were satisfied by this initial proposal and discussion and did not want to pursue a RFP. However, Commissioner Kunz stressed that VSL must be a good neighbor in the Mustang Ranch Subdivision. In response, Mr. Hanson said he recently had a good discussion with the HOA about several complaints, but that VSL is willing to relocate if necessary.

Mr. Mazalewski will work with the Prosecutor, VSL/RAD to develop a draft contract for the Board to review August 25.

## FY 2015 BUDGET

The Board discussed the various items in Clerk Hansen's Budget Memo (Attachment #12).

**HEALTH INSURANCE.** American Insurance Agent Travis Argyle said current trends show a 7-9% increase for renewal rates. Fremont County premiums increased by 8.1% while Madison County premiums are expected to be 4.0%. A 7% increase has been built into Teton's FY 2015 budget. Mr. Argyle said Teton County would probably not be affected by an upcoming provision of Obamacare, which assesses an employer penalty if the amount an employee must pay for their employee health insurance is more than 9.5% of the employee's W2 income. County employees pay just \$40.46 per month for employee insurance. Mr. Argyle will meet again with the Board on Sept. 22, at which time he hopes to have preliminary information about Teton County's potential renewal rates.

**SOLID WASTE FEES.** Mr. Mazalewski said the interactive spreadsheet had been updated to include an estimated \$215,000 in available remaining cash at the end of FY 2014, which reduced the predicted worst case shortfall to under \$400,000 if the Self Assurance Fund was totally depleted. Clerk Hansen reminded the Board that expenditures from that Fund must be repaid in the future since a minimum balance was required. The Board tentatively decided to modify the tipping fees as shown below, which are designed to more accurately reflect the cost of processing the different types of waste. These changes will be discussed at the August 25 public hearing. Mr. Mazalewski said there would probably be many complaints from small, self-haulers who currently pay just \$5 per trip vs. the new rate of \$10. However, he said \$10 is not out of line with what other counties charge.

		Current Fee	New Fee
TIPPING FEE - All other tires (Tractor, Large Equipment)	Ton	\$125	\$125
TIPPING FEE - Dead Animal Waste	Ton	\$10	\$15
TIPPING FEE - Household Waste, 150 lbs ( 6 bags ) or more	Ton	\$66	\$76
TIPPING FEE - Household Waste, up 150 lbs max ( or 5 bags )	Min	\$5	\$10
TIPPING FEE - Large Household Appliances w/Refrigerant	Each	\$10	\$15
TIPPING FEE - Non-Household Waste (Unsorted waste )	Ton	\$105	\$210
TIPPING FEE - Small Household Appliances	Ton	\$66	\$76
TIPPING FEE - Sorted Waste, 350 lbs or less	Each	\$0	\$0
TIPPING FEE - Sorted Waste, 350 lbs or more	Ton	\$30	\$15
TIPPING FEE - Tires - Car & Light Truck	Each	\$3	\$5
TIPPING FEE - Tires - Truck	Each	\$8	\$10
TIPPING FEE - Tires (All others & more than 5)	Ton	\$125	\$125

In previous discussions, the Board had tentatively agreed to a 50% increase to all Solid Waste User Fees collected with property taxes. However, Commissioner Kunz said the commercial SWUF was not fair now and increasing it would only make it less fair. Assessor Bonnie Beard agreed that basing the commercial SWUF on square footage was not fair since a large workshop or building pays much more than a restaurant, even though

the restaurant produces more waste. Clerk Hansen said the \$2,000 cap on the commercial SWUF contributes to the inequity of the commercial SWUF. Mr. Mazalewski suggested that the commercial SWUF be calculated according to a formula incorporating both square footage and type of use. Everyone thought that would be a good approach, and agreed to explore the possibility in the future. However, the Board decided their public hearing would consider increasing the current SWUF from \$105 to \$157.50 per residential unit (a 50% increase) and from 15 cents per s/f to 17 cents per s/f for commercial buildings (a 10% increase). They intend this increase to be for one year only.

Since there appears to be a consistent surplus of about \$200,000 in the solid waste fund, Mr. Mazalewski said his FY 2016 budget proposal would probably include reducing the SWUF amounts.

**COURTHOUSE MASONRY REPAIRS.** The Board discussed the Mackenzie Masonry bid of \$95,778 to repair the grout joints in the wainscoat veneer at the courthouse. The Board asked Mr. Mazalewski to obtain other bids following the informal bid process available for public works projects costing less than \$100,000. Mr. Mazalewski reminded the Board that he had requested 3 bids last fall to repair the limestone at the north entrance; Mackenzie Masonry was the only firm that responded. Clerk Hansen will include the cost in the courthouse building budget, funded by Remaining Cash, so that money will be available if the Board decides to make the repairs.

**ELECTED OFFICIAL SALARIES.** After reviewing statewide elected official salaries, and the internal equity of county salaries, the Board decided to give the Assessor, Clerk, Prosecutor and Treasurer a \$2,000 raise and to use \$5,000 of the un-allocated placeholder amount to increase the county's contribution to the Teton Valley Business Development Center.

**TVCR.** The Board agreed to include \$5,500 for Teton Valley Community Recycling in the FY 2015 budget.

● **MOTION.** Commissioner Kunz made a motion to approve county cell phones and cell phone stipends as itemized on the Clerk's spreadsheet. Motion seconded by Chairman Park and carried unanimously. (Page 7, Attachment #12)

**FEE SCHEDULE.** The Board agreed that all proposed changes should be taken to public hearing.

**SHERIFF BUDGET.** Chairman Park suggested making further cuts to the Sheriff's budget by reducing the number of new cars being purchased. Commissioner Kunz said the Sheriff's budget was neglected for several years and that buying 3 new vehicles each year would completely replace the 12-vehicle fleet every four years. They agreed to make no changes.

**PUBLIC WORKS.** Chairman Park said he has given this department a lot of thought and believes the county has no need for a \$104,000 public works director in addition to the \$60,000 budget for consulting engineers. He said an engineer was needed during the development boom, but that the position should be eliminated until building can justify it. He said the engineer's current contract could be canceled at the end of the fiscal year and the department eliminated.

Commissioner Kunz said this issue has also been on his mind since the county budget includes a large amount for engineering work in addition to the salary of the public works director. He has great confidence in the road & bridge supervisor, as well as the solid waste supervisor. Although there are some issues and complexities with the landfill cap, he said an engineer has been hired for that purpose. Commissioner Kunz said the Public Works Director position was needed, but could become part time.

Clerk Hansen said having a licensed engineer representing the county's interests has been very valuable. She said Mr. Mazalewski's time and salary is currently split approximately 40% road and bridge, 40% solid waste, and 20% planning and zoning. Since Mr. Mazalewski currently works more than 40 hours per week, she asked the Board who would do the tasks he is currently performing. And if the two supervisors assume the duties of the public works director, who would do their work?

placeholder for employee raises into the “general” department at the start of the budget process. After the raises were approved, the exact dollar amounts were moved out of the “general” department and into each employee’s specific department. Mr. Goe asked why the Sheriff’s budget request had been reduced so significantly and whether the Board had discussed the reductions with the Sheriff. Clerk Hansen said the Sheriff requested two new full time employees, but only one was funded; he also requested 4 new vehicles, but only 3 were approved. Commissioner Rinaldi said the Board spent considerable time discussing budgets with the Sheriff and suggested that Mr. Goe look at previous year’s budgets as comparables.

Chairman Park closed the public hearing at 1:13 pm.

● **MOTION.** Commissioner Kunz made a motion to approve the \$10,928,345 Teton County budget for FY 2015 with the following changes: reduce the Fund 54 (Vessel) budget from \$15,000 to \$8,000; move the \$11,225 E911 grant budget out of Fund 62 (E911 Grants) and into Fund 86 (Grants). Motion seconded by Commissioner Rinaldi and carried unanimously. (Attachment #10)

1:14 pm **AMBULANCE SERVICE DISTRICT BUDGET.**

● **MOTION.** At 1:14 pm Chairman Park made a motion to recess the Board of County Commission meeting and re-convene as the Ambulance Service District. Motion seconded by Commissioner Kunz and carried. (See Attachment #4 for the Draft Ambulance Service District minutes.) The Board of County Commissioners meeting resumed at 1:21 pm.

