

Teton County Idaho Commissioners' Meeting Agenda
Monday November 23, 2015 9:00 am
150 Courthouse Drive, Driggs, ID – 1st Floor Meeting Room

9:00 Meeting Called to Order – Bill Leak, Chair

Amendments to Agenda

9:00 Planning and Building – Jason Boal

1. Land Use Code Revision Process
2. Review of Recreation Planner Position
3. Weed Supervisor/Natural Resource Specialist

9:30 Open Mic

(if no speakers, go to next agenda items)

DEPARTMENT BUSINESS

9:45 TVBDC/TVCC Management – Kristi Baughman

1. Agreement: Economic Development Plan Support

Public Works – Darryl Johnson

1. Solid Waste – Saul Varela, Supervisor
 - a. Thanksgiving weekend hours of operation
 - b. Landfill Cap Update
 - c. Waste and Recycle Collection Contract
 - d. Solid Waste Fee
2. Road & Bridge – Clay Smith, Supervisor
 - a. Road & Bridge Update
3. Engineering
 - a. LHRIP Grant Application
 - b. Review Snowplowing Policy
 - c. Scenic Parkway
4. Facilities
 - a. Equipment Auction

Clerk – Mary Lou Hansen

1. Final Review and Approval of New and Updated Policies
2. Commissioner District Boundaries
3. Reconsideration of County Dental Insurance
4. Final Agenda for Dec. 3 Employee Meeting
5. Annual Juvenile Justice Financial Report
6. Annual Vessel Fund Report

LUNCH

1:00 Southeast Idaho Council of Governments – David Doran

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

1. Approve Available Minutes
2. Other Business
 - a. Solid Waste System Town Hall Meeting
 - b. Beer and Wine Licenses
 - c. Motorized vs. Non-motorized Pathways
 - d. Priorities Check Up
3. Committee Reports
4. Claims
5. Executive Session for Personnel Matters per IC74-206(1)(a) & (b)

ADJOURNMENT

Upcoming Meetings

Dec 14 9:00 am Regular BoCC Meeting
Dec 28 9:00 am Regular BoCC Meeting

Jan 11 9:00 am Regular BoCC Meeting
Jan 25 9:00 am Regular BoCC Meeting



FROM: Planning Staff, Jason Boal
TO: Board of County Commissioners
RE: Planning & Building Department Update
MEETING: November 23, 2015

Long-Range Projects:

- Land Use Code Revision Process-
 - PZC has been reviewing a proposed zoning map
 - University of Idaho Review-
 - PZC reviewed and discussed the review during their 11/17 mtg.

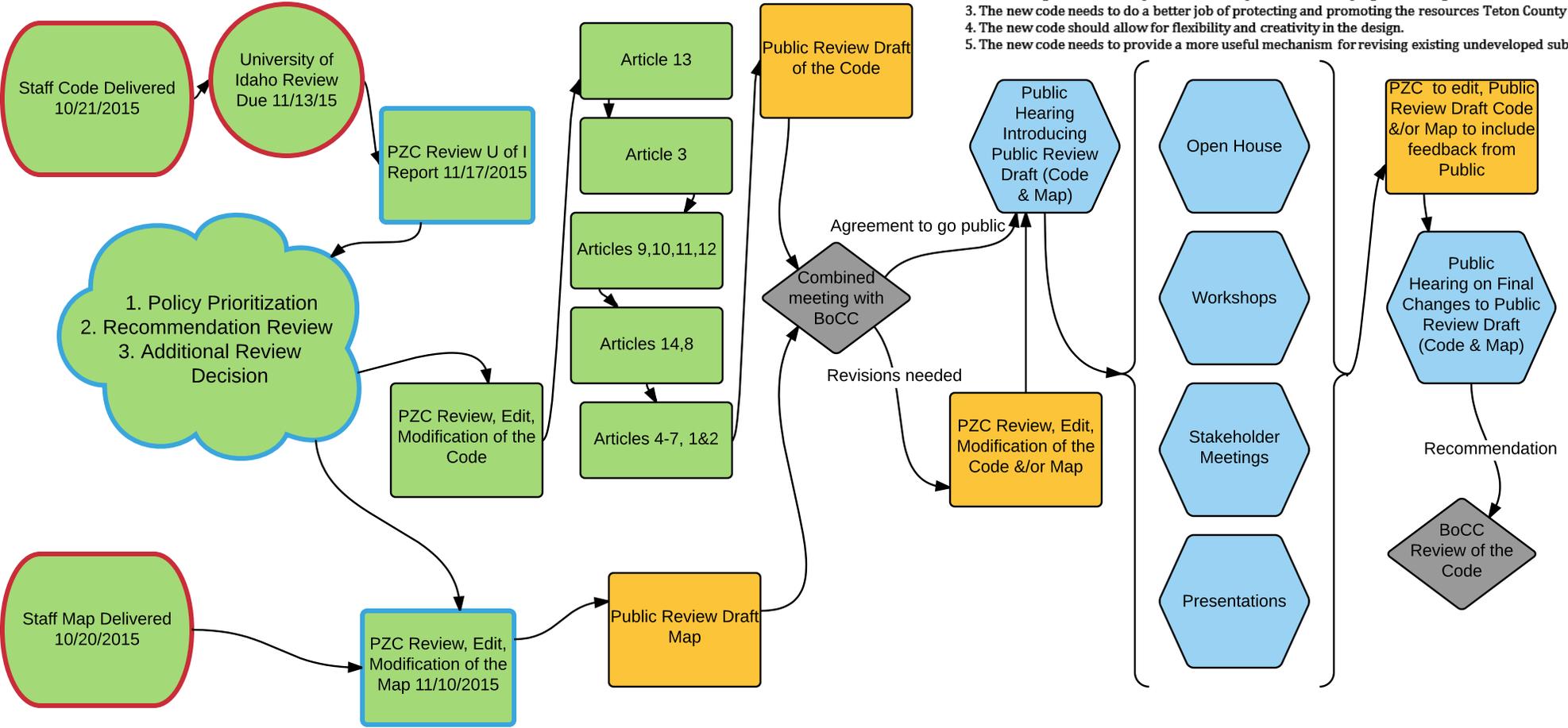
Staff:

- Recreation Planner position discussion.
- Weed Supervisor/Natural Resource Specialist applicant Amanda Williams accepted the position and will be starting on December 15th.

Teton County Land Use Development Code Revision Process 11-13-2015

Goals

- PZC-
1. The Zoning Code is not always clear in regards to the process or the requirements.
 2. The Zoning Code does not provide usable options for developing or dividing land.
 3. The new code needs to do a better job of protecting and promoting the resources Teton County has.
 4. The new code should allow for flexibility and creativity in the design.
 5. The new code needs to provide a more useful mechanism for revising existing undeveloped subdivisions.



Red Outline is completed/Accomplished
 Blue Outline is in progress
 Black Outline is a future action item

MANAGEMENT AGREEMENT

This AGREEMENT (“Agreement”) is effective as of the xx day of October, 2015, and is entered into by and between Teton Valley Business Development Center (“TVBDC”) and the Teton Valley Chamber of Commerce (“Chamber”).

RECITALS

WHEREAS, TVBDC has since September 2013 acted as Teton County’s agent under the Rural Idaho Economic Development Professional Program Grant (“Grant”) and has received funding from the County to execute the strategies within Teton County Economic Development Plan (TCEDP); and

WHEREAS, TVBDC has demonstrated expertise in providing such services, and has the requisite knowledge, skill, experience and other resources necessary to perform such services and wishes to continue providing such services for the County; and

WHEREAS, the Chamber has demonstrated expertise and results in managing the “Tourism” component of the Teton County Economic Development Plan;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the parties hereby agree as follows:

1. Incorporation of Recitals: The matters recited above are hereby incorporated into and made a part of this Agreement.

2. Independent Contractor: In the performance of this Agreement, the Chamber is acting in the capacity of an independent contractor and not as an agent, employee, partner, joint venturer or associate of the TVBDC. This agreement does not affect the TVCC's current bylaws or mission.

3. Controlling Documents:

- a) Management Agreement between TVBDC and Teton County, Idaho (**Exhibit A**).
- b) Teton County Idaho’s Economic Development Plan (“TCEDP”) adopted on June 10, 2013, (**Exhibit B**).
- c) This Agreement.

4. Term: In conjunction with the Management agreement between TVBDC and Teton County, Idaho, this Agreement shall terminate on June 30, 2016. This Agreement may also be extended in writing for the same time periods so long as Teton County and TVBDC conducts a performance review as described in Section 5 and determines that: (1) all of the goals of the program have been satisfied, (2) the Chamber has satisfied the requirements of this Agreement, and that (3) sufficient County funding is available.

5. Scope of Services: TVBDC serves as the County’s designated entity to coordinate all aspects of the TCEDP, including work being done by such entities as the Chamber of Commerce, the Geo Tourism Center and each of the county’s three cities.

The TVBDC hereby engages the Chamber manage the tourisms aspects of the Teton County Economic Development Plan.

The Chamber hereby agrees to perform such services, as an independent contractor, pursuant to the terms and conditions hereinafter set forth. TVBDC shall forward County funding as available to facilitate the Chamber’s work on Tourism. Scope of Work to be performed by the Chamber:

A. Tourism

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

Primary Responsibility: Chamber; Timeframe: ongoing

- **Tactics:**

- Submits and presents to Idaho Travel Council Grant for marketing funds
- Applies and presents annually on behalf of Teton Valley for Marketing funds
- Researches and Coordinates Regional Campaign Opportunities
- Coordinates with Yellowstone Teton Region for Marketing and Travel Concepts.

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

Primary Responsibility: Chamber, GeoTourism; Timeframe: ongoing

- **Tactics**

- Provides information and calendar of events to tourists.
- Answers phone calls and all email inquiries about the area and local businesses
- Create and distribute a local valley brochure.
- Provides exhibits, displays, and brochures to visitors, in partnership with the Geotourism Center

- **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

- **Tactics (c1 c&d)**

- Submits and presents to Idaho Travel Council Grant for marketing funds
- Applies and presents annually on behalf of Teton Valley for Marketing funds
- Coordinates all aspects of grant submissions on behalf of local events
- Implements tracking of event participation for grant submissions
- Establishes guidelines for event funding to maximize overnight stay

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

For Experiences: Primary Responsibility: Chamber

- **Tactics:**

- Create and distribute the “Discover Teton Valley” logo.
 - **Completed**
- Promote the brand through advertising, website, brochures and other collateral.

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

Primary Responsibility: Chamber

- **Tactics:**

- Create and maintain the “Discover Teton Valley” website.
 - Ongoing: <http://www.discovertettonvalley.com/home>

c) Performance Review. Teton County is providing funding in order that the TCEDP be implemented. In order to receive funding for subsequent years, a performance review shall be conducted by the Board of County Commissioners before the end of each year’s funding cycle. This Agreement and the evaluation framework and measures of success contained in the Teton County Economic Development Plan shall be used by the County as the framework for evaluating whether additional funding may be granted. The TVBDC’s monthly ED report and financials shall be shared with the County. These reports, along with the Dept. of Commerce Performance metrics shall be the basis of the annual performance review. The Chamber’s performance as a subcontractor will be evaluated at this time.

6. Controlling Laws. The Chamber Board must comply with the following: Idaho’s Open Meeting Law, including the procedures for convening an executive session pursuant to Idaho Code §67-2345 when confidential private business information is being discussed; Bribery and Corrupt Influences Act, Prohibition Against Contracts with Officers; Ethics in Government Act; and Public Records Law, including provisions for the protection of confidential private business records in Idaho Code §9-340(D)(6).

7. Expenses: Funds received from the County by the Chamber through TVBDC may be used toward the following administrative expenses: salaries, office space, telephone, computer, internet access, necessary office supplies, equipment and maintenance, website development and marketing materials.

8. Standards of Performance: The Chamber agrees to devote such time, attention, skill, and knowledge as is necessary to effectively and efficiently perform services specific to the Economic Development Plan and strategies outlined above to TVBDC and the County.

9. Funding and Expense Reports:

The Chamber shall submit quarterly funding, expense, and activity reports directly to the TVBDC by the 1st day of each month. These reports will detail work conducted as progress towards satisfying the program goals and evaluation framework in the Teton County Economic Development Plan.

10. Ownership: Any deliverables or work product developed by TVBDC shall be the shared property of the Chamber, TVBDC and the County, subject to the retention of rights, if any, by third-parties.

11. Entire Agreement and Amendment: This Agreement, including all exhibits and referenced documents, constitutes the entire agreement of the parties with respect to the matters contained herein. All attached exhibits are incorporated into and made a part

of this agreement . No modification of or amendment to this Agreement shall be effective unless such modification or amendment is in writing and signed by both parties hereto. Any prior agreements or representations, either written or oral, relating to the subject matter of this Agreement are of no force or effect. Headings are for convenience only, and shall not be deemed to create or waive any substantive rights.

12. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of Idaho without regard to any conflict of law or choice of law principles.