1:21 pm **MOSQUITO ABATEMENT DISTRICT BUDGET.** Clerk Hansen said the maximum MAD levy is \$20 per \$100,000 of taxable value; the decline in county property values has translated into a decline in the amount of revenue available for mosquito abatement. About \$47,000 worth of Remaining Cash will be spent during FY 2015 and the MAD Commissioners hope that property values will increase so that the current level of service can be maintained.

**Public Comment.** There was none.

● **MOTION.** Chairman Park made a motion to approve the \$312,760 Mosquito Abatement District budget for FY 2015 as published. Motion seconded by Commissioner Kunz and carried unanimously. (Attachment #11)

1:30 pm **FY 2015 FEE SCHEDULE.** Clerk Hansen reviewed the published changes to the county fee schedule (Attachment #12). There will be a new fee for licenses to sell hard liquor, but no changes to existing beer and wine license fees; a \$5 increase in the fingerprint fee will help offset the cost of maintaining the fingerprint machine; several new planning, zoning and building fees; and changes to the Solid Waste User Fees and Tipping Fees. Clerk Hansen said increases to the Solid Waste User Fees will provide funds to repair the landfill cap and will be temporary. Changes to the Solid Waste Tipping Fees reflect the actual costs of processing different types of waste and will be permanent.

**Public Comment.** Joe Butram said he goes to the dump every Saturday and asked the Board how they expect people on fixed incomes to pay a 100% increase in the minimum tipping fee, from \$5 to \$10, on top of increasing the annual fee from \$105 to \$157.50. He said his wife still works so that they can afford to live here. He suggested that senior citizens or persons on fixed incomes be given a sticker or card qualifying them for a discounted rate.

Tony Goe said the Board is making it difficult for people on fixed incomes and supported the idea of a senior citizen rate. He suggested that vehicles with out-of-county license plates be charged twice as much and questioned why the cost of sorted waste (recyclables) is being lowered. He asked if the Board was pursuing a possible lawsuit against the engineer/contractor responsible for the landfill cap.

Tanya Anderson, Executive Director for Teton Valley Community Recycling, said the county was required to find a way to raise enough money to pay for repair of the landfill cap. Even though no one likes fee increases, she said the Board did a good job with this very difficult issue. She said TVCR wants to help individuals and

businesses find ways to reduce their trash and pointed out that folks such as Mr. Butram would have no increase in their costs at the transfer station if they were able to deliver their trash every other week instead of every week. Much research has been done to learn the actual costs involved in processing waste; the adjusted tipping fees reflected those costs. Encouraging more sorted waste will save the county money and bring in additional revenue.

Bob Hansen asked the Board to drive around the county and notice all the businesses operating illegally. He said the landfill cap repairs could easily be funded by assessing those businesses the same commercial solid waste user fees currently being paid by compliant businesses. He said increasing the commercial fees would make it more difficult for those who play by the rules. He asked whether the county was liable for the cost of repairing the landfill cap since he would always repair any of his work if it were found to be defective. He wondered whether folks were suffering from double taxation if they were paying a commercial user fee and a residential user fee and then being charged again by Voorhees.

Charlie Woodward said it was time for the county to overhaul its solid waste program because folks should receive a basic level of service for the taxes paid. He suggested central dumpsters, license plate decals, or a punch card system. Mr. Woodward said people feel resentment for paying big bucks and not receiving any direct service in exchange and believes the county is penalizing the small hauler who has minimized their waste amount. He said the county should take action against the folks who designed and built the landfill cap because their liability insurance should pay for the repairs, rather than the county taxpayers.

Anna Trentadue of VARD agreed with Mr. Hansen's observation that there are many commercial uses around the county that are not being taxed.

Ron Moeller questioned reducing the cost of sorted waste from \$30 to \$15 per ton. And although this Board has said the increases will be for one year only, he asked what guarantee the public might have that the next Board will not "become addicted to the heroin of new money."

Jack Haddox said he lives on a fixed income but knows the cost of doing business increases every year. He said it is a hard decision to raise fees, but understands that it's necessary.

Chairman Park closed the public comment portion of the meeting at 2:13 pm.

Commissioner Kunz said the Board had been working on the landfill cap issue for six months. He doesn't like raising fees, but DEQ requires the landfill cap to be repaired next summer which is forcing the Board to raise funds quickly. Commissioner Kunz doesn't recycle and wanted to be certain that the fee changes did not mandate recycling, nor punish non-recyclers. He agrees with Mr. Hansen that there are probably many commercial businesses that do not pay a User Fee. He would support a senior citizen discount and would also commit to just a one-year increase in the user fee; however, the next Board can do whatever they want regarding the fees.

Commissioner Rinaldi said the Board has put a lot of thought into the solid waste fees and acknowledged that the fairest method would be to charge people according to the amount of trash they produce. She agreed that the Assessor and Planning Department should review commercial uses throughout the valley and wondered if requiring home businesses to obtain a permit would make things more equitable. She would support an application process to reduce the solid waste user fees for financial hardship, but would not support a senior citizen discount since many seniors may be able to afford the fees.

Commissioner Kunz said the county might benefit from establishing a Solid Waste Committee, similar to what was done with the Road Committee, and asked Mr. Woodward if he would be willing to serve. Mr. Woodward declined due to time constraints and work commitments.

Chairman Park thanked everyone for their comments and said this was one of the hardest decisions he's had to make since becoming a Commissioner.

● **MOTION.** Commissioner Kunz made a motion to approve the Fee Schedule for FY 2015, with increases as published, with the condition that all increases to Solid Waste User Fees collected with property taxes will be for one year only. Motion seconded by Chairman Park and carried unanimously. (Attachment #13)

Chairman Park said the Board would do everything possible to help seniors and those on fixed incomes.

● **MOTION.** At 2:35 pm Commissioner Rinaldi made a motion to recess the meeting until 8:30 am on Thursday, August 28, at which time the August 26, 2014 election results would be canvassed. Motion seconded by Chairman Park and carried unanimously.

**Board of Teton County Commissioners**  
**August 28, 2014 Continuation of August 25, 2014 Meeting**  
*Commissioners' Meeting Room, 150 Courthouse Drive, Driggs, Idaho*

At 8:30 am on August 28, Chairman Park called the recessed meeting back to order.

● **MOTION.** Acting as the Board of Canvassers of the Election, Chairman Park made a motion to approve the August 26, 2014 Election Abstract compiled by the Clerk. Motion seconded by Commissioner Kunz and carried unanimously. (Attachment #13)

● **MOTION.** At 8:36 am Chairman Park made a motion to adjourn the meeting. Motion seconded by Commissioner Kunz and carried.

\_\_\_\_\_  
Kelly Park, Chairman

ATTEST

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

Attachments: #1 Terrorism Risk Insurance  
#2 Teton Valley Health Care Quarterly Financial Reports  
#3 Teton Reserve PUD Parcel  
#4 Draft Minutes of August 25, 2014 meeting of Ambulance Service District  
#5 Appraisal Summary for Emergency Services building at 911 N. Highway 33  
#6 National Guard Armory memo  
#7 Lederman request for Insignificant Plat amendment of Targhee Ranch Division II  
#8 Public Works update  
#9 Clerk's Memo re FY 2015 Budget & Public Hearings  
#10 Legal Notice & County Budget for FY 2015  
#11 Mosquito Abatement District Budget for FY 2015  
#12 Legal Notice for Fee Increases for FY 2015  
#13 Teton County Fee Schedule for FY 2015  
#14 August 26, 2014 Election Canvass & Abstract



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

**Public Works Department  
MEMORANDUM**

150 Courthouse Drive  
Driggs, ID 83422

October 8, 2015

TO: Board of County Commissioners  
FROM: Teton County Public Works Director – Darryl Johnson, PE, PLS  
SUBJECT: W6000S Mitigation Projects

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This report is a review of projects that were identified as mitigation for wetland impacts associated with the W6000S road reconstruction project. Mitigation options were considered and most included in the permit application to the Army Corps of Engineers.

**Heimerl Project** – The Heimerl property is located along the north side of W6000S and will fully satisfy all mitigation requirements. There is an existing spring (disconnected oxbow of Fox Creek) on the property. Project scope is to expand the wetland area associated with the spring. Ground will be excavated to expose surface water and wetlands will be



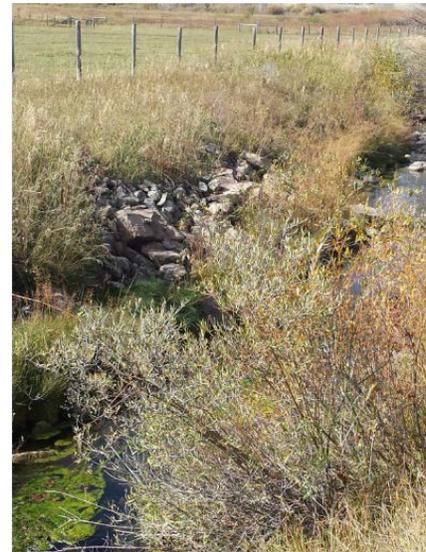
created. This project is our preferred candidate because, of the projects identified, it was the most straightforward and least expensive option. In addition to being the most cost effective project identified, material from the mitigation site could be used for the W6000S project. Topsoil could be used for shoulder work and any structural material excavated could be used as pit run on the road section. In addition, wetland sod and willow shrubs stripped from the roadsides will be used to revegetate the wetland mitigation site.

**Darby Creek** – This project is one that is on the County transportation improvement plan. In 2014/2015 the bridge over Darby Creek at S2000E was replaced. The next phase of this waterway improvement project was to design and reconstruct the Darby Creek crossing at S1000E. The project included improving the waterway crossing at S1000E



but also stream channelization improvement upstream of the crossing. The USFWS and WGFD did not find this project to be beneficial to trout and essentially denied it as part of the Public Notice and Agency Review process. Also, the project scope was not large enough to satisfy all mitigation anticipated.

**Fox Creek Re-Alignment** – This project is located along the south side of W6000S. Project scope was to cut the stream bench down so that it would sustain wetland plant growth, remove the rip rap that is currently in place and plant/establish wetlands. Although the material excavated might also be usable on the W6000S project, it was determined that the cost of this project would be significantly more than the Heimerl option due to the increased depth needed for excavation to wetland elevations. Because of the increase in cost and project difficulty, this project was not selected over the Heimerl project.



**Friends of the Teton River** – The design team reached out to the FTR so see if they had any wetland or stream restoration projects that we could contribute to that would be good mitigation candidates. Complications associated with landowners and timing were the reasons for determining that this was not a front runner option. They were also interested in a cash contribution from the County rather than strictly donated time and equipment. In addition, many of their projects were already permitted with the Army Corps or timing did not coincide with the 6000S project.

**Teton Regional Land Trust** – Again complications with willing landowners and shovel ready projects that were not supplemented by water through irrigation ditches resulted in not being able to identify a better option that then Heimerl site offers.

**Idaho Fish and Game** – The design team reached out to IDFG regarding potential wetland mitigation on their properties within Teton Valley and if they had other ideas for mitigation sites. The IDFG staff determined they did not have any suitable sites.

Based on cost, project access, simplicity of the project, and willingness of the landowner during preliminary planning the Heimerl project was determined to be the first choice to pursue. Moving forward, the County will need to continue working with the landowner to make sure the lands are permanently protected. The design team will need to do some field investigation this fall and groundwater level monitoring through the fall and spring. If allowed to proceed with a Wetland Functional Assessment (determines how much of the 1.8 acres of mitigation is really needed) and the Heimerl project mitigation design through the winter months, we hope to be

ready to submit a final mitigation plan to the Corps of Army Engineers by June of 2016 and request the wetland permit application be reopened. This should allow for the project to be constructed in the summer of 2016 and also allow for the County to begin construction on at least a portion of the W6000S road reconstruction project.

Additional information is available in the attached Conceptual Compensatory Mitigation Plan prepared by Alder Environmental and submitted to the Corps of Army Engineers.

From the 9/25/15 Public Works Director Report to the Board of County Commissioners:

**W6000S Road Reconstruction:** The next item to accomplish on the critical path for design of W6000S is to conduct the Wetland Functional Assessment and develop a mitigation plan. The first choice for a mitigation project is to expand wetlands around an existing spring located along W6000S on Mr. Heimerl's property as shown in attached Exhibit A. Scope for the development of a Wetland Functional Assessment and mitigation plan was not included in the original W6000S Road Reconstruction design contract. Alder Environmental prepared the original application to the Army Corps of Engineers and has provided the attached proposal for preparing the Wetland Functional Assessment and mitigation design for submittal to the Corps.

*ACTION ITEM – Motion to approve Alder Environmental to prepare a wetland functional assessment & mitigation plan for the W6000S Road Reconstruction Project as outlined in the attached proposal dated August 10, 2015. Cost not to exceed \$7,970*

# CONCEPTUAL COMPENSATORY MITIGATION PLAN

*for wetland losses*

---

**Teton County Idaho  
Reconstruction of W6000S, from Chapin Lane to W5750S**



**May 21, 2015**

**Prepared for:**

Teton County Idaho  
Darryl Johnson, Public Works Director  
150 Courthouse Drive-Room 117  
Driggs, Idaho 83422

**Prepared by:**

**ALDER ENVIRONMENTAL, LLC**

*Water • Wetlands • Ecological Consulting*

P.O. 6519, Jackson, Wyoming 83002  
(307) 690-3625      brian@alderenvironmental.com

**TABLE OF CONTENTS**

INTRODUCTION ..... 2  
PROPOSED MITIGATION LOCATIONS ..... 2  
MITIGATION OBJECTIVE ..... 6  
AQUATIC RESOURCES INVENTORY ..... 6  
MITIGATION DESIGN ..... 6  
    *Hydrology* ..... 6  
    *Vegetation* ..... 6  
    *Reclamation of Haul Route and Stockpile Area* ..... 7  
MONITORING ..... 7  
    *Success Criteria/Performance Standards* ..... 7  
    *Report Content* ..... 8  
CONTINGENCY PLAN ..... 8  
APPENDIX A - MAPS ..... 9  
    *Map 1. Proposed Mitigation Area Locations* ..... 9

## INTRODUCTION

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The following Compensatory Mitigation Plan is proposed to ensure compliance with Section 404 of the Federal Clean Water Act and to fulfill the Army Corps of Engineers request in a letter from Rob Brochu, Senior Project Manager, dated April 13, 2015. The mitigation proposed herein is for 1.8 acres of wetland losses caused by the activities of the proposed reconstruction of W6000S, from Chapin Lane to W5750S. The Mitigation Plan was prepared by Brian Remlinger, certified Professional Wetland Scientist, and Krissy Copeland, Certified Wetland Delineator, with Alder Environmental LLC.

## PROPOSED MITIGATION LOCATIONS

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The proposed Mitigation Areas are located within the Teton River Watershed. Below are several options for mitigation opportunities.

### 1 Darby Creek at County Road S100E

- **Problem:** Culverts not sized accordingly and preventing adequate flow through resulting in seasonal erosion and s possible fish passage barrier
- **Solution:** Install properly sized culverts and or free-spanning bridges (e.g. bottomless arch culvert) to allow adequate flow under the road crossings.
- **Mitigation Component:** Improved conveyance of natural surface waters, fish passage improvements, wetland and riparian enhancements as a result of revegetation of eroded areas, floodplain and bankfull areas with wetland and riparian vegetation along section of Darby Creek. Sediment inputs from roadway and erosion to Darby Creek reduced or possibly eliminated.



Figure 1. Location of culvert replacement.



Figure 2. Existing culverts at Darby Creek.

## 2 Heimerl Property

- **Problem:** No existing issues or problems to address. Existing oxbow of Fox Creek, wetland area is a highly functioning. Culverts under roadway are being replaced to improve hydrologic connectivity to Fox Creek.
- **Mitigation Component:** Expand existing scrub shrub wetland on property through excavation and plantings. This may be a possible source of gravel for road project.