IN WITNESS WHEREOF, the patties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date fast above written.

| | |
|--|-------------------------------------|
| TVBDC | Chamber |
| By: _____ Fletcher White, President | BY: _____ Jenny White, President |



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

**Public Works Department
MEMORANDUM**

150 Courthouse Drive
Driggs, ID 83422

November 19, 2015

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

The following items are for your review and discussion at the November 23, 2015 BoCC Meeting.

SOLID WASTE

Transfer Station Hours of Operation:

The Transfer Station will be closed Thursday, November 26 for Thanksgiving. The Transfer Station will be open on Friday, November 27.

Landfill Cap Update:

The DEQ would prefer to install the test pad in the spring. They feel this would allow for the test pad to be constructed under the same weather conditions as the cap. Teton County and Forsgren Associates are working on a change order that allows for winter shutdown and re-assuming work in the spring to construct the lysimeter test pad. All other work is complete.

Waste & Recyclable Collection Contract:

RAD began trash collection the week of 11/1/2015. Some challenges have been encountered. To date, the County and RAD have managed to address these challenges.

Waste & Recyclable Collection Franchise Fee:

RAD listed two options for a franchise fee structure in their proposal. Attached is page 35 of the proposal outlining the two recommendations. The cleanest option would be a \$10 per ton fee for all solid waste delivered to the Transfer Station from non-incorporated customers. RAD has offered the following narrative as a way of determining non-incorporated customers:

Basics that apply to the franchise fee:

- PAYMENT SCHEDULE - annually - first payment due Nov. 1, 2016
- WASTE ORIGINATION - RAD's customer management system geo-codes all customers to identify their exact locations in or out of the system
- TONNAGE PERCENTAGE – Under the assumption that all customers, on average, produce a similar amount of waste per pickup. The total tonnage from the unincorporated areas will be based on the actual # of customers in the unincorporated areas of the county

EQUATION - \$10 Per ton Franchise Fee

(Total Tonnage delivered to the transfer station) x (% of Customers located in the unincorporated areas of Teton County) x (\$10 per ton) = Total Franchise Fee

This approach is acceptable to Public Works as well as the County Attorney. It is simple and does not require detailed financial information to be submitted by RAD.

ACTION ITEM – Motion to approve the Waste & Recyclable Franchise Fee Structure based on a \$10 per ton fee as outlined in this Public Works Report

Solid Waste Fee:

Public Notice was published the week of 11/9.

A Town Hall meeting is scheduled for Monday, December 12 at 6:00 pm.

ROAD & BRIDGE**Road & Bridge Crews:**

Crews are wrapping up re-construction of the bridge deck on W6000S

R&B is preparing for winter maintenance

ENGINEERING**LHTAC – Local Rural Highway Investment Program (LRHIP):**

Teton County will be applying for the construction grant for a triple shot asphalt chip wearing surface on Val View Road. The grant application is due on November 25.

Snow Removal Policy:

Attached with this report are the following items:

- Teton County Snow Plowing Policy
- Current snow plow/winter maintenance road map
- DRAFT snowplowing criteria rating sheet
- 8/21/2009 Snowplowing Criteria Memorandum
- 9/15/2009 Snowplowing Criteria Memorandum

There have been a few inquiries this fall requesting changes in snow plow routes. The majority of requests do not meet the minimum score of 180 on the DRAFT snowplowing criteria rating sheet. That minimum score was recommended when the DRAFT rating sheet was first introduced to the BoCC. This rating sheet was never approved. The current policy for snowplow routes is to review the previous year's snowplow map and make minor changes if necessary. The routes have not significantly changed since the winter of 2013/2014. Road & Bridge deploys 9 snowplow personnel. Each plow route is between 20 and 30 miles and typically takes 8 plus hours to complete. We will begin the winter referring to the most current snowplow map. I would like to discuss the DRAFT rating sheet and other options to consider for snowplow consideration. Perhaps we should invest time to evaluate our current plow routes and see how they score? Other considerations or scoring suggestions?

Scenic Parkway Update:

Letters (attached) requesting input from residents and agencies were sent on 11/16. We are currently compiling an information package in hopes of presenting the information to the BoCC at the 12/14 meeting for review.

FACILITIES**County Silent Auction & Garage Sale:**

The County will be holding a silent auction to get rid of unused or outdated equipment. County Purchasing & Contracts Policy requires property valued at \$250 or greater must be sold at a public auction. All departments have been invited to participate in the auction. Auction will be noticed on beginning November 25th and sealed bids accepted until December 7th at 5:00 pm. The County is also considering a garage sale for items valued at under \$250.



FRANCHISE FEE STRUCTURE

Franchise Fee Structure

In consideration for awarding an exclusive franchise agreement, RAD will pay a franchise fee to Teton County in such amount or method of calculation as chosen by the Board of Commissioners. Two Options of calculating annual payments:

OPTION 1) 5% of Annual Gross Receipts generated by RAD from County residents arising from the use, operation, or possession of the exclusive franchise. *City and Alta jurisdictions not included.

Advantages:

- Financial insight to private business

Understanding:

- Limits maximizing the incentivizing rate strategy
- Difficult to calculate on Trash and Recycling package rates

OPTION 2) (Preferred) \$10 Fee Per Ton* of annual trash tonnage delivered to Teton County's Transfer Station by RAD. *Additional to tipping fee.

Advantages:

- Simple and increased transparency
- Incentivizes hauler to increase diversion faster,
- 4x revenue from diverted ton vs. Franchise Fee

Understanding:

- Commodity revenues may be delayed due to sales and market rates

Franchise Fee Analysis - more in the Diversion Metrics and Values Model

Franchise Fee Structure (2 Options)

| Option #1: Percent of Revenue Method | | | | | | | | | | | |
|---------------------------------------|-----------------|-----------------|-------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| % Gross Revenue | 5% | | Projected % annual revenue increase | | 1.5% | | | | | | |
| Year | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 10 Year Gross |
| Projected Gross Rev (County LBW Only) | \$513,959 | \$521,668 | \$529,493 | \$537,436 | \$545,497 | \$553,680 | \$561,985 | \$570,415 | \$578,971 | \$587,656 | \$5,500,760 |
| Fee per Ton @ 5% | \$10.04 | \$9.71 | \$9.38 | \$9.07 | \$8.77 | \$8.48 | \$8.19 | \$7.92 | \$7.66 | \$7.40 | \$8.54 |
| Total Fee | \$25,698 | \$26,083 | \$26,475 | \$26,872 | \$27,275 | \$27,684 | \$28,099 | \$28,521 | \$28,949 | \$29,383 | \$275,038 |

| Option #2: Per Ton Fee on Landfill Bound Waste | | | | | | | | | | | |
|--|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|----------------------------|-----------------|-----------------|-----------------|------------------|
| Fee per Ton | \$10.00 | | Performance Bonus | | 1.75% | | County portion of LBW tons | | 30.0% | | |
| Year | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 10 Year Gross |
| Projected Tons | 2,559 | 2,687 | 2,821 | 2,962 | 3,111 | 3,266 | 3,429 | 3,601 | 3,781 | 3,970 | 32,188 |
| Fee per Ton | \$10.00 | \$9.83 | \$9.65 | \$9.48 | \$9.32 | \$9.16 | \$8.99 | \$8.84 | \$8.68 | \$8.53 | \$9.18 |
| Total Fee | \$25,591 | \$26,400 | \$27,235 | \$28,096 | \$28,985 | \$29,901 | \$30,847 | \$31,822 | \$32,829 | \$33,867 | \$295,573 |

REQUEST: Given community goals and the investment required to accelerate diversion and its value, RAD requests that County consider adopting policy that allocates all franchise fee funds to increasing or improving recycling and diversion capacity and capabilities. RAD requests the opportunity to provide insight and impact of fund allocation decisions as well as voice opinion on such investments as infrastructure acquisition or improvements.





pw Snowplowing

Revision: 0

Date: 1/28/08

Original Issue Date: 1/28/08

Number of Pages: 3

Approved: BOCC

Objectives. The following Policy has been established to provide information for the public and to establish guidelines for the Road and Bridge Department staff to follow in order to ensure consistent practices for snow removal during the winter seasons. *Some variations in this policy may be necessary as special snow conditions arise.*

Background. Teton County maintains approximately 265 miles of County Roads during the winter. This policy is intended to allow Teton County to reasonably meet the public's expectations.

Hours of Operation. During a snow event, a check for snow will be conducted at 2:00 am in order that a majority of roads can be open by 7:00 am. If the 2:00 am check finds three or more inches of snow, and if weather conditions allow, roads will be plowed. If the 2:00 am check does not find three inches of snow, the roads will be checked at 7:00 am. When blizzard conditions exist, plowing will begin when the blizzard subsides, not at 2:00 am.

When plowing is required, the entire route is plowed in the most efficient order. Operator duty shifts are generally limited to a maximum of 12 hours per day for safety. Operations will be halted when: (a) service levels are reached, (b) coverage time has elapsed, (c) conditions are too hazardous, or (d) reasonable accomplishments cannot be made. During a major storm, plows may open only one lane and then return to widen roads when conditions permit. After a major snowstorm, cleanup operations will be on-going for several days.

Route Determination. The road and route determination will be decided by the Road and Bridge Department. In general, the order of plowing will follow the classification of the roads. Major arterials will be plowed first, then minor arterials, then major collectors, and finally minor collectors. However, roads will be plowed according to a route that allows the plow driver to complete the route with the minimal amount of back tracking. Therefore, some minor roads will be plowed first in order to provide the most efficient plowing route. Any road that has historically not been plowed will continue to be unmaintained during the winter months unless it is determined that the road is adequate for plowing. Many factors will be considered when determining road adequacy including: road construction, Average Daily Traffic, alternate routes, maintainability during typical and atypical conditions and residence access requirements.

Emergencies. The Sheriff's Department should be contacted for all Emergencies requiring plowing or sanding. Plow equipment will not be dispatched from regular routes or called in for extra duty unless it is a fire or medical emergency coordinated through the Sheriff's Department. Decisions to plow and/or sand will be made by the County Road & Bridge supervisor or road foreman.

Sanding Roadways and Intersections. Sand used for roads and intersections must be kept dry. Since Teton County has limited facilities to store sand, supplies are limited. Until storage can be increased, sanding is done on a limited basis and for emergencies only. Sanding is not done during a snowfall event since the snow covers the sand and it is scraped away with subsequent plowing passes. Sanding in one circumstance does not create a reasonable expectation that the same area will always be sanded.

Snowplow Equipment. Snowplows have the right-of-way. Do not attempt to stop a snowplow or obstruct its path. Plows must maintain speed for maximum efficiency. *When approaching plowing equipment from the front, pull over and allow the plow to pass.* Snowplows make frequent stops and backup maneuvers. When approaching snow removal equipment from the rear, travel a minimum of 200 feet behind allowing for abrupt movements. If you are behind a plow that stops, stop your vehicle in such a way that your car looks into the snowplow driver's outside rearview mirror and please give them extra room. When following a plow be patient and pass only when conditions are safe and you know the driver

sees you. Plowing equipment generally pushes snow to the passenger side (right side when looking at it from the rear). Never attempt to pass plowing equipment on the right side.

Personal Property. *Vehicles left in the County right-of-way obstructing snow plowing equipment will towed at the owners expense by request of the Teton County Road Department and the Teton County Sheriff's Department (Idaho State Code 49-106A-11d).*

Mailboxes and posts in good condition generally withstand the force of snow plowed against them. In most cases, damage occurs during the plowing process because aged posts are unable to withstand the force of heavy or wet snow hitting them. Only those items that were damaged by actual contact with County equipment may be repaired at the County's expense, provided they were located and installed according to County standards. Property owners must show that the box and/or post was damaged by the Road Department equipment and not by heavy or wet snow pushed against it. The Road Department highly recommends that non-standard, expensive and /or decorative mailboxes be removed during the winter months and replaced with standard boxes and metal mailbox posts only. Alternatively, a resident is entitled to a cash equivalent based on the cost of a standard mailbox and/or post. Large posts of wood, concrete, or steel are not permitted by county standards and could prove hazardous to motorists, thereby creating a liability for homeowners. (See ITD Standard Drawing No. H-4-B for the standard mailbox pullout and mounting requirements.) Mailboxes, fences and other items damaged during snow and ice removal are evaluated on a case-by-case basis. The Road Department is not responsible for clearing snow from around mailboxes.

Place garbage cans out for pick up only on your designated day of service.

The County is not liable for damages to fences, vehicles, and /or other objects placed on County right-of-way.

Stranded Motorists. Plow operators may assist stranded motorists by contacting local law enforcement and/or emergency personnel. Plow operators will not attempt to remove a stuck vehicle unless initiated by law enforcement and approved by the County Road & Bridge supervisor or road foreman.