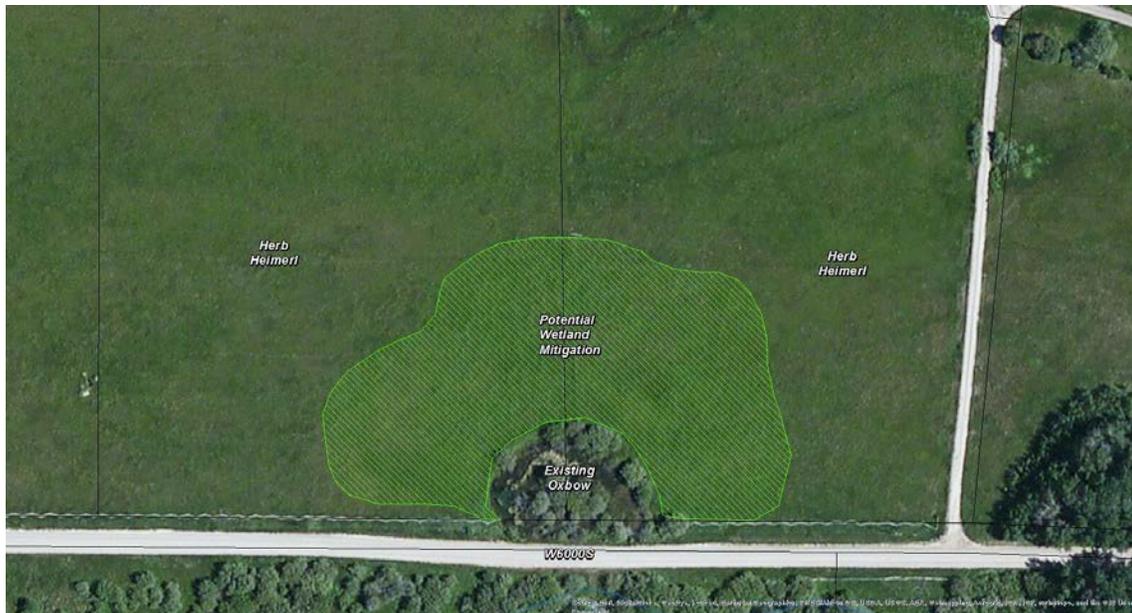


Figure 3. Location of possible wetland mitigation along W6000S.



*Figure 4. Existing oxbow on the Heimerl's property. Mitigation would extend beyond oxbow.*

### **3 Woolstenhulme Property**

- **Problem:** Fox Creek parallels W6000S and has little to no sinuosity in this section. It appears the initial construction of W6000S may have relocated Fox Creek into it's existing channel or limited its lateral movement through the years. Rip rap and other hard bank stabilization methods have been used to stabilize this section.
- **Solution:** Restore Fox Creek sinuosity, wetland bench and riparian zone by relocating into the adjacent agricultural meadow. Alternatively, the wetland bench and riparian vegetation could be added to the existing channelized section of Fox Creek.
- **Mitigation Component:** Create floodplain and wetland benches and revegetate with wetland and riparian specific plant species resulting in a net increase of functional aquatic and riparian habitat and a reduction of sediment load to Fox Creek.



## **MITIGATION OBJECTIVE**

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The proposed wetland establishment and surface water enhancements will mitigate losses of palustrine emergent (PEM) and palustrine scrub-shrub (PSS) wetlands filled due to the construction activities of the proposed reconstruction of W6000S. The proposed Mitigation Areas will direct surface and groundwater connectivity to Waters of the US within the Teton River Watershed and wetland impact area.

## **AQUATIC RESOURCES INVENTORY**

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Wetlands and surface waters were identified and delineated within the sixty foot road corridor of W6000S, but would need to be extended in the proposed mitigation areas.

## **MITIGATION DESIGN**

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The below design standards will be applied to any mitigation site that is chosen.

### **Hydrology**

Supplemental water for the wetland Mitigation Areas is not planned as the basic hydrology needs for the sites will be supplied passively through groundwater discharge and interflow between adjacent existing wetlands and Waters of the US.

### **Vegetation**

Wetland Herbaceous Layer: The wetland Mitigation Areas herbaceous layer will be revegetated passively by using the stripped sedge sod and topsoil from the impacted wetland areas along the 6000S roadway corridor. The dominant herbaceous plants in the impacted wetland areas include Nebraska sedge (*Carex nebrascensis*) (OBL), Northwest Territory sedge (*Carex utriculata*) (OBL), Woolly sedge (*Carex pellita*) (OBL) and Arctic rush (*Juncus arcticus*) (FACW).

Wetland Shrub Layer: Mature native willows (*Salix spp.*) will be transplanted from the impacted wetland sites when feasible according to *USDA-NRCS Technical Note No.42 Willow Clump Plantings, Dec. 2003 (Appendix B)*. A 15' on-center-spacing of willows shall be successfully established at the Mitigation Area. If transplanted willows are not sufficient, 15 gallon containerized nursery grown willows shall be used. If containerized willows are not desired, willow pole cuttings from local plants may be used. The willow pole cuttings shall be collected and planted according to *Chapter Four - Vegetation Selection and Procurement of USDA-NRCS Practical Streambank Bioengineering Guide, May 1998 (Appendix B)*.

### Riparian Herbaceous Layer:

The contoured slope between the wetland Mitigation Area and existing uplands shall be broadcast seeded with the following native seed mix. Twice the seed supplier's recommended rate shall be used. The seed mix was selected to cover a broad range of soil moisture requirements to ensure full coverage.

Nebraska Sedge (*Carex nebrascensis*) (OBL)  
Arctic Rush (*Juncus arcticus*) (FACW)

Tufted Hair Grass (*Deschampsia caespitosa*) (FACW)  
Idaho fescue (*Festuca idahoensis*) (FACU)  
Streambank wheatgrass (*Elymus lanceolatus*) (FAC)

The seed shall be broadcast onto loose topsoil followed by lightly raked into the soil.

### **Erosion Control**

Soil erosion and sediment control will be achieved by placement of a straw wattle along the entire length of the existing wetland and proposed Mitigation Area. The straw wattle shall have the following specifications

DIAMETER..... 12"  
CORE..... Agriculture, certified noxious weed free straw  
NETTING TYPE..... Photo or biodegradable material

The contoured slope between the Mitigation Area and existing uplands shall receive loose weed free straw crimped into the seeded soil sufficient to achieve 50% cover.

### **Reclamation of Haul Route and Stockpile Area**

Disturbed upland areas including the temporary Haul Route and Stockpile Area shall be seeded with the following species at a rate twice the seed supplier's recommendation. The seed shall be broadcast onto loose topsoil followed by lightly raked into the soil.

Idaho fescue (*Festuca Idahoensis*) (FACU)  
Western wheatgrass (*Pascopyrum smithii*) (FACU)

### **Weed Control**

Noxious weeds as listed by the State of Idaho and Teton County will be controlled by appropriate mechanical and chemical methods as determined necessary to prevent establishment. Weeds will be managed if they comprise more than 10% of a monitoring sample area as described below. Weed control will occur the first growing season after construction and annually thereafter as needed and determined by the annual monitoring.

## **MONITORING**

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Section 404 permits typically require monitoring of the Mitigation Area as a condition with the submission of annual reports. Monitoring and report compilation will be accomplished by a qualified individual with experience in wetland mitigation. Annual reports for a period of 3 to 5 years will be submitted to the Idaho District Office of the Army Corps of Engineers.

### **Success Criteria/Performance Standards**

The Mitigation Area must meet 1987 Corps of Engineers Delineation Manual criteria to be considered as wetlands. The target wetland type is a palustrine scrub-shrub with a minimum 30% willow shrub cover and at least 80% wetland native herbaceous plant cover (>50% OBL and FACW species). Depending on hydrologic conditions at the site, shallow open water may comprise greater than 20 %.

### **Sampling Protocols**

Vegetation, hydrology and soil sampling will occur at a minimum on an annual basis during the months of June or July.

Vegetation: A random quadrat sample plots will be evaluated. Total cover and relative cover per species will be recorded and correlated to impact wetland data.

Hydrology: Excavation of test pits to determine groundwater levels will be conducted. Monitoring will be done during the known or projected peak of the hydrograph and/or seasonal high groundwater, typically mid- June. Documentation of low water period elevations in August may also be required.

Soils: Excavation of soil pits and examination for redoximorphic features will take place when hydrologic conditions are evaluated. Soil profile data will be logged with depth of features found. While hydric soil indicators may not become evident within the required monitoring period, demonstration of how hydric soil conditions are concluded as being present or absent will be stated.

### **Report Content**

Reports will clearly identify success criteria and how the Mitigation Area compares to those criteria. Reports will include a comparison of actual wetland mitigation acreage to proposed acreage as well as to wetland impact acreage. Mitigation Areas will be broken down based on type (Cowardin classification). Reports will include author's interpretation of data and discussion as to how mitigation is determined to be demonstrating success or failure. Problems that arise will be identified in the reports as well as corrective measures that have been implemented or proposed. Corrective actions will be coordinated with the Army Corps of Engineers prior to implementation.

Reports will include:

- Routine wetland delineation data forms, or similar Army Corps of Engineers approved forms which contain appropriate data fields
- Plan view map
- Color photos of mitigation site from permanently established locations

## **CONTINGENCY PLAN**

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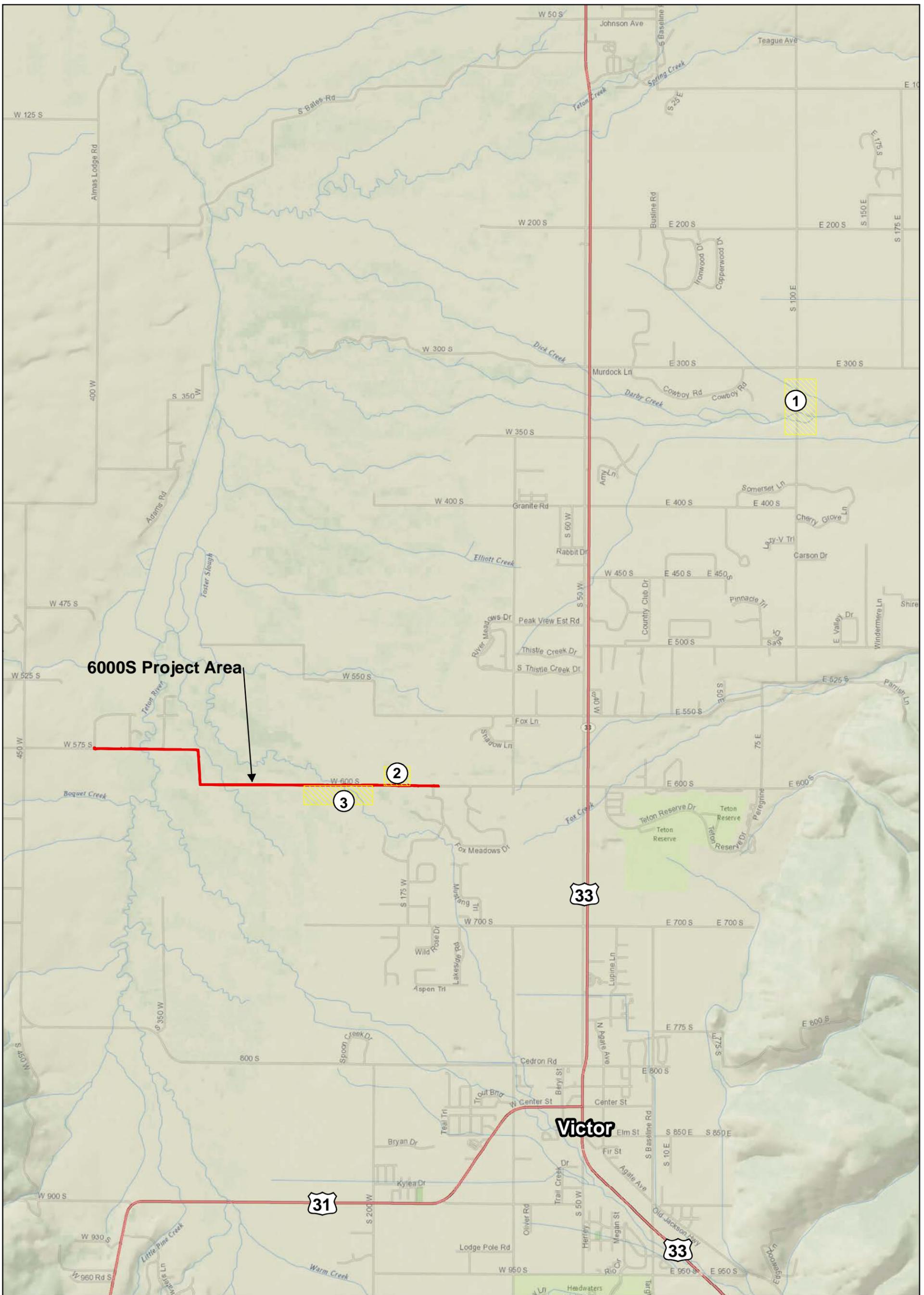
In the event the site does not perform as expected, the following management strategy will be implemented.

1. Vegetation not establishing – nursery grown material will be planted
2. Hydrology not sufficient to maintain hydrophytic vegetation – site will be excavated deeper to groundwater table or supplemental surface water will be introduced into the wetland area
3. If 1 & 2 above are not successful, abandonment of the Mitigation Area and new wetland construction at another site will be implemented.

## APPENDIX A - MAPS

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### Map 1. Proposed Mitigation Area Locations



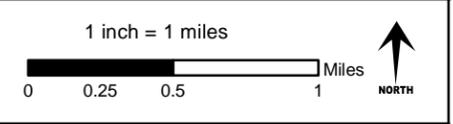
**6000S Project Area**

**Teton County Idaho  
W6000S  
Road Project**  
**MITIGATION  
OPTIONS**  
Teton County, ID

**MAP 1:**  
**Proposed  
Mitigation  
Sites**  
May 21, 2015

**Legend:**  
 W6000S Project Corridor  
 State Highway  
 Mitigation Site (Proposed)

List sources of data  
and other information here



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# ALDER ENVIRONMENTAL, LLC

Water • Wetlands • Ecological Consulting

## PROPOSAL, WORK ORDER, AGREEMENT

**Date:** August 10, 2015  
**Project Name / Location:** Wetland Mitigation Assessment & Plan/ 6000S Road, Teton County, ID  
**Landowner Name:** Teton County Idaho (road easement) / Heimerl, Herbert J. III (mitigation site)  
**Client Name/ Agent:** Teton County Idaho/ Darryl Johnson, Director of Public Works

**Alder Environmental, LLC agrees to perform the following services for the above named Client:**

### **6000S Road Corridor Wetland Mitigation near Victor, Teton County, ID**

A wetland functional assessment will be completed for the wetland impacts determined by project corridor linework (Jorgensen Associates, 03/16/15) as well as the Herb Heimerl property mitigation site. A mitigation design and plan will be prepared for the Herb Heimerl property mitigation site only, ~0.5 to 1.8 acres (Exhibit A). Additional mitigation sites and plans will require more time and effort to complete and are not included in this agreement.

- **Wetland Functional Assessment & Report** for impacted wetlands & mitigation site (according to *2008 Montana Wetland Assessment Method*)
  - Site Inventory - evaluate seasonal hydrologic influences, functions/values
  - Complete *2008 Montana Wetland Assessment Method* data forms
  - Prepare summary report, submitted to ACOE
- **Mitigation Design and Plan Report** for Herb Heimerl property mitigation site (Exhibit A; according to ACOE *Compensatory Mitigation for Losses of Aquatic Resources; Final Rule 33 CFR Parts 325&332*)
  - Site Inventory – wetland delineation, vegetation, soils, ground/surface hydrology
  - Mitigation design, drawings, construction specifications
  - Final mitigation plan report, submitted to ACOE

**Cost For Above Listed Services: \$7,970**

### **Not Included In Services And Cost:**

- Additional mitigation sites
- Excavator costs for soil & groundwater test pits
- Geotechnical Engineer analysis for evaluation of subsurface soils/ aggregate for roadway use
- Topographic survey of mitigation site
- Correspondence and access agreements with private landowners
- Easements (conservation or other) for the mitigation site

### **ACCEPTANCE & AUTHORIZATION**

- Acceptance: To accept this agreement, please sign and return this form via email to [brian@alderenvironmental.com](mailto:brian@alderenvironmental.com) or mail to P.O. Box 6519, Jackson, WY 83002.
- Services in addition to those described in this proposal either requested by the Client or necessitated by a change in requirements of any governmental agency shall be considered as additional work and shall be paid by the Client. The Client understands and agrees that all work not specifically delineated within the services described herein shall be billed on a time and materials basis in accordance with our current rate schedule. This payment shall be in addition to any budget, bid, or maximum price agreement for the above-described scope of work. Wherever practical, changes, additions, or modifications to the scope of work shall be authorized by written change request.