Residential Plowing and Private Drives. Normal snow removal operations may result in snow being deposited in private drives. Residents are responsible for clearing snow from private drives and sidewalks. Snow from private drives shall not be placed on the County roadway or shoulders. Do not plow snow from driveways onto or across County Roads. Piles of snow left on or near the road can freeze into a solid mass creating a hazardous situation for vehicles and snowplows. Piles of snow increase the chance of drifting onto the roadway. Accidents and damages caused by snow piles placed in the roadway may result in liability to the property owner. Anyone found plowing snow, or who has plowed snow, onto the county right-of-way can be charged with a misdemeanor.

INFORMATION FOR THE PUBLIC

- When icy or slick conditions exist, motorists should use extreme caution and slow down.
- When heavy snow and blizzard conditions exist, unnecessary travel should be avoided. Be prepared to be snowed-in. Always have on hand, at a minimum, the following items: non-perishable food and water for at least five days; first aid kit and an extra supply of medication; personal hygiene supplies; extra clothing including gloves, footwear, blankets and sleeping bags; extra food for pets and livestock; flashlights and a radio(check with your local electric company for the newest non-battery items); snow removal equipment including a shovel; avoid using candles; have a safe alternate source of heat; keep a full propane tank (if applicable); and have a private snow removal service scheduled.
- Make sure that your tires are in good condition. Have your tread checked before it snows. Tires adequate in dry conditions may not be appropriate for snow and ice conditions. Always carry approved

traction devices (chains/cables) and know how to install them. Carry a shovel, a towrope and a bag of cat litter to use under the tires for traction.

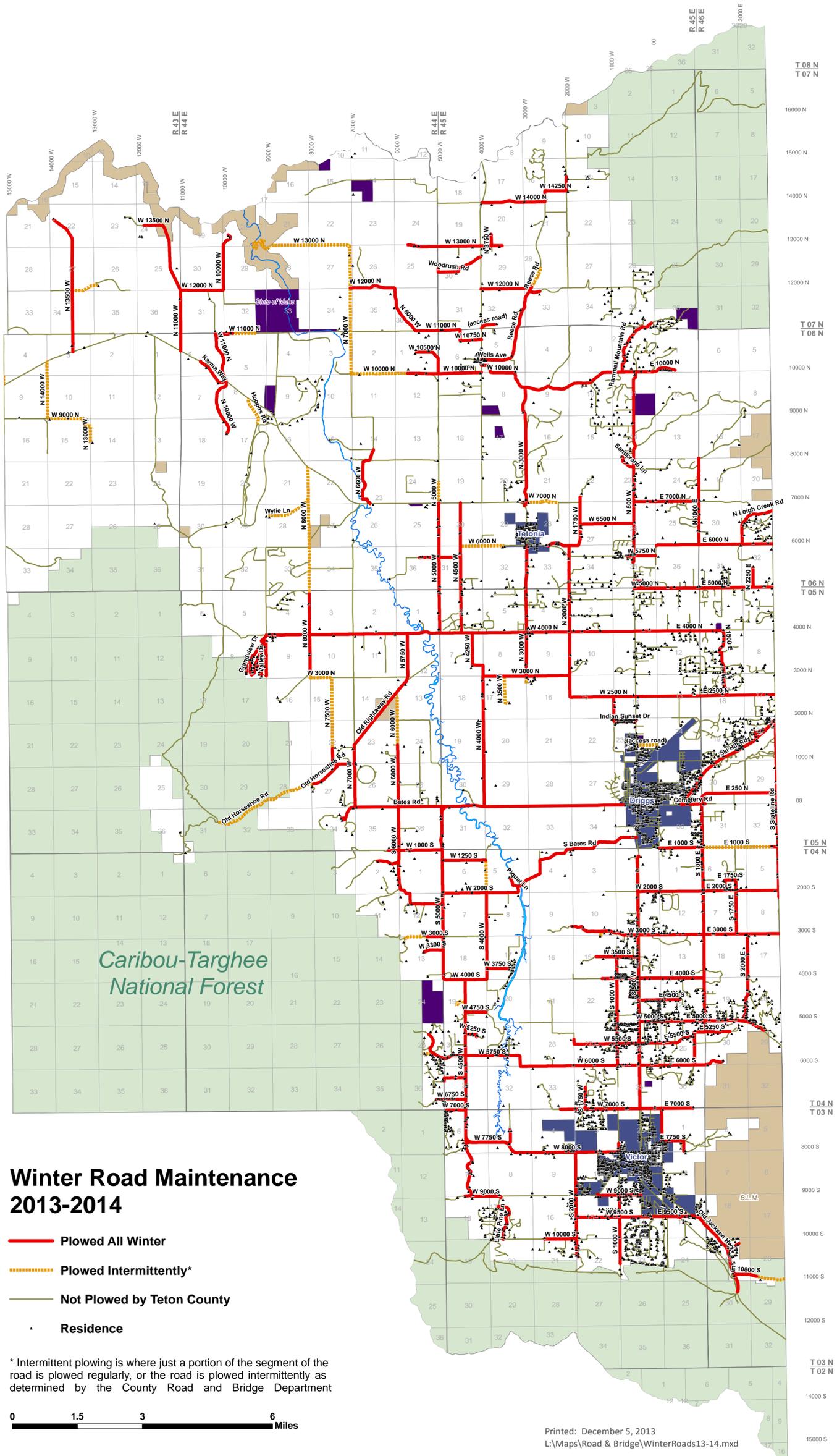
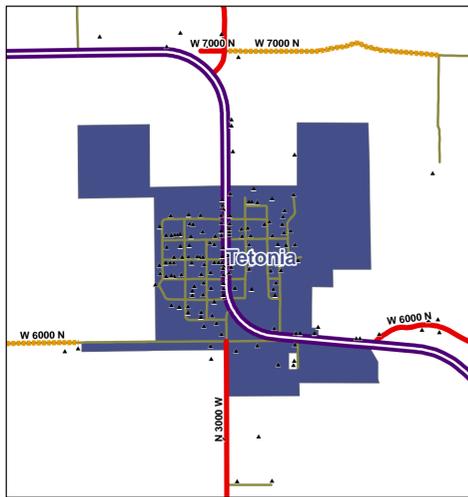
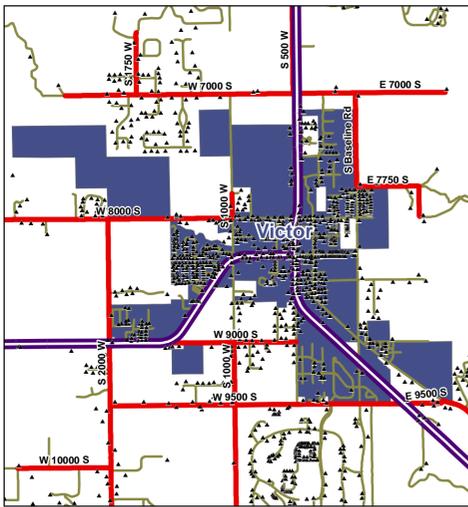
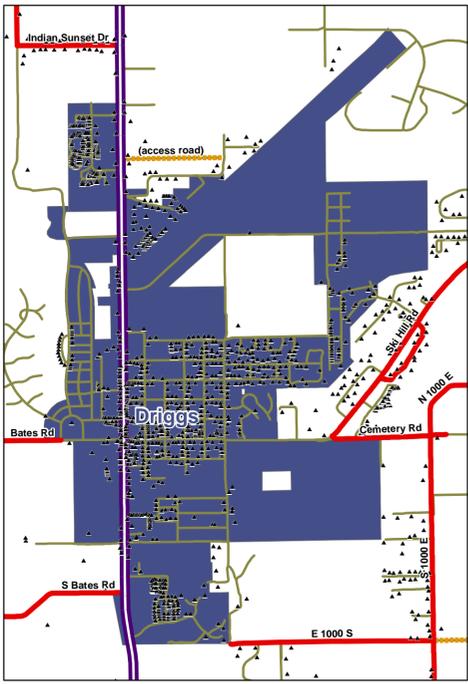
- Plan ahead, be prepared, and do not travel if you do not need to. Carry a cell phone. In case of a vehicle breakdown or becoming stuck in the snow, carry a survival kit consisting of blanket(s) or a sleeping bag, extra clothing, water, snacks, first aid kit, tire chains or cables, a tow strap, jumper cables, shovel, ice scrapper and a flashlight. Allow extra time for travel and drive accordingly. Let someone know your intended route and expected time of arrival. Keep the gas tank at least half full.
- If you are trapped in your car during a winter storm, stay in the car. Do not leave the car to look for help unless help is visible within 100 yards. Display a “call for help” sign. Hang a brightly colored cloth on the antenna to signal for help. To keep warm, turn on the car’s engine for about 10 minutes each hour. Run the heater and lights only (avoid running the battery down). *Keep the snow away from the car’s exhaust pipe to prevent carbon monoxide poisoning.*
- Please caution your children not to play in the streets or on the snow berms within the road right-of-ways; this is very dangerous. Do not allow children to build snow caves in the snow berms; this could be fatal. Explain to your children that plow drivers may not see them or be able to stop in time to avoid hitting them.

Contact Information. Questions or concerns regarding County road snow removal should be directed to the Teton County Road & Bridge Department at 208-354-2932 during normal business hours (Monday-Friday, 7 am-3:30 pm).

| | |
|---------------------------------------|--|
| Road Reports: Teton Valley | 208-354-2323 #1 |
| Idaho Dept. of Transportation | 1-888-432-7623 |
| Idaho Dept. of Transportation..... | 511 |
| Idaho Dept. of Transportation..... | www.511.idaho.gov |
| Wyoming Dept. of Transportation | 1-888-996-7623 |
| Wyoming Dept. of Transportation | www.wyroad.info |
| City of Driggs Public Works | 208-354-2362 |
| City of Victor Public Works | 208-787-2940 |
| City of Teton Public Works | 208-456-2249 |
| Teton County Sherriff | 911 |

For the most accurate and current information pertaining to Idaho State Highways 26, 31, 32 and 33, call the Idaho Transportation Department or go to their web site (see above). *The Teton County Road Department and the Sheriff’s Department do not have State Highway information different than that found on the above listed phone numbers or web sites.*

Summary. This Policy has been developed to provide general guidelines for both County personnel and the traveling public. This Policy intends to cover the majority of situations normally encountered during winter storm events. If certain situations arise that are not part of the above Policy, the Road & Bridge Supervisor will deal with them on a case-by-case basis. Each decision to mobilize the snowplow crew is a judgment call based on the particular weather conditions combined with past experience along with the resources available at the time and therefore may not adhere strictly to this general policy.



Winter Road Maintenance 2013-2014

- Plowed All Winter
- - - Plowed Intermittently*
- Not Plowed by Teton County
- Residence

* Intermittent plowing is where just a portion of the segment of the road is plowed regularly, or the road is plowed intermittently as determined by the County Road and Bridge Department



Printed: December 5, 2013
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WINTER ROAD MAINTENANCE PERFORMED BY TETON COUNTY





WK: 208-354-0245
CELL: 208-313-0245

Teton County Engineer
MEMO

89 N. Main #1
Driggs, ID 83422

August 21, 2009

TO: Board of County Commissioners
FROM: Louis Simonet
SUBJECT: Snowplowing Criteria

Attached are the snow plow criteria rating sheets numbered with the corresponding number on the current road plowing map. The sheet was done for most of the roads that might not meet the criteria, but this list is not all inclusive. **THIS IS A DRAFT CRITERIA SHEET.** The little squares on the map shows APPROXIMATELY how many houses are on that section of the road.

There are some items that I would like to discuss during the meeting and they are:

1. Cost savings for not plowing a road. What would the actual cost savings be for not plowing a road. This would be difficult, since some roads get more snow/wind/traffic than other roads.
 - a. Using rough numbers: It typically takes about 8 hours to plow 20 to 30 miles.
 - b. A grader costs about \$130/hour to operate.
 - c. If we plow 2 times per week, 4 weeks per month and 5 months per year.
 - d. TOTAL = $\$130/\text{hr} * (8\text{hrs}/25\text{miles}) * 2 * 4 * 5 = \1664 per mile of plowed road
 - e. Remember that this all depends on the winter.
2. What to do if there are no alternate routes.
3. Possibly adding something for the following:
 - a. If the end of the road has a good turn around vs. a poor area to turn around, would they get extra points?
 - b. If the road is built with the correct width, shoulders and slope to facilitate truck plowing, do they get addition points?
 - c. There is no Ag test/criteria. What if where the person gets their food for their livestock from is at the end of the road, do they get points for that?
 - d. What if the road serves multiple lots vs. just one lot, or a recreational access?
4. The power plant road should go if we can keep a road to people open.
5. Also there is going to be the question of what about just grandfathering people in. Unfortunately, this would not help with the budget.
6. What if there is someone who will be willing to let us know that they are not going to be there for the winter. That would save us some money.

Don't forget that we don't want to open a road and then let it drift in. Someone will get stuck. If we open a road we want to keep it open, otherwise, we don't want to open it.