**Agreement Continued: Wetland Mitigation Assessment & Plan/ 6000S Road, Teton County, ID**

- In the event that all or any portion of the work prepared or partially prepared by Alder Environmental, LLC is suspended, abandoned, or terminated by the Client, the client shall pay Alder Environmental, LLC for work performed, plus any required project documentation.
- Alder Environmental, LLC shall not be responsible for delays in completing the work described herein which cannot reasonably be foreseen on the date of this proposal, or for delays which are caused by factors beyond their control or delays resulting from the action or inaction of any governmental agency.
- All original documents, including drawings prepared by Alder Environmental, LLC under this proposal as instruments of professional services are the property of Alder Environmental, LLC.
- Client agrees to indemnify and hold Alder Environmental, LLC harmless from any liability, claims, and expenses, including any legal costs that may arise in connection with our services under this agreement.
- Client will be billed monthly, payment is due upon receipt.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Alder Environmental, LLC signature

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

Brian E. Remlinger  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT A - Wetland Mitigation Assessment & Plan/ 6000S Road, Teton County, ID**





---

**FROM:** Planning Staff, Jason Boal  
**TO:** Board of County Commissioners  
**RE:** Planning & Building Department Update  
**MEETING:** October 13, 2015

---

**Solid Water User Fee:**

- Combination of lots (see attached memo)-

**Long-Range Projects:**

- Land Use Code Revision Process-

**Fiscal Year End Reports:**

- See the attached reports for Planning & Building Permits from 2015 Fiscal year.

**Recreation Planner Position:**

- Attached is the PDQ form, and BDPA's response to be reviewed.

**Law Enforcement Center Art Display:**

- New glass has been installed and the booth will be installed later this week.



---

**FROM:** Planning Staff, Jason Boal  
**TO:** Board of County Commissioners  
**RE:** Parcel Combination  
**MEETING:** October 13, 2015

---

As I looked through Teton County's ordinance after our discussion, I believe combining of parcels does/should require the boundary line adjustment process:

9-2-2:

The adjusting of common property lines or boundaries between adjacent tracts, or parcels for the purpose of accommodating a transfer of land or rectifying a disputed property line location. The resulting adjustment shall not create any additional tracts or parcels and all reconfigured tracts or parcels shall contain sufficient area and dimension to meet minimum requirements for zoning and building purposes. (amd. 06-05)

9-7-3- APPLICABILITY: Only those boundary adjustments specified below shall be permitted as a minor boundary adjustment according to this section. All other boundary adjustments shall comply with Section 9-7-2 Vacations of Plats Procedure.

1. Adjustment for encroachment, setback violation, and boundary dispute: A minor boundary adjustment necessitated by encroachments, setback violations, bona fide boundary disputes, or similar circumstances.

2. Adjustment to combine with an adjacent parcel: The adjustment of the boundary of a parcel not within a platted subdivision for the purpose of combining portions thereof with an adjacent parcel subject to the following:

a. Merge divided portion. The divided portion shall be totally merged with and combined into the adjoining parcel so that no additional parcels are created, and the resulting parcel shall be established as a single parcel for all purposes, by means of an acceptable recorded instrument;

In addition state code requires that all surveys are checked by the County Surveyor (Darryl):

50-1305. VERIFICATION. The county shall choose and require an Idaho professional land surveyor to check the plat and computations thereon to determine that the requirements herein are met, and said professional land surveyor shall certify such compliance on the plat. Such certification shall not relieve the professional land surveyor who prepared the plat from responsibility for the plat. For performing such service the county shall

collect from the subdivider a fee as provided by local ordinance reasonably related to the cost of providing such service.

In this case the survey is also considered a plat- 50-1301: (8) Plat: The drawing, map or plan of a subdivision, cemetery, townsite or other tract of land, or a replatting of such, including certifications, descriptions and approvals;

I am concerned that not going through the process will create confusion about what has building permits and what does not. I also believe that State code requires any survey to be reviewed by the County Surveyor. Any process we decide to allow that has a survey should include that review.

It is possible for the land owner to submit a corrective deed that combines the parcels. The accessor can use this to combine parcel numbers. If there is a survey involved however, it should go through the boundary line adjustment process.



**PRESS RELEASE  
FOR IMMEDIATE RELEASE  
October XX, 2015 XX:00 PM**

**NEW SOLID WASTE USER FEES ESTABLISHED AFTER A 1-YEAR INCREASE USED TO REPAIR LANDFILL CAP**

Teton County collects a yearly Solid Waste User Fee (SWUF) from all homeowners and owners of commercial buildings to help pay for the cost of operating Teton County's transfer station. Last year, the Board of County Commissioners increased the residential SWUF by 50% and commercial SWUF by 10% in order to raise funds for needed landfill cap repairs. The repairs were mandated by the Department of Environmental Quality in order to ensure the quality of ground water in Teton Valley. The fee increases were intended to only last for one year and were to be reassessed for 2016.

Over the last few months, the Commissioners have held several discussions about the structure of the SWUF. There are many differing opinions and creating a fair and equitable system is a difficult feat. However, the Commissioners have carefully considered many options and have concluded that every property owner should contribute in some way to the cost of operating the transfer station. Property owners of parcels that do not produce trash still benefit from a transfer station that handles present, and will be equipped to handle future, refuse created in Teton Valley. Spreading the cost amongst all property owners will allow for the yearly fee to be as low as possible.

Beginning this year, Solid Waste User Fees will be as follows: Every parcel within Teton County will pay a yearly \$60 SWUF regardless of property type. This is a significant reduction for homeowners who paid \$157.50 this year and will also be significantly less for owners of most commercial buildings. However, landowners without a structure on their property will, for the first time, contribute to the cost of operating the transfer station. Because this is a fee and not a tax, property tax exemptions do not apply to the collection of the fee.

Owners of multiple contiguous parcels may be able to combine those parcels under one parcel number for 2016. This would allow the owner to pay only one annual SWUF instead of paying the fee for each individual parcel. The parcel-combination process differs according to how the parcel was originally created. Complete details are available from the Planning Department at 354-2593.

## **All Teton County Parcels To Be Assessed a Solid Waste Fee of \$60.00**

In order to equalize the fee structure that is used to fund Teton County's solid waste facilities, Teton County Commissioners recently approved a sixty dollar per parcel solid waste fee for 2016. Tipping fees, which are assessed at the county's transfer station, will remain the same.

This is a significant reduction for homeowners and most commercial properties that have paid a solid waste fee in the past. It is an increase for vacant lots and parcels in agricultural production that have not previously been assessed a solid waste fee. Because this is a per parcel fee and not a tax, property tax exemptions do not apply.

Spreading the cost between all property owners will allow the yearly fee to be as low as possible for everyone. "Every parcel owner in Teton County will now share the responsibility of ensuring the county's solid waste facilities operate safely and efficiently now and into the future", said \_\_\_\_\_. Waste generators are assessed an additional tipping fee when their trash arrives at the transfer station, which covers the cost of processing that waste.

Owners of two or more contiguous parcels may be able to combine those parcels, if they want to reduce the number of solid waste fees they pay. The parcel combination process differs according to how the parcel was originally created. Complete details are available from the Teton County Planning Department at 354-2593.

The solid waste fee supports ongoing clean-up and monitoring efforts at the the old landfill as well as the equipment and operational costs of the transfer station, recycling center, and animal carcass/yard waste compost area. Teton County does not currently accept household hazardous waste but has a reimbursement program for residents that dispose of it at other facilities.

The hours of operation for the Transfer Station on 1088 Cemetery Road are Tuesday through Friday 8 AM to 3PM and Saturday 8 AM to 1 PM. For more information please contact\_\_\_\_\_.

# TETON COUNTY SOLID WASTE USER FEE STRUCTURE



Teton County collects a yearly Solid Waste User Fee (SWUF) from all homeowners and owners of commercial buildings to help pay for the cost of operating Teton County's transfer station.

After a one-year increase to help pay for needed repairs to the landfill cap, County Commissioners considered many options on the proper structure of the SWUF. It was determined that every property owner should contribute to the cost of operating the transfer station. Property owners of parcels without structures still benefit from a transfer station that handles present and future refuse in Teton Valley. Spreading the cost amongst all property owners allows for the lowest fee possible.

Every parcel within Teton County will now pay a yearly \$60 SWUF regardless of property type. This is a significant reduction for homeowners and owners of commercial buildings.

Landowners without a structure on their property will, for the first time, contribute to the cost of operating the transfer station. Because this is a fee and not a tax, property tax exemptions do not apply to the collection of the fee.

## COMBINING PARCELS TO REDUCE FEE

Owners of multiple contiguous parcels may be able to combine those parcels under one parcel number. This will allow the owner to pay only one annual SWUF instead of paying the fee for each individual parcel. The parcel-combination process differs according to how the parcel was originally created.

### Owners of contiguous parcels NOT WITHIN a platted subdivision

- Must follow the Boundary Adjustment process, which includes obtaining and recording a new survey and legal description of the property.
- There is a one time fee of \$406, which includes the survey review fee.

### Owners of contiguous parcels WITHIN a platted subdivision

- Must follow the Plat Amendment process, which includes creating and recording an amended plat to show the combined lots.
- There is a one time fee of \$595, which includes the survey review fee.

Assistance with this process is available from the Teton County Planning Department at 208.354.2593.

for more information on Teton County government please visit:

[www.tetoncountyidaho.gov](http://www.tetoncountyidaho.gov)

Building Department Fiscal Year 2015

	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	YTD
Single Family Dwellings	4	1	1	1	2	1	9	8	8	9	5	8	57
Commercial	0	1	0	0	1	1	0	0	0	0	1	0	4
Other Structures	4	1	1	0	0	9	4	4	4	7	5	3	48
Misc. permits	2	2	1	1	1	2	1	2	7	9	2	7	37
<b>Total Permits</b>	<b>10</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>13</b>	<b>14</b>	<b>14</b>	<b>22</b>	<b>23</b>	<b>11</b>	<b>25</b>	<b>146</b>
Re-activation / extension	1	0	1	1	2	1	0	0	1	1	1	0	9
Total Impact Fees	\$8,023.84	\$2,090.29	\$0.00	\$2,005.96	\$4,011.92	\$2,531.17	\$18,053.64	\$14,041.72	\$18,053.64	\$16,047.68	\$10,029.80	\$16,047.68	\$110,937.34
Total Permit Fees	\$10,272.34	\$5,072.05	\$1,425.75	\$1,904.65	\$4,209.84	\$9,880.80	\$17,543.13	\$9,181.84	\$19,090.90	\$20,987.72	\$10,555.01	\$15,100.72	\$125,224.75

Single Family Dwellings includes setting permits for manufactured homes

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

Misc. = mechanical, additions, remodels, foundation

10/5/2015

## BUILDING DEPARTMENT HISTORIC INCOME and UNITS

### BUILDING DEPARTMENT

### FISCAL YEAR CALCULATION

	2008	2009	2010	Fiscal 2011	2012	2013	2014	2015
Residential	148	74	34	9	12	23	25	49
Commercial	10	3	1	1	6	1	5	4
Other Structures	29	23	38	16	30	47	45	38
Misc. Permits				11	18	27	23	30
Total Permits	187	100	73	37	66	98	98	121
Re-activations					8	6	3	9
Permit fees	\$245,000.00	\$63,143.35	\$49,384.80	\$26,334.42	\$45,058.55	\$73,356.26	\$74,223.43	\$110,124.03
Residential Impact fees	N/A	26 @ \$52,154.96	19 @ \$38,113.24	12 @ \$24,071.52	13 @ \$26,077.48	23 @ \$46,137.08	25 @ \$50,149.00	47 @ \$94,280.12
Commercial Impact fees	N/A	2 @ \$5,339.74	1 @ \$84.30	2 @ \$1,035.47	3 @ \$885.32		3 @ \$1,012.14	2 @ \$609.54

## PLANNING AND ZONING DEPARTMENT HISTORIC INCOME and UNITS

### PLANNING AND ZONING FEES

	2008	2009	2010	Fiscal 2011	2012	2013	2014	2015
Planning and Zoning Applications	OTO 12 SUB 73 CUP 18 ZONE CH 3 MISC 8	OTO 15 SUB 23 CUP 16 ZONE CHG 0 MISC 31	OTO/ BA 13 SUB 8 CUP 1 ZONE CHG 0 MISC 22	OTO/BA 9 SUB 1 CUP 4 ZONECHG 0 MISC 11	OTO/BA 19 SUB 3 CUP 1 ZONE CHG 1 MISC 18	OTO/BA 15 SUB 0 CUP+ 2 ZONE CHG 0 MISC ** 23	OTO/BA 13 SUB 1 CUP 2 ZONE CH 0 MISC ** 23	OTO/BA 13 SUB 1 CUP 0 ZONE CH 0 MISC ** 25
Total Applications	114	85	44	25	42	40	39	33
Income	\$181,137.00	\$85,357.00	\$21,957.50	\$9,602.4	\$ 20,358.60	\$8,047.00	\$ 8,537.00	\$ 11,491.00

**\*\*** plat amendment x2 floodplain permit x6, permitted with conditions x2, DA amendment, DA Extension, TUP x 6, sign x 3, BA re-submittal, Scenic Corridor

**\*\*** floodplain permit (5), DA Extension, Home Occ / renewal (4), insignificant Plat amdt (4), TUP (3), Permitted with Conditions (2), Sign (3), variance

**\*\*** Plat Amd (9), sign (1), TUP (2), Variance (1), Floodplain (4), Scenic Corridor (3), Home Occupation (3), Permitted with Conditions (2)

Residential Impact fees collected to date:      165 @ \$ 2,005.96                      Total      \$ 330,983.40

Commercial Impact fees collected to date:      13    Total      \$ 9,660.41

# BDPA, Inc. A Human Resources Management Consulting Company

## Position Description Questionnaire for Teton County

This Position Description Questionnaire is designed to obtain current and complete information about jobs for the County. You, your supervisor and/or Department Head are asked to list and/or review duties and responsibilities of the position as well as the knowledge, abilities, skill levels and minimum requirements for filling a vacancy. As you review and complete the position description questionnaire, remember that you are **describing the position**; we need to know the specific duties and responsibilities of your job and **NOT your personal qualifications, length of service, skills or performance level**. The duties and responsibilities of your job are typically based on the needs of the agency, translated down to the requirements of a job and the duties you perform. As part of job analysis, BDPA does NOT *evaluate an individual employee's performance, qualifications, length of service, or other personal issues--jobs are reviewed as though they are vacant*. The information will be used to develop new classification specifications/job descriptions that will be reviewed by BDPA consultants for internal equity purposes. You will have the opportunity to review a draft description before it is finalized. Please refrain from using technical jargon, or abbreviations when filling out the form. If you need more space, attach additional sheets of paper.

### **PART I: Completed By the Employee and Submitted to the Immediate Supervisor by (date).**

Employee Name: \_\_\_\_\_ Job Title: Recreational Planner  
Work Phone: \_\_\_\_\_ Work E-mail: \_\_\_\_\_  
Supervisor's Name: Jason Boal Supervisor's Job Title: Planning & Building Administrator  
Department and Division: Planning/Building Hours worked per week: 40  
Do you work year round, seasonally or specific months? Please describe: Year Round  
What is the title of the next job above yours in the department's hierarchy? Planning & Building Admin

#### **A. General Purpose of Position**

Describe the purpose of your position in one or two sentences. The purpose of this position is to coordinate with multiple entities dealing with recreation, promote recreation to local and non-local users, study the fiscal impact of recreation and develop marketing, facilities, program and transportation plans centered on recreation in Teton Valley.