Thanks, Louis Simonet



WK: 208-354-0245
CELL: 208-313-0245

Teton County Engineer
MEMO

89 N. Main #1
Driggs, ID 83422

September 15, 2009

TO: Board of County Commissioners
FROM: Louis Simonet
SUBJECT: Snowplowing Criteria

First, I would like to recommend that the plowing is not changed this winter, except for those roads that have no one living on them. We need to give the people time to prepare for winter and now is not enough time. This means that only roads that have no one living on them will be removed from the plow map this winter.

Second, there was a lot of data that was not used for the criteria due to several facts and they are as follows:

1. The idea behind the criteria is to make a list of items that need to be met so that the determination of whether to plow the road from this point on can be made. Ideally this determination is something that would be made once and the road does not need to be re-evaluated every year. Unfortunately, many of the criteria that were proposed make it a requirement to re-evaluate the road each year. For instance:
 - a. School children: if the kids grow up, do they no longer get plowed? What if someone moves, and the kids leave or more kids come in.
 - b. Essential services: what if they quit, or get fired, do we then stop plowing the road? This would have to be re-evaluated every year.

I would rather give credit to houses that have people who live in them year around. For instance, if there are a certain number of homes with people living in them, who have vehicles registered in Teton County Idaho, they should get plowed. The trick is determining what that number is. Therefore, the reason school kids, the elderly etc are not included in the criteria is because it is assumed that an elderly person with school kids who works for the fire dept lives at the residence, if there is a residence there.

2. There are some areas where Ag materials are stored and need to be obtained sometime during the winter, or that is where the cattle are fed or their food is stored. I am proposing that the Ag test criteria are basically equal to a year round residence. So if you keep your hay for feed or there is a potato storage site on your property and you live in a house year around you would be counted as two residences, one for your house and one for the Ag storage. However, two potato buildings is just one residence, not two. One thing to keep in mind is that most roads can be opened up if the farmer needs to get in to their Ag storage. We are more than willing to work with people if we only have to open the road a couple times a year.

Third attached are the snow plow criteria that are being proposed. Below is a list of the criteria and the definitions of each:

1. Number of plow residences per mile of road. (If there are 2 PRs on ¼ of a mile that is only 2 PRs per mile.)

- a. Plow Residence(PR): A building or group of buildings on a single parcel used for living in all year, where the majority of vehicles are licensed in Teton County Idaho.
 - b. Plow Ag Residence: A building or group of buildings or a feed location on a single parcel used for storage of Ag materials that require daily or weekly access.
2. Turn around at the end of the road: Ideally a 60' radius would be the best, however at a minimum we should have 50'. If the road is a through road to another Plowed Road (PR) that is as good as a 60' radius.
3. Number of Plow Residences (PRs) per ¼ of a mile. For each home on a ¼ of a mile, it is worth 20 pts. If you have 4 PRs on 1 mile, that is worth 1 PR per ¼ of a mile or 20 pts. If you have 2 PRs on 1 mile it is worth 10 pts, and if you have 8 PRs on 1 mile it is worth 40 pts.
4. Proximity: The proximity to a plowed route is calculated by determining the midpoint of the proposed plowed road and finding the distance from the midpoint to the plowed road. If the end of the plowed road is not the plowed route, this additional distance will be added on. If the proximity is ¼ of a mile, it is worth 20 pts, 10 pts for ½ of a mile, 6.7 pts for ¾ of a mile and going the other direction, 1/8 of a mile is worth 40 pts. This can be calculated by the following equation: $5/(\text{midpoint dist} + \text{dist. from end})$.
5. Type of Roadway: At a minimum the road should be a 24' wide with shoulders gravel road (20pts), however additional points should be added for being paved (40pts).
6. Width of ROW (Right of Way): if there is any less than 50 feet, there is minimal snow storage. Ideally there should be at least 55'.
7. Type of terrain: If the road is steep, curved has cuts or is in a windy area in the valley there would be points deducted as follows:
 - a. -4 pts per grade % (8% would be a -32 for each section of steep road. (2 – 8% hills would be a total of -64 pts.
 - b. -40 pts for each switch back, and -20 pts for each sharp 90 degree.
 - c. -40 pts for each cut 4' deep with -10 for each foot deeper.
 - d. -20 pts for each ¼ mile of clear road in a windy area. (1 mile of road that is clear on both sides would be -80)

Using an ideal situation that would get plowed the following points are calculated:

1. 2 PRs per mile (80 pts)
2. 55' turn around (10 pts)
3. 2 PRs per ¼ mile (40 pts)
4. ¼ mile proximity (20 pts)
5. 24' Gravel with shoulders (20 pts)
6. 55' ROW (10 pts)

Total Points needed for plowing: 180.

The item that need to be determined:

1. On a mile long road, how many PRs does it take to plow it? Right now it is 5.

Thanks, Louis Simonet

Teton County, Public Works Department
150 Courthouse Drive, Room 107; Driggs, ID 83422
208-354-0245 ph. 208-354-8410 fax
www.tetoncountyidaho.gov djohnson@co.teton.id.us



November 16, 2015

Re: Solicitation for comments from property owners adjacent to the current location and the proposed realignment of Packsaddle Road and Hoopes Road.

Dear Property Owner:

This letter is to notify you that a proposal has been made to realign both Packsaddle Road and Hoopes Road. The Public Works Department is soliciting comments from landowners affected by the proposed changes so that we can be aware of issues and incorporate comments into the staff report to the Board of County Commissioners. If you have any comments or questions regarding this proposal, please contact us at the telephone number, email, or address listed above. The details below provide more information on the proposal.

Applicant: Ag Rim LLC & Grandview Ranch LLC

Description of the request: Teton County has recently received a proposal to realign both Packsaddle Road and Hoopes Road on the west side of Teton Valley. Included with this letter is a map that shows an overview of the realignment. The property owner/applicant has worked over the last two years constructing portions of the new road (proposed alignment) across private property. The proposal that has been presented to Teton County would be for the applicant to deed the new road, built to county standards, to the County in exchange for vacating the existing county road corridor. Prior to the County taking any official action to adopt the proposed realignment and vacating the existing easement, we are seeking feedback from property owners as well as other private and public agencies.

If the County decides to accept the proposal and vacate the current easement, the applicant would be required to deed the new road right-of-way to the public. If the County decides not to adopt the new alignment, the applicant will keep the newly constructed road private.

Documents and information on the above proposal are available for public viewing at www.tetoncountyidaho.gov. To view these items, go to Departments & Services and select Board of County Commissioners. Then select the W4000N item in the Additional Information Side Bar. More documents will be added as they become available.

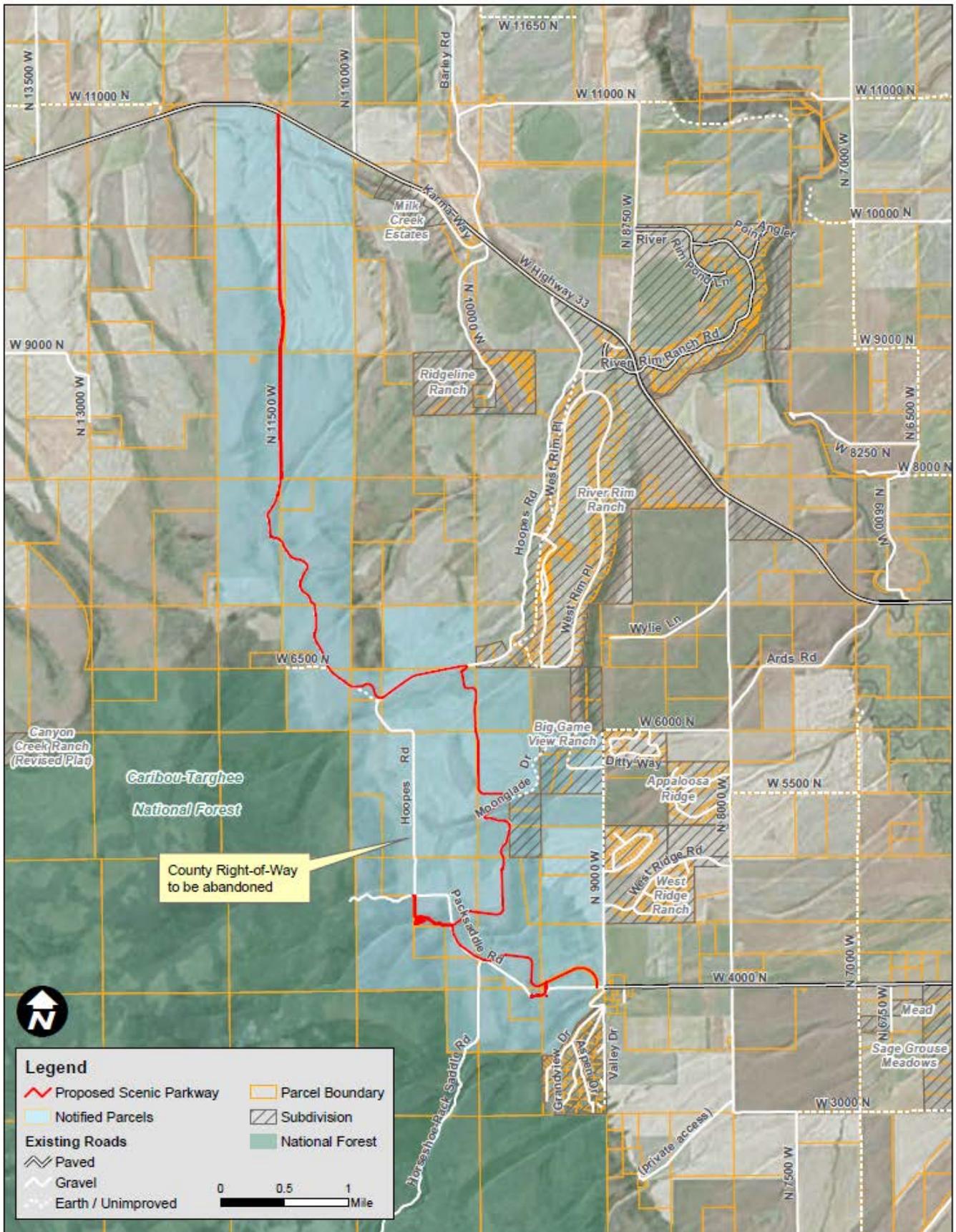
Written comments will be included in the packet of information provided to the Board at the December 14th County Commissioners Meeting if they are received by the Public Works Department no later than **5:00pm December 7th**. Written comments may be e-mailed to djohnson@co.teton.id.us, mailed to the address above, or faxed. You may also present your comments in person at the meeting during open mic.

Commissioners may be contacted individually regarding this matter. However, by law all Board of County Commissioner decisions must be confined to the record produced at a public hearing.

If you have any further questions, please do not hesitate to call the Teton County Public Works Department at 208-354-0245.

Sincerely,

Darryl Johnson, PE/PLS
Teton County Public Works Director



Horton Scenic Parkway Notification Map





Earl Giles III
Teton County Fire Marshall
PO Box 474
Driggs, ID 83422

November 17, 2015

Dear Earl Giles,

Teton County has recently received a proposal to realign both Packsaddle Road and Hoopes Road on the west side of Teton Valley. Included with this letter is a map that shows an overview of the realignment. The property applicant has worked over the last two years constructing portions of the new road (proposed alignment) across private property. The proposal that has been presented to Teton County would be for the applicant to deed the new road, built to county standards, to the County in exchange for vacating the existing county road corridor. Prior to the County taking any official action to adopt the proposed realignment and vacating the existing easement, we are seeking feedback from property owners as well as other interested agencies.

If the County decides to accept the proposal and vacate the current easement, the applicant would be required to deed the new road right-of-way to the public. If the County decides not to adopt the new alignment, the applicant will keep the newly constructed road private.

We are requesting that you review this proposal in accordance with your agency's rules and regulations. Comments from your agency can be submitted via e-mail, fax, or by regular mail as listed below. Your comments may be posted on the Teton County website in association with this proposal.

If possible, we ask that your review comments be sent to us as soon as possible. An information packet will be presented to Commissioners at the December 14th BoCC meeting. If your agency intends on making written comments on this project but cannot produce those comments before December 7th, we would appreciate you letting us know that you will provide written comments at a later date.

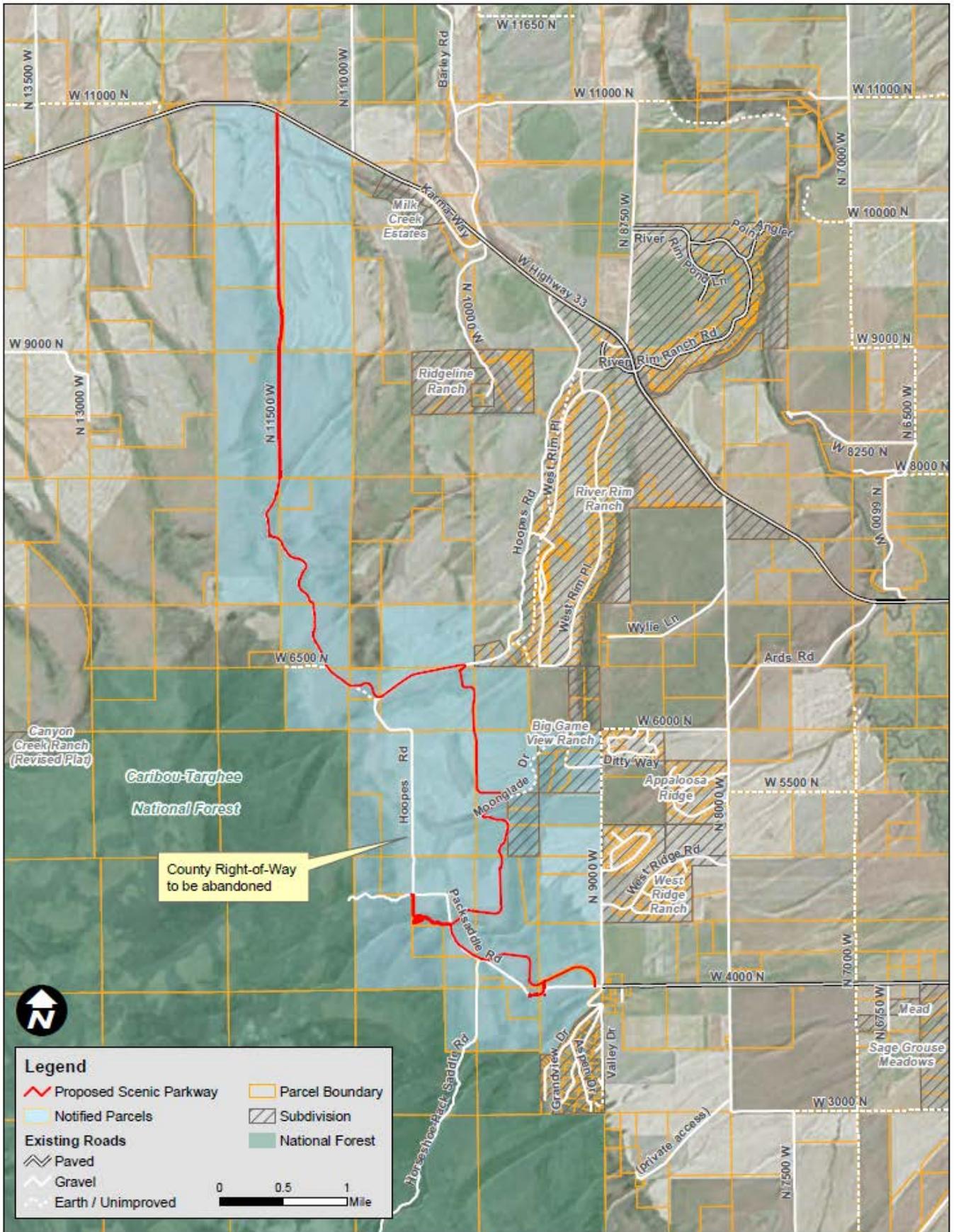
Documents and additional information on the proposal are available for viewing at www.tetoncountyidaho.gov. To view these items, go to Departments & Services and select Board of County Commissioners. Then select the W4000N item in the Additional Information Side Bar. More documents will be added as they become available.

If you have any questions, please do not hesitate to contact our office. Our office hours are 9:00 am to 5:00 pm, Monday through Friday.

Sincerely,

Darryl Johnson, PE/PLS
Public Works Director

TETON COUNTY, IDAHO PUBLIC WORKS DEPARTMENT
150 COURTHOUSE DRIVE
DRIGGS, IDAHO 83422
(208) 354-0245 • (208) 354-8410 Fax
djohnson@co.teton.id.us



Horton Scenic Parkway Notification Map





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Teton County Administrative Policies have been adopted by the Board* in order to standardize and simplify County administrative tasks by providing clear, written guidelines. The Policies are also intended to increase citizen confidence in County government and prevent the misuse of public resources and funds. Elected Officials may adopt further policies and procedures to meet the unique needs of the departments they administer, provided the additional policies do not conflict with the Teton County Administrative Policies or the Teton County Personnel Policy. Each policy listed below is a discreet document that may be changed independently of any other policy.

*The term "Board" is used throughout these policies to refer to the Board of County Commissioners.

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Appropriate Use of County Funds

The use of Teton County funds for purchases other than official expenditures is strictly prohibited.

Professional Dues and Memberships. Membership dues and fees for organizations and associations directly related to the official operation and mission of Teton County are an allowable county expense. Individual professional membership dues will be an allowable expense for organizations that have a clear and direct relationship to the employee's area of work responsibility with the county. No dues will be paid or reimbursed by the county for membership in organizations which are generally and primarily social, civic or fraternal in nature. Payments for membership or professional dues will be made directly to the professional organization or association and not to the employee.

Meals. It is generally not acceptable to purchase meals with county funds, other than those authorized pursuant to the county's Travel Reimbursement policy. However, certain exceptions are allowable, for example: (1) meals provided to staff so they can work through the lunch hour to meet a project deadline; and (2) meals for board meetings.

Gifts, Plants, Cards, Refreshments. County funds may not be used to purchase gifts, plants, cards, or refreshments for individual employees, other governmental officials, or members of the public. Departments and/or employees wishing to celebrate special occasions or send condolences are encouraged to do so by means of individual employee contributions. However, the following exceptions are allowed:

VOLUNTEER BOARD MEMBERS. Gifts may be given to individual volunteer board members (e.g. end of term gift, holiday party) as long as the value is less than \$30. A \$25 gift card will be presented to every volunteer board member who terminates his service after completing his term(s) of office.

ELECTED OFFICIAL RETIREMENT. Upon retirement of an elected official, minimal snacks may be provided at County expense. Plaques are also appropriate. The longer the tenure of the retiring official, the more appropriate the expense.

RECOGNITION OF EMPLOYEE LONGEVITY. Small gifts and/or celebrations, at County expense (not to exceed \$50), may be appropriate to honor individual employees in recognition of 20-year, 25-year, 30-year, etc. milestones. The longer the tenure of the employee, the more appropriate the expense.

Clothing. County funds may not be used to purchase clothing for ordinary wear. Uniforms and clothing with the county logo are not considered clothing for ordinary wear. The value of uniforms and safety-related clothing purchased with county funds may be considered a taxable fringe benefit.



Capital Assets

See also "Purchasing & Contracts" Policy

Revision: 42

Date: 10/24/11/23/15

Original Issue Date: 6/15/11

Number of Pages: 1

Approved: BOCC

Capital Assets are individual items with an initial individual cost of more than \$15,000 or greater which have and an estimated useful life of greater than more than two years. Capital Assets shall must be purchased with a capital budget account, budgeted as a capital expenditure in the annual budget. Capital Assets costing less than \$5,000 may be purchased on the open market. Capital Assets costing \$5,000 or more should be and purchased through a semi-formal or formal process as described in the county's Purchasing & Contracts Ppolicy.

If a capital purchase includes multiple parts costing small amounts (such as a computer, monitor, keyboard, cables, etc.), the entire package price should be paid out of a capital budget account. However, the subsequent replacement of any small parts should not be paid out of a capital budget account.

The purchase of any Capital Asset requires prior approval by the Board, unless the item: (1) Costs less than \$5,000; AND (2) Is specifically itemized within the current budget; AND (3) The total cost of the item does not exceed the budgeted amount. #The purchase of any Capital Assets with a value of greater than \$5,000 or more requires specific approval by the Board, after completion of the appropriate bid process, even if the item is itemized within ncluded in the current budget. This policy does not apply to routine repair and maintenance of vehicles, equipment or building facilities.

Resolution 111003, adopted by the Teton County Commissioners November 10, 2003, establishes Teton County's "fixed asset threshold" at \$5,000 for financial statement purposes.

Inventory. The county maintains an inventory of All Capital Assets costing \$5,000 or more which should be reviewed shall be itemized and tracked on an inventory file maintained in the county Clerk's office. The Inventory shall be audited annually for accuracy. On or before August 1 of each year, the County Clerk will provide each office, department or board with a current inventory to be verified and returned to the County Clerk by September 1. The e-Capital Asset inventory is used to update the County's insurance policy each year, so must be kept accurate.

ADDITIONS. New Capital Assets costing \$5,000 or more shall be reported to the County Clerk within 30 days of acquisition by including a completed eompletion a "County Inventory" form of an inventory form (Attachment A) with the Claim submitted to pay for the new asset.

DELETIONS. Assets included on the County Inventory can only be disposed of by the Board after following the requirements contained in Idaho Code 31-808, which requires a public auction to be held, or Idaho Code 31-829, which allows the Board to determine that the asset has greatest value as a trade-in. A notice of auction must be published at least 10 days prior to the date of anythe auction. The disposal of a Capital Asset shall be reported to the County Clerk within 30 days of disposal by completinon of an inventory forma "County Inventory" form (Attachment A).

Lease or Purchase. All requests for capital acquisitions shall be incorporated into a departmental budget request as a purchase. During the budget process, the Board will consult with the County Clerk, County Treasurer and responsible official in order to decide, and after consultation with the County Clerk and County Treasurer, the Board will decide whether the asset should be leased or purchased.



Capital Assets

See also "Purchasing & Contracts" Policy

Revision: 2

Date: 11/23/15

Original Issue Date: 6/15/11

Number of Pages: 1

Approved: BOCC

w/All changes accepted

Capital Assets are individual items with an initial cost of \$1,000 or greater which have an estimated useful life greater than two years. Capital Assets must be purchased with a capital budget account. Capital Assets costing less than \$5,000 may be purchased on the open market. Capital Assets costing \$5,000 or more should be purchased through a semi-formal or formal process as described in the county's Purchasing & Contracts Policy.

If a capital purchase includes multiple parts costing small amounts (such as a computer, monitor, keyboard, cables, etc.), the entire package price should be paid out of a capital budget account. However, the subsequent replacement of any small parts should *not* be paid out of a capital budget account.

The purchase of any Capital Asset requires prior approval by the Board, unless the item: (1) Costs *less* than \$5,000; AND (2) Is specifically itemized within the current budget; AND (3) The total cost of the item does not exceed the budgeted amount. The purchase of any Capital Asset with a value of \$5,000 or more requires specific approval by the Board, after completion of the appropriate bid process, even if the item is itemized within the current budget. *This policy does not apply to routine repair and maintenance of vehicles, equipment or building facilities.*

Resolution 111003, adopted by the Teton County Commissioners November 10, 2003, establishes Teton County's "fixed asset threshold" at \$5,000 for financial statement purposes.

Inventory. The county maintains an inventory of Capital Assets costing \$5,000 or more which should be reviewed annually for accuracy. The inventory is used to update the County's insurance policy each year.

ADDITIONS. New Capital Assets costing \$5,000 or more shall be reported to the County Clerk by including a completed "County Inventory" form (Attachment A) with the Claim submitted to pay for the new asset.

DELETIONS. Assets included on the County Inventory can only be disposed of by the Board after following the requirements contained in Idaho Code 31-808, which requires a public auction to be held, or Idaho Code 31-829, which allows the Board to determine that the asset has greatest value as a trade-in. A notice of auction must be published at least 10 days prior to the date of any auction. The disposal of a Capital Asset shall be reported to the County Clerk within 30 days of disposal by completing a "County Inventory" form (Attachment A).

Lease or Purchase. All requests for capital acquisitions shall be incorporated into a departmental budget request as a purchase. During the budget process, the Board will consult with the County Clerk, County Treasurer and responsible official in order to decide whether the asset should be leased or purchased.

County Inventory

Please complete and return to the County Clerk when a new Capital Asset is purchased, or within 30 days of ~~purchase or~~ disposal of a Capital Asset.

Department: _____

Person Completing Form: _____

The County Risk Manager has been notified of this change to the county's Capital Assets: YES NO

Add the following item to the County Inventory

Description of Item: _____

Identifying Number(s): _____

Make & Model: _____

Purchase Price: _____

Date Purchased: _____

Remove the following item from the County Inventory

Description of Item: _____

Identifying Number(s): _____

Make & Model: _____

Date of Auction* or Trade: _____

To Whom: _____

Sales Price/Trade-In Value: _____

**Please attach a copy of the required published legal notice.*

Signed: _____

Date: _____



Credit Cards

Revision: 23

Date:

5/11/2015 11/23/2015

Original Issue Date: 6/15/11

Number of Pages: 1

The County Clerk maintains a corporate credit card account for Teton County with US Bank in Driggs. This is the County's only authorized credit card account. The appropriate Elected Official or Department Head is responsible for retaining documentation about every charge made to their card. At the end of each month they must download their monthly statement from the US Bank website and submit a claim in time for approval during the Board's first meeting of the month. The claim should include copies of all invoices listed on the statement. Submitting claims for payment without an attached monthly statement is not recommended. Monthly statements are mailed to the Clerk and forwarded to the appropriate Elected Official and/or Department Head, who is responsible for the timely submittal of a Claim for payment.