#### **B. Essential Job Responsibilities; Required Education, Experience, Skills and Equipment**

1. This section relates to the tasks and responsibilities that you perform that make up the primary elements of your job. Start with the duties you consider to be most important. Secondary functions are listed separately under item B.3. List the items that come to mind first—these are probably the primary functions—and then add others. Wording is not extremely important because we will talk with you about your job; just describe the tasks that must be performed regularly. Attach another sheet if needed.

List of Primary Responsibilities:

- a. Develop comprehensive intergovernmental agreements with the county, cities, and other agencies, as appropriate, to manage and develop recreation facilities and services.
- b. Establish/maintain a universal website for recreation facilities and activities.
- c. Complete/implement an economic impact study for events and activities that draw visitors to the valley.
- d. Establish/ implement a marketing plan for recreation activities and facilities in the valley.
- e. Develop/implement a grant program for small seed grants for recreation programs and services.
- f. Establish/implement a basic fee policy for recreation programs and facilities that ensures that the costs for these activities and amenities can be supported primarily by the revenues generated from this source.
- g. Establish/implement a transportation plan for recreation programs and facilities that focuses on youth and senior needs.
- h. Write grants for trails, public access points or other recreation facilities in the County.



9. Describe the amount and kind of **experience that is required to perform the duties of your job (not your personal experience)**. What would a minimum amount of experience, and of what kind, be required for a new hire? 3 years of experience in the recreational management field, with experience in marketing, public access, rural outdoor recreation and recreation master planning.
11. Describe your **working conditions**, the physical environment (office, shop, outdoor weather, hazardous materials, etc.) and any special physical requirements (such as lifting over 50 lbs., continuous standing, or strenuous physical activity), **required** by your position.  
Mainly office with occasional field work involved. Sitting at a desk AND walking/hiking on and off trails.
12. What is the most difficult part of your job? What skills do you need to perform this part well?  
**Coordinating with multiple agencies and getting buying from them and the public on recreational plans.**

**C. Supervision Given**

1. If you regularly and directly supervise others, list them by name and position title:  
 Name: NA Position NA
2. If you regularly and directly supervise others, please **check** those activities that are part of your supervisory responsibilities. For each of those checked, indicate whether you have sole responsibility for that function or whether you work with your supervisor or provide recommendations to someone else in management regarding the activity:

Activity	Sole Responsibility?	Recommend to Someone Else?	To Whom Do You Make the Recommendations? Add name and job title
Hiring		X	Planning & Building Administrator
Measuring Performance and Conducting Performance Appraisals			
Training		X	
Assigning or reviewing work			
Scheduling			
Disciplining			
Coaching & mentoring			
Determining pay rate			
Promoting			
Terminating			
Other (describe)			

**D. Supervision Received**

1. Do your assignments come directly from your supervisor, or do you have some control in determining your own assignments? Please explain. **General supervision on recreation assignments will be given by the Planning Administrator. There will be an expectation to work independently and execute general goals.**
2. How often are you involved in planning future projects? **Often. This is a large part of the position**
3. Who determines the objectives, goals and mission for your position? **County Commissioners and Planning Administrator with input from the staff person occupying this position**
4. Do you perform tasks for which you do not seek any direction from a supervisor? Yes    No X If yes, please explain:
5. In performing those tasks which do not require supervision, do you consult written guidelines or procedures for determining the best course of action? Please describe
6. In performing tasks, how much discretion do you have in completing the task in a method you desire?     
**Much discretion**
7. Provide any additional information that helps describe your position.    This position will be vital to the long term success of recreation in the valley. In many ways this position will create future positions and responsibilities with the

plans and programs that are established. This position will evolve into more of a management position as the plans and programs get implimented.

I certify that my responses above are accurate and complete.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part II: Completed by the Immediate Supervisor of This Position and submitted to (person) by (date) who will review all completed forms before submitting them to BDPA, Inc.**

1. Are the responsibilities of this position described correctly and fully?  Yes  No  
If no, please explain in detail. Do not change the employee's responses. Provide the explanation below or attach another sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. How many employees does this position supervise? Direct 5 Indirect \_\_\_\_\_

3. Provide any additional information that helps describe this position.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have reviewed the completed Position Description Questionnaire and approve it .

\_\_\_\_\_  
Supervisor (Print Name Clearly)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head (Print Name Clearly)

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Elected Official (Print Name Clearly)

\_\_\_\_\_  
Elected official Signature

\_\_\_\_\_  
Date



**Class Title: Recreational Planner**

**Pay Grade:**

**FLSA Designation: Covered**

**Established: 10-2015**

**Revised:**

**Class Summary/Primary Function**

The primary function of an employee in this class is to coordinate with multiple local agencies to manage and develop recreation opportunities, prepare an economic impact study on recreation activities, and plan transportation and access plans for recreation in Teton County. Work includes developing intergovernmental agreements with governmental and private entities, establishing and implementing a marketing plan, developing and implementing grant programs, preparing cost studies to determine appropriate program fees, and maintaining a universal website. The position also answers phones in the Planning department, attends Planning and Zoning Commission and BOCC meetings, delivering public presentations and working with other county departments on recreational issues. The work is performed under the direct supervision of the planning & Building Administrator with latitude granted for the exercise of independent judgment and initiative within established guidelines. The principal duties of this class are performed in a general office environment, with some exposure to outside weather conditions to visit recreational sites. The job also requires a valid driver's license to visit sites at various locations.

**Essential Duties and Responsibilities (will vary by assignment)**

- Develops comprehensive intergovernmental agreements with the county, cities and other agencies, as appropriate, to manage and develop recreation facilities and services.
- Establishes/maintains a universal website for recreation facilities and activities.
- Completes/implements an economic impact study for events and activities that draw visitors to the valley.
- Establishes/implements a marketing plan for recreation activities and facilities in the valley.
- Develops/implement grant programs for small seed grants for recreation programs and services.
- Establishes/implements a basic fee policy for recreation programs and facilities that ensures that the costs for these activities and amenities can be supported primarily by the revenues generated from this source.
- Establishes/implements a transportation plan for recreational programs and facilities that focuses on youth and senior needs.
- Writes grants for trails, public access points or other recreation facilities in the County.
- Answers phones and fields miscellaneous questions from the public regarding the Planning and Building Department.
- Attends and reports at PZC and BOCC meetings.
- Supervises recreational projects.
- Conducts site visits to private properties to discuss recreational issues.
- Works with other County Departments on recreational issues.
- Prepares and delivers public presentations on recreational issues.

- Performs all work duties and activities in accordance with County and Department policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements:**

Knowledge of:

- Teton County recreational programs, facilities and opportunities;
- Recreational program planning and facility management;
- Grant writing, management and administration;
- Recreational economics and marketing;
- Laws governing land use and recreation;
- Public lands management and associated laws governing the US Forest Service and Bureau of Land Management;
- Basic bookkeeping, budgeting principles and practices, financial record keeping and recording related to grants and recreational programming;
- Customer service procedures and objectives;
- Operation of a personal computer and various software applications for word processing, spread sheets, data base management and desktop publication;
- Current office practices and procedures;
- English grammar and punctuation.

Ability to:

- Plan, develop, implement and supervise various recreational programs;
- Identify, coordinate, implement and maintain cooperative agreements with public and private entities;
- Prepare, implement and administer grants;
- Market recreational programs;
- Prepare economic impact studies and develop appropriate fees for recreational programs;
- Provide relevant and accurate answers to questions from members of the public and County Staff;
- Establish and maintain accurate records and files, both computerized and hardcopy;
- Follow written and oral instructions;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective working relationships with co-workers, supervisors, other County employees and the public;
- Maintain confidentiality of information processed or prepared;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Communicate effectively both orally and in writing.
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures.

### **Acceptable Experience and Training**

- Bachelor's Degree in Recreation Management, Public Administration, or related field;
- Three (3) years' experience in recreational management, marketing, public access, rural outdoor recreation and/or recreation master planning;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files, and prepare documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to drive a motor vehicle, lift or move objects that weigh up to 30 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.