Any Elected Official may obtain a personalized credit card by making a request to the Clerk. Any Department Head wishing to obtain a personalized card for himself, or for an employee, must first obtain Board approval. Such approval requires a written memo explaining why the credit card is needed. The memo must be signed by the responsible Elected Official or Department Head and submitted to the County Clerk for presentation to the Board. The Clerk will determine the credit limit for each card, provided that no card receives a limit greater than \$5,000 without specific Board approval.

Credit cards are used to reduce purchasing costs for the county. However, the convenience they offer can result in impulse purchases or abusive practices. Inappropriate or improper use of a county credit card may result in losing the card and its privileges. Depending upon the severity of the improper use, the employee may be subject to disciplinary action. It is the duty of the responsible Elected Official, Department Head or appointed Board to approve all credit card usage and to insure that this policy is followed.

A county credit card should be used only if there is no other alternative. A business charge account should be established if recurring purchases are made with the same vendor.

The procedures listed below must be followed when using county credit cards:

- Purchases of personal items, even with the intention of reimbursing the County, is strictly prohibited (see Idaho Code 18-5701).
- Payment of sales tax is to be avoided unless there is no other option available. (Counties are exempt from hotel room sales taxes if the bill is paid with a county credit card or via a direct bill account. A completed State Tax Commission lodging exemption form (ST-104-HM) is typically required.)
- Original receipts and a monthly statement must accompany all claims, and the purchases must be charged to the appropriate budget line item.
- A county credit card cannot be used to purchase gas for vehicles not owned by the county.
- The County will not pay annual fees, late fees, interest payments, or carrying charges for credit cards, unless such charges are caused by unusual, one-time circumstances. If any such charges are incurred they must be paid by the responsible Elected Official or Department Head. Annual fees for a gas-only card may be approved by the Board if requested.
- If necessary, credit card statements may be processed as "demand" payments in order to prevent late fees and interest charges. The prompt submittal of a claim after receipt of a monthly credit card statement will generally result in a timely payment. Demand payments of credit card statements should be a rare occurrence.
- All applicable purchasing procedures must be followed.



Grants

Revision: 01

Date: 6/15/11

Original Issue Date: 6/15/11

Number of Pages: 12

Approved: BOCC

The Board encourages all departments to identify and pursue appropriate grant opportunities. However, since the Board is the County's only legal signature authority, the Board must sign all grant applications and grant acceptance documents.

Any Elected Official, Department Head or appointed Board intending to apply for grant funds must first obtain pre-approval from the Board, regardless of the source or amount of the grant. Pre-approval will require submission of a Grant Application Proposal form (Attachment A), containing basic information about the proposed grant. The Board will review the Grant Application Proposal during a regularly scheduled meeting and may request further review by the Prosecutor. After pre-approval is received, the department may complete the grant application, which must be submitted for final review and approval by the Board.

The need for pre-approval will be waived for two types of grants: (1) Grants which do not require a monetary match; and (2) Grants from the State of Idaho or other government entities that are awarded annually and have been specifically itemized within a department's approved annual budget. Such grant applications will still require Board review and signature prior to submittal.

Grant opportunities will occasionally arise at the last minute. The need for pre-approval and final approval by the Board will be waived for last-minute grant applications, provided that: (1) The grant does not require a monetary match; (2) At least one member of the Board has reviewed and signed the Grant Application; and (3) The grantee office, department or board provides an informational Grant Application Proposal to the Board at the first regular meeting after the grant application has been signed and submitted.

If the grant is awarded, the acceptance document for any grant must be signed by the Board.

The grantee office, department or board is solely responsible for: (1) Compliance with all performance requirements of the grant; (2) Providing all information necessary for financial compliance; (3) Proper tracking within the county's financial system; and (4) Maintaining a complete copy of all documents pertaining to the grant as a permanent county record. These tasks are the responsibility of a grant manager that has been designated by the responsible Elected Official, Department Head or appointed Board.

~~The Elected Official, Department Head or appointed Board must designate a project manager for every grant awarded. The project grant manager will be responsible to ensure that all project reporting requirements and deadlines for submission are observed. The project manager shall maintain a record of all grant transactions (revenues and expenditures) and shall coordinate with the County Clerk to ensure that all grant funds are correctly receipted and disbursed. If allowed by the granting agency, all grant revenues and expenses should be processed through the county's account financial system and not paid directly to vendors.~~

Upon receiving a notification of grant award, the departmental grant manager should deliver a one-page financial budget summary to the County Clerk. If necessary, the Clerk will schedule an appointment to discuss grant logistics and appropriate revenue/expense account numbers. The funds and account numbers used will differ according to the type of grant received, as described below. The grant manager is responsible for using the correct budget account numbers for all grant revenues and disbursements and should notify the County Clerk whenever grant reimbursement funds are requested. The manager is also responsible for actively tracking payment status and must keep the Clerk's office apprised of payment status.

Recurring Grants. Several departments receive recurring grants from the State of Idaho or other government entities. These grants are used to fund salaries and/or operating expenses. Such grants include the Federal Emergency Management Program Grant, DUI and seat-belt enforcement grants, and Idaho Department of Juvenile Corrections grants. These types of recurring grants should be itemized within the departmental operating budgets approved each year.

One-Time Grants for Special Projects or Purchases. A department may occasionally receive a one-time grant for a special project or for item that would not otherwise be included in the operating budget. Examples of such grants include FEMA project grants, LHTAC grants for road and bridge projects, E911 grants, and Federal STOP Grants related to domestic violence. *These types of grants should be tracked within one of the County's "grant" funds.* This will provide the most transparent accounting record possible and will also prevent the inflation of annual operating budgets. (It's important that annual budgets only reflect ongoing expenses so that managers have accurate information when making financial decisions.)

All required cash match amounts for special one-time grants must be budgeted within a departmental budget, because the match will be paid with local dollars. In some cases, cash match amounts may be transferred into the appropriate grant fund so that all grant-related payments are made out of a single fund. Such transfers will typically be done only for large and/or multi-year grants in order to simplify grant tracking and reporting.

One-Time Grants for Necessary, Routine Items. A department may be able to obtain grants to help offset the cost of necessary items that would otherwise be paid entirely with local dollars. Examples of such grants include Bulletproof Vest grants, E911 grants for dispatch equipment and other small grants for law enforcement items. It is assumed that these types of grants will replace the local dollars budgeted for such necessary items and that the department's annual operating budget includes amounts to purchase the items needed. *Therefore, these types of grant-funded purchases should be tracked within the departmental operating budgets approved each year.*



Grants

copy with all changes accepted

Revision: 1
Date: 11/23/15
Original Issue Date: 6/15/11
Number of Pages: 2
Approved: BOCC

The Board encourages all departments to identify and pursue appropriate grant opportunities. However, since the Board is the County's only legal signature authority, the Board must sign all grant applications and grant acceptance documents.

Any Elected Official, Department Head or appointed Board intending to apply for grant funds must first obtain pre-approval from the Board, regardless of the source or amount of the grant. Pre-approval will require submission of a Grant Application Proposal form (Attachment A), containing basic information about the proposed grant. The Board will review the Grant Application Proposal during a regularly scheduled meeting and may request further review by the Prosecutor. After pre-approval is received, the department may complete the grant application, which must be submitted for final review and approval by the Board.

The need for pre-approval will be waived for two types of grants: (1) Grants which do not require a monetary match; and (2) Grants from the State of Idaho or other government entities that are awarded annually and have been specifically itemized within a department's approved annual budget. Such grant applications will still require Board review and signature prior to submittal.

Grant opportunities will occasionally arise at the last minute. The need for pre-approval and final approval by the Board will be waived for last-minute grant applications, provided that: (1) The grant does not require a monetary match; (2) At least one member of the Board has reviewed and signed the Grant Application; and (3) The grantee office, department or board provides an informational Grant Application Proposal to the Board at the first regular meeting after the grant application has been signed and submitted.

The acceptance document for any grant must be signed by the Board.

The grantee office, department or board is solely responsible for: (1) Compliance with all performance requirements of the grant; (2) Providing all information necessary for financial compliance; (3) Proper tracking within the county's financial system; and (4) Maintaining a complete copy of all documents pertaining to the grant as a permanent county record. These tasks are the responsibility of a grant manager that has been designated by the responsible Elected Official, Department Head or appointed Board. The grant manager will be responsible to ensure that all project reporting requirements and deadlines for submission are observed. The manager shall maintain a record of all grant transactions (revenues and expenditures) and shall coordinate with the County Clerk to ensure that all grant funds are correctly received and disbursed. If allowed by the granting agency, all grant revenues and expenses should be processed through the county's financial system and not paid directly to vendors.

Upon receiving a notification of grant award, the departmental grant manager should deliver a one-page financial budget summary to the County Clerk. If necessary, the Clerk will schedule an appointment to discuss grant logistics and appropriate revenue/expense account numbers. The funds and account numbers used will differ according to the type of grant received, as described below. The grant manager is responsible for using the correct budget account numbers for all grant revenues and disbursements and should notify the County Clerk whenever grant reimbursement funds are requested. The manager is also responsible for actively tracking payment status and must keep the Clerk's office apprised of payment status.

Recurring Grants. Several departments receive recurring grants from the State of Idaho or other government entities. These grants are used to fund salaries and/or operating expenses. Such grants include the Federal Emergency Management Program Grant, DUI and seat-belt enforcement grants, and Idaho Department of Juvenile Corrections grants. *These types of recurring grants should be itemized within the departmental operating budgets approved each year.*

One-Time Grants for Special Projects or Purchases. A department may occasionally receive a one-time grant for a special project or for item that would not otherwise be included in the operating budget.

Examples of such grants include FEMA project grants, LHTAC grants for road and bridge projects, E911 grants, and Federal STOP Grants related to domestic violence. *These types of grants should be tracked within one of the County's "grant" funds.* This will provide the most transparent accounting record possible and will also prevent the inflation of annual operating budgets. (It's important that annual budgets only reflect ongoing expenses so that managers have accurate information when making financial decisions.)

All required cash match amounts for special one-time grants must be budgeted within a departmental budget, because the match will be paid with local dollars. In some cases, cash match amounts may be transferred into the appropriate grant fund so that all grant-related payments are made out of a single fund. Such transfers will typically be done only for large and/or multi-year grants in order to simplify grant tracking and reporting.

One-Time Grants for Necessary, Routine Items. A department may be able to obtain grants to help offset the cost of necessary items that would otherwise be paid entirely with local dollars. Examples of such grants include Bulletproof Vest grants, E911 grants for dispatch equipment and other small grants for law enforcement items. It is assumed that these types of grants will replace the local dollars budgeted for such necessary items and that the department's annual operating budget includes amounts to purchase the items needed. *Therefore, these types of grant-funded purchases should be tracked within the departmental operating budgets approved each year.*



Non-Profit Funding

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Contracts. Teton County funding may be available to qualified 501(c)(3) non-profit organizations who contract with the county for the performance of specific services: (1) as allowed by state statute; (2) in lieu of county employees providing such services; or (3) which reduce the burden on county departments and employees.

Non-profit organizations wishing to provide services to the county must submit a completed “Non-Profit Funding Request” form (Attachment A) to the County Clerk during the county’s annual budget process, which begins in April/May of each year. The form must be accompanied by: (1) pages 1-2 of the organization’s most recent IRS Form 990 or Form 990-EZ; (2) financial statements for the most recent year; and (3) current year-to-date financial statements.

Funding requests will be evaluated based upon authorizing statutes, services needing to be performed by the county, tax dollars potentially saved, available funds, whether other resources are available, and overall community needs. If county funding is approved, organizations must sign a contract for services with Teton County. There should be no expectation of continued annual funding.

Donations. Minimal County funding and/or in-kind services may be available to qualified 501(c)(3) non-profit organizations or local governmental entities in need of assistance with a particular project or event.



Non-Profit Funding Request for Fiscal Year _____

Organization:

Contact Person:

Title:

Mailing Address:

Phone:

Email:

OVERALL AGENCY FUNCTIONS & GOALS

ANNUAL UNITS OF SERVICE and/or ANNUAL NUMBER OF RESIDENTS SERVED and/or SPECIFIC PROJECTS or GOALS FOR THE COMING YEAR

BUDGET INFORMATION

| Total Projected Budget for Upcoming Fiscal Year | Amount from Client Fees | % from Client Fees | Amount from Fundraising | % from Fundraising | Amount Requested from County | % from County | Other Funds* | % from Other |
|---|-------------------------|--------------------|-------------------------|--------------------|------------------------------|---------------|--------------|--------------|
| | | | | | | | | |

**Please use the space below to list the source and amount of your organization's OTHER funds, including GRANTS.*

BUDGET REQUEST JUSTIFICATION

Please describe exact benefits to Teton County taxpayers and provide specific deliverables with measurable results.

BRIEF REPORT OF PREVIOUS YEAR'S ACTIVITIES

If funding was received the previous year, please provide specific information about units of service, number of residents served and/or projects/goals accomplished. You may also want to describe activities currently under way and any challenges or problems that have been encountered.

CURRENT BOARD MEMBERS

| | |
|-----------------------|---------|
| Chair/President: | Member: |
| Vice Chair/President: | Member: |
| Secretary: | Member: |
| Treasurer: | Member: |



Password Management

See also "Computers, Technology & Information Security Policy"

Revision:

Date: 11/23/15

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Employee passwords are the first line of defense in securing the county from inappropriate or malicious access to data and services. Compromised user accounts can become "stepping stones" for administrator-level penetration by unauthorized individuals, resulting in catastrophic data breaches. This policy provides guidelines for consistent and secure password management and includes mandates on how passwords should be generated, used, stored and changed, as well as instructions for handling password compromises. Every county employee, contract worker, consultant, and elected official must adhere to this policy.

General Requirements. The following guidelines should always be followed when creating, managing and storing passwords:

1. Blank or easily-guessed passwords such as "password" or "12345" are prohibited.
2. Passwords should not contain dictionary words such as "kitchen" or "automotive."
3. Passwords must be complex, containing at least 8 characters and a mixture of lower case, upper case, numbers and punctuation characters. For example, "B3llt0Wer!" should be used in place of "Belltower" as it is considerably more secure.
4. Passwords should never contain security-sensitive information such as social security numbers or date of birth. Passwords should also not include public information related to an employee's personal life, such as the names of their children, hobbies, favorite sports team, etc.
5. Use different passwords on different systems. A Windows account password should not be the same as a Quickbooks password. It is especially critical that passwords used to log on to "external accounts" (such as third-party websites like Facebook) are not the same passwords used to log on to "internal accounts" (such your County computer or email). Using different passwords protects internal accounts from data breaches that may occur on external accounts.
6. Passwords should not be sent through email, texting or instant messaging services.
7. Ideally, passwords should not be written down. However, if a password is written down, the password must be kept in a secure location not visible to others. Never put user names and passwords on notes stuck to monitors or other visible locations
8. The IT department will never ask you for passwords, but will, instead, set temporary passwords for employees who cannot log into their accounts.
9. When configuring security questions designed to protect against lost passwords, always choose fact-based questions such as, "What street did you grow up on?" rather than opinion-based questions such as, "What is your favorite food?" (Opinion-based questions are more difficult to remember since opinions change over time.) Never pick security questions with answers that could be easily researched such as, "Where did you go to high school?"

Device Management Strategies. Any device on which County information is stored must be secured with a password. Always lock screens/devices when away or not in use. Pressing "Windows-L" will immediately lock a Windows screen with the logged-on user's password. Screen savers that auto log users out after a certain time are another good option. Employees should avoid using public systems or un-trusted devices to access County resources since these may have been configured to steal passwords or log keystrokes.

Passwords must not be stored on insecure devices (hereby defined as smartphones/tablets/computers) which do not have password protection and do not utilize encrypted storage. Biometrics may be used for authentication to County systems but must not replace the use of passwords. Keep in mind that the best security model is "two-factor authentication," something you have (a door card) and something you know (a password).

Password Changes. All employee account passwords must change at least annually following the guidelines listed below:

1. No reuse of expired passwords is permitted. Passwords must be unique at every change.
2. It is recommended that employees with multiple accounts change all passwords at the same time, especially if the expiration dates are similar.
3. Notify the IT Department immediately of any passwords thought to be compromised. For example, if someone else views passwords being typed on a keyboard or accidentally displayed on a screen.
4. When employees leave employment with the County, even under voluntary circumstances, any passwords that they had access to must be changed.

Password Usage/Management Guidelines for the IT Department. The County's IT department and contracted technicians should adhere to the following guidelines:

1. Authentication systems such as Active Directory should be configured to warn users of expiring passwords within at least 7 days.
2. Document all system account passwords in an encrypted system. The master password must be shared only with appropriate individuals and must be memorized, not documented.
3. System/service account passwords should be changed at least annually.
4. Because expired system accounts can cause numerous technical problems, always use alerts to notify personnel of impending system account password expirations (within 7 days). Plan out password change steps (updating scheduled tasks, restarting services for the change to take effect, etc.) to ensure a seamless transition.
5. Don't embed passwords in scripts, programs or any file which could be read by unauthorized users.
6. When possible, set accounts to lock for 15 minutes after five failed login attempts. This will reduce the possibility of guessing account passwords using "brute force" strategies.
7. Never ask a user for their password. If users cannot log into their account assign them a temporary password and configure the account to require a password change upon the next logon.
8. Do not reset passwords upon request until you have confirmed the identity of the user(s) involved. Provide the password in person or over the phone.
9. Don't use a generic password such as "password".
10. If a user reports that their password has been compromised, lock their account immediately, then set a new password.
11. All administrative passwords should be changed if there is an actual or suspected security breach.
12. The IT department should maintain a "termination checklist" to document the steps involved with disabling accounts/changing passwords for ex-employees. The HR department must immediately notify the IT department whenever an employee termination or resignation occurs in order that the IT department may disable accounts for those employees.

Monitoring. Adherence to many of these password requirements, such as those requiring periodic password changes or enforcing password complexity, will be mandated by system controls. Monitoring of password usage to ensure compliance with these guidelines will be conducted by the IT department with assistance from each agency or department head.

Violations and Penalties. Any violation of the Password Management Policy must be immediately reported to the employee's supervisor and the IT department. Such violations could result in disciplinary action leading up to, and including, termination of employment and legal action where applicable.



Purchasing & Contracts

See also "Capital Assets Policy"

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Teton County does not have a central purchasing department. Each Elected Official, Department Head and appointed Board manages its own procurement of goods and services as approved through adoption of the annual budget. However, the Board has sole legal authority for the approval of any expenditure of county funds and the sale of any county property. All purchases must be made in compliance with Idaho Code and this policy. Public works construction procurement can only take place under direction of the County Engineer. Attachment A, Public Works Contractor License, and Attachment B, Other Procurement Information, contain information provided by the Idaho Public Works Contractor Licensing Bureau. (*"Real property" refers to land and buildings; "personal property" refers to all other types of property.*)

The objective of this policy is to comply with Idaho and Federal laws and provide the citizens of Teton County with the best value for products and services acquired by their government. The Board believes that patronizing local businesses is in the county's best interest. Whenever permitted by law, goods and services may be purchased from local vendors, provided that the county pays no more than a 10% premium to support local businesses.

Contracts. All contracts, agreements, leases or other documents that legally bind Teton County must be approved as to form and content by the Prosecutor prior to the Commissioner meeting at which the documents are to be formally approved and signed. The Board must have an opportunity to review such documents prior to a regularly scheduled meeting. The Elected Official, Department Head or appointed Board or Committee which requested the contract or agreement is responsible for retaining the original, signed contract. A copy of the signed contract must be submitted to the Clerk, who will archive the document in the county's digital filing system.

Legal Signature Authority. The Board is the County's only legal signature authority able to sign contracts of agreements on behalf of the County. Such contracts can only be signed after a formal motion in a public meeting. No other Elected Official, Department Head, or appointed Board may obligate the County without specific prior approval from the Board. However, the Public Works Director is hereby granted approval to approve contracts less than \$5,000, provided the expense is included in a Public Works budget.

Capital Budgets & Purchases Greater than \$1,000. In order to provide consistent, accurate budget information: (1) Single items costing less than \$500 each *may not* be purchased through a capital budget account; and (2) Single items costing more than \$1,000 each and having a useful life of more than two years *must* be purchased through a capital budget account.

The purchase of any single item costing more than \$1,000 requires prior approval by the Board, unless the item is specifically itemized within the current budget and the total cost of the item does not exceed the budgeted amount. *This policy is not intended to apply to routine repair and maintenance of vehicles, equipment or building facilities.*

In general, vehicles must have traveled at least 150,000 miles before being replaced.

Please refer to the Capital Asset policy for additional information about items costing greater than \$5,000 and having a useful life of more than two years.

Purchase & Installation of Computer Equipment and Software. See Administrative Policy entitled "Computers & Information Technology (IT)."

Disposal of County Personal Property. Any personal property no longer necessary for county use must be disposed of by the Board according to Idaho Code 31-808 (public auction) or 31-829 (if Board determines asset has greatest value as a trade-in). Personal property valued at \$250 or less may be sold at

private sale without notice. Personal property with a value greater than \$250 must be sold at a public auction. A notice of such auction must be published at least 10 days prior to the date of auction.

Procuring Services or Personal Property. Idaho Code 67-2806 allows items with a value of \$25,000 or less to be purchased on the open market. Items with a value of \$25,000-\$50,000 may be purchased after a semi-formal procurement process involving the written solicitation of bids from three vendors. The County is not obligated to accept bids submitted by vendors other than those solicited. Items or services valued in excess of \$50,000 can only be purchased after a formal competitive sealed bid process.

However, in order to guarantee the best value for taxpayers, it is Teton County's policy to follow the semi-formal procurement process for the purchase of any item valued in excess of \$5,000, unless the process is modified by a vote of the Board for a specific purchase, prior to the purchase.

Idaho Code 67-2807(1) allows the County to enter into Joint Purchasing agreements (to "piggyback") with the State of Idaho or other political subdivisions.

Procuring Construction Professionals. Architects, engineers, landscape architects, surveyors, and construction managers must be selected based upon qualifications (Idaho Code 67-2320). If fees will total less than \$25,000 the county can use a selection process based on criteria determined by the County. If fees will total over \$25,000, the county must use a formal publication process and selection criteria from Idaho Code 67-2320(2). A construction professional's fee schedule may be requested, but may not be used as a selection criteria. The county may retain the same construction professional for subsequent phases of a project without re-doing the quality based selection process. Construction professionals must possess the appropriate, current license.

Licensed Public Works Contractors. Idaho Code 67-2805 requires the County to hire a licensed public works contractor for any project with a total value greater than \$10,000. This means that if a specific project costs \$10,001 and involves multiple sub-contractors (such as a plumber, electrician and carpenter) every sub-contractor must be a licensed public works contractor.

If there are no licensed public works contractors willing to perform work with a value less than \$50,000, IC 67-2805 provides an alternative procedure.

Public Works Construction Projects. Idaho Code 67-2805 allows public works projects costing less than to \$10,000 to be purchased based on the county's best interest as determined by the Board. Projects greater than \$10,000 but less than \$25,000 may be purchased from a licensed public works contractor based on the county's best interest as determined by the Board. Projects with a value of \$25,000-\$100,000 can be contracted after conducting a semi-formal procurement process involving the written solicitation of bids from three licensed public works contractors. The County is not obligated to accept bids submitted by contractors other than those solicited. The lowest responsive bid must be accepted. Projects valued in excess of \$100,000 require a formal competitive sealed bid process. The lowest responsive bid must be accepted.

All construction or repair of public buildings requires written plans and specifications (Idaho Code 67-2309).

However, in order to guarantee the best value for taxpayers, it is Teton County's policy to follow the semi-formal procurement process for the purchase of any construction valued in excess of \$5,000.

The Teton County Engineer must supervise all public works construction procurement activities, even those undertaken by a Board or Committee appointed by the County Commissioners. For projects requiring a formal competitive sealed bid, the County Engineer will determine whether the County's best interests will be served by pre-qualifying bidders as allowed by state statute.



Social Media

Teton County has an overriding interest and expectation in deciding what is “spoken” on behalf of the county on county social media sites. Therefore, this policy establishes guidelines for the establishment and use of social media sites (such as Facebook) as a means of conveying county information to citizens and visitors.

For purposes of this policy, “social media” is understood to be content created by individuals, using accessible, expandable, and upgradable publishing technologies, through and on the Internet. Examples of social media the county may use are Facebook, Twitter, and Nixle. For purposes of this policy, “comments” include information, articles, pictures, videos or any other form of communicative content posted on county social media site(s). The following general guidelines for county social media sites are hereby established:

1. The establishment and use of any county social media site is subject to approval by the Board of County Commissioners. All county social media sites shall be administered by the county’s Public Information Officer (PIO), who is the County Executive Assistant.
2. County social media sites should make clear that they are maintained by the county and follow the county’s Social Media Policy.
3. Wherever possible, county social media sites should link to the official Teton County website for forms, documents, online services and other information.
4. The PIO will monitor all content on county social media sites to ensure adherence to both the county’s Social Media Policy and the interest and goals of Teton County.
5. Social Media contact personnel (Contacts) from each department using social media sites will monitor the content for *their* department to ensure adherence to both the county’s Social Media Policy and the interest and goals of Teton County.
6. The county reserves the right to restrict or remove any content that is deemed in violation of the comments guidelines found on page two of this Social Media Policy, or of any applicable law. Any content removed due to violations of these guidelines must be forwarded to the PIO and should include the time, date, and identity of the poster, if available.
7. This Social Media Policy must be displayed to all users.
8. The county will implement the use of social media tools as consistently as possible, across all departments and elected offices.
9. The county website at www.tetoncountyidaho.gov will remain the county’s primary and predominant internet presence.
10. All county social media sites shall adhere to applicable federal, state and local laws, regulations and policies.
11. County social media sites are subject to the Idaho Public Records Act. This means that any content maintained in a social media format related to county business, including a list of subscribers, posted communication, and communication submitted for posting, may be subject to public disclosure.
12. Employees representing county government via county social media sites must conduct themselves at all times as a representative of the county and in accordance with all county policies.
13. The use of social media by county employees is intended for the sole purpose of county business. Personal use of county social media sites is not allowed.
14. This Social Media Policy may be revised at any time.

Comments. Employees and citizens wishing to make comments on county social media sites must adhere to the following guidelines:

1. As a public entity the county must abide by certain standards to serve all its constituents in a civil and unbiased manner.
2. The intended purpose behind establishing county social media sites is twofold: (1) to disseminate information *from* the county, *about* the county, to its citizens; and (2) to engage in dialogue with citizens, visitors and potential visitors.
3. Comments containing any of the following inappropriate forms of content shall not be permitted on county social media sites and are subject to removal and/or restriction by the PIO or Social Media Contacts:
 - a. Comments not related to the original topic, including random or unintelligible comments;
 - b. Comments on topics or issues not within the jurisdictional purview of the county;
 - c. Comments that cannot be verified as factual;
 - d. Profane, obscene, violent, or pornographic content and/or language;
 - e. Content that promotes, fosters or perpetuates discrimination on the basis of race, gender, color, religion, sex, national origin, mental disability or physical disability;
 - f. Defamatory or personal attacks;
 - g. Threats to any person or organization;
 - h. Comments in support of, or in opposition to, any political campaigns or ballot measures;
 - i. Solicitation of commerce, including but not limited to advertising of any business or product for sale;
 - j. Conduct in violation of any federal, state or local law;
 - k. Encouragement of illegal activity;
 - l. Information that may tend to compromise the safety or security of the public or public systems;
 - m. Content that violates a legal ownership interest, such as a copyright, of any party.
4. A comment posted by a member of the public on any county social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, Teton County, nor do such comments necessarily reflect county opinions or policies.
5. The county reserves the right to deny access to county social media sites for any individual, who violates the county's Social Media Policy, at any time and without prior notice.
6. The PIO and Social Media Contacts shall monitor county social media site(s) for comments requesting responses from the county and for comments in violation of this policy.
7. When the PIO or Social Media Contact responds to a comment, the employee's name and contact number should be included within the post feed. The employee shall not share personal information about himself or herself, or about other county employees.
8. All comments posted to the county Facebook site are bound by Facebook's Statement of Rights and Responsibilities, located at <http://www.facebook.com/terms.php>, and the county reserves the right to report any violation of Facebook's Statement of Rights and Responsibilities to Facebook with the intent of Facebook taking appropriate and reasonable responsive action.

**TASERS™**

When properly applied in accordance with this policy, the TASER™ device is considered a non-deadly control device which is intended to incapacitate a violent or potentially violent individual without causing serious injury. It is anticipated that the appropriate use of such a device will result in fewer serious injuries to deputies and suspects.

Policy. Personnel who have completed training approved by this office may be issued a TASER for use during their current assignment. Personnel leaving a particular assignment may be expected to return their issued device. Court Security Officers, Bailiffs and Deputies shall only use authorized TASERS and cartridges. The device may be carried either in an approved holster or secured in the driver's compartment of an official vehicle so that it is readily accessible at all times.

- (a) If the TASER is carried in a holster, the TASER shall be carried on the opposite side as the duty weapon.
- (b) All TASERS shall be clearly and distinctly marked to differentiate them from the duty weapon and any other devices.
- (c) Whenever practical, two or more TASER cartridges shall be carried on their person at all times while carrying a TASER.
- (d) Personnel shall be responsible for insuring that their issued TASER is properly maintained and in good working order at all times.

Verbal and Visual Warnings. Unless it would otherwise endanger personnel or public safety, or is impractical due to circumstances, a verbal announcement of the intended use of the TASER shall precede the application of TASER in order to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide others with warning that a TASER may be deployed.

If after a verbal warning, an individual continues to express an unwillingness to voluntarily comply with lawful orders and it appears both reasonable and practical under the circumstances, the operator may, but is not required to, display the electrical arc (provided there is not a cartridge loaded into the TASER) or laser in a further attempt to gain compliance prior to the application of the TASER. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair their vision.

The fact that a verbal and/or other warning was given or reasons it was not given shall be documented in any related reports.

Use of the Taser. As with any law enforcement equipment, the TASER has limitations and restrictions requiring consideration before its use. The TASER should only be used when its operator can safely approach the subject within the operational range of the TASER. Although the TASER rarely fails and is generally effective in subduing most individuals, operators should be aware of this potential and be prepared with other options in the unlikely event of such a failure.

Authorized personnel may use the TASER when circumstances known to the operator at the time indicate that the application of the TASER is reasonable to subdue or control.

- (a) A violent or physically resisting subject or,
- (b) A potentially violent or physically resisting subject if:

1. The subject has verbally or physically demonstrated an intention to resist;
2. The operator has given the subject a verbal warning of the intended use of the TASER followed by a reasonable opportunity to voluntarily comply;
3. Other available options reasonably appear ineffective or would present a greater danger to the operator or subject.

(c) Although not absolutely prohibited, personnel should give additional consideration to the unique circumstances involved prior to applying the TASER to any of the following individuals:

1. Pregnant females
2. Elderly individuals or obvious juveniles
3. Individuals who are handcuffed or otherwise restrained.
4. Individuals who have been recently sprayed with alcohol based Pepper Spray or who otherwise in close proximity to any combustible material.
5. Passively resisting subjects.
6. Individuals whose position or activity may result in collateral injury (e.g. falls from height, operating vehicles).

(d) Individuals suspected of being under the influence of drugs/alcohol or exhibiting symptoms of “excited delirium” (e.g. nudity, profuse swearing, irrational behavior) may be more susceptible to collateral problems and should be closely monitored following the application of the TASER until they can be examined by paramedics or other medical personnel.

(e) Because the application of the TASER in the “Drive Stun” mode (i.e. direct contact without darts) relies primarily on pain compliance and requires close proximity to the subject, additional caution should be exercised and the controlling effects may be limited.

The TASER shall not be used to torture, psychologically torment or inflict undue pain on any individual. The display of the electric arc as authorized in this policy shall not constitute torture or torment.

Multiple Applications of the TASER. If, after a single application of the TASER, an operator is still unable to gain compliance from an individual and circumstances allow, the operator should consider whether or not the probes or darts are making poor contact, or if the use of the TASER is limiting the ability of the individual to comply or if the other options or tactics may be more appropriate. This however, shall not preclude multiple, reasonable applications of the TASER on an individual.

Report of Use. All TASER displays to obtain compliance and discharges shall be documented in the related arrest/incident report. Accidental discharges of a TASER cartridge will also be documented. Any report documenting the discharge of a TASER, cartridge will include the cartridge’s serial number and an explanation of the circumstances surrounding the discharge.

Medical Treatment. Absent extenuating circumstances or unavailability, only Taser trained personnel, or qualified medical personnel, including certified paramedics, should remove TASER darts from a person’s body. Used TASER darts shall be considered a sharp biohazard, similar to a used hypodermic needle, and universal precautions should be taken accordingly.

All persons who have been struck by TASER darts or who have been subjected to the electric discharge of the device shall be immediately cleared prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel.

- (a) The person is suspected of being under the influence of controlled substances and/or alcohol.

- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The TASER darts are lodged in a sensitive area (e.g. groin, female breast, near the eyes).
- (e) The person requests medical treatment.

Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse swearing, extraordinary strength beyond physical characteristics, imperviousness to pain or who require a protracted physical encounter with multiple personnel to bring under control may be at an increased risk of sudden death and should be examined by qualified medical personnel as soon as practicable. Any individual exhibiting signs of distress after such an encounter shall be medically cleared prior to booking.

If any individual refuses medical attention, such a refusal should be witnessed by at least two authorized personnel, and/or medical personnel, and shall be fully documented in related reports. If any audio recording is made of contact or an interview with the individual, any refusal should be included if possible.

The transporting officer shall inform any person receiving custody or any person placed in a position of providing care, that the individual has been subjected to the application of the TASER.

Training. Only those personnel who have received the initial training and annual re-certification can carry and/or use a TASER device. A reassessment of an operator's knowledge and/or practical skill may be required at any time deemed appropriate by the instructor or supervisor, and/or their designee.



Travel Reimbursement

Revision: 45

Date: 11/10/11/23/15

Original Issue Date: 11/24/08

Number of Pages: 1

Approved: BOCC

All travel and/or attendance at an overnight training or conference event by county employees must be authorized in advance by the responsible Elected Official or Department Head. Overnight travel for Department Heads who report directly to the Board must be authorized in advance by the Board. While traveling, all employees are expected to minimize expenses as much as possible out of respect for the taxpayers funding the travel.

When planning a trip, employees should utilize the most cost-effective means of travel. Alternatives to consider include flying, renting a vehicle and carpooling. If an employee chooses to travel by means other than the most cost-effective method, the employee will only be reimbursed at the most cost-effective amount.

Mileage. The County maintains administrative vehicle(s) for use by employees traveling on official business. These vehicles should be utilized whenever possible. If an appropriate county vehicle is available, but not used, the mileage reimbursement rate will be 50% of the amount set by the IRS. If an employee is required to use a personal vehicle because an appropriate county vehicle is not available, mileage will be paid in accordance with rates set by the IRS.

Employees driving to the same meeting or training are expected to carpool. If one employee chooses to drive their own vehicle, their mileage reimbursement rate will be 50% of the amount set by the IRS.

Mileage reimbursement is not allowed for any portion of travel that is for personal use.

Meals. The County will reimburse actual meal expenses, including tips, up to a maximum of \$50 per day, broken down to \$10 for breakfast, \$15 for lunch and \$25 for dinner. Employees traveling out of the county to participate in a one-day meeting or training will be reimbursed only for their noon meal, and only if it is not provided as part of the training event. If an employee chooses not to consume a meal included in the event registration fee, they will not be reimbursed for that meal purchased separately.

If an employee prefers to be reimbursed in advance of their travel, or prefers not to keep receipts, they may request a per diem rate of \$30, ~~broken down to \$5 for breakfast, \$10 for lunch and \$15 for dinner.~~ All claims for advance per diem reimbursement must be submitted in a timely manner and receive approval during a regular Board meeting. If per diem payment is received, no further meal reimbursement will be allowed.

~~Every travel expense reimbursement claim, including per diem requests, must include the name(s) of the traveling employee(s) and a copy of the meeting agenda. The agenda should document the training dates and meals provided.~~

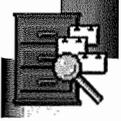
Time. – Time spent by an employee traveling to another city for a special one-day assignment or training shall be considered work time. Travel time related to trips that keep an employee away from home overnight is also considered work time. ~~Travel time entered on an employee's time sheet cannot significantly exceed the travel time as calculated by using Mapquest. –when it cuts across the employee's regular work hours on any day of the week. Travel time outside an employee's regular work hours while traveling on an airplane, train, automobile or public transportation is generally not considered work time under the FLSA unless the employee is the driver. However, such time will be compensated when in the best interest of the department/office as determined by the elected official or department head. If compensated, such travel time will not be considered work time for purposes of overtime calculation.~~

Reimbursement. Reimbursable travel expenses are limited to those that are directly related to official business. Reimbursement shall be for actual expenses only, and not based on a per diem rate, except as described under “Meals” above. Use of direct billing for hotel costs is strongly encouraged whenever possible to ensure the county receives tax exempt status. A Claim accompanied by original receipts must be submitted for reimbursement. The number of miles submitted for reimbursement cannot significantly exceed the distance as calculated by using Mapquest.

Non-reimbursable travel expenses include, but are not limited to, those incurred for the sole benefit of the employee such as travel insurance, alcoholic beverages, extra meals, in-room movies, laundry, room service, entertainment, personal long distance telephone calls, etc.

If a spouse or other non-County employee accompanies the employee, reimbursement shall be based on the employee's expenses only, i.e. single room rate. Rental cars are reimbursable only when it is not

practical to use taxis, buses, shuttle, or limousine service. The County reserves the right to adjust unreasonably high expenses.



Idaho Statutes

TITLE 67 STATE GOVERNMENT AND STATE AFFAIRS

CHAPTER 70 IDAHO SAFE BOATING ACT

67-7013. REMITTANCE OF FEES. (1) There is established in the state treasury an account known as the "State Vessel Account," to which shall be credited:

(a) Moneys or fees collected by assessors and authorized vendors, under the provisions of this section and section 67-7008, Idaho Code; and

(b) All other moneys as may be provided by law.

(2) All fees collected by an assessor or authorized vendor under the provisions of section 67-7008, Idaho Code, shall be forwarded to the state treasurer not later than the fifteenth day of the month following the calendar month in which the fees were collected, and the state treasurer shall then pay the moneys collected into the state vessel account and the park and recreation account, as provided in subsection (3) of this section, unless otherwise provided by law.

(3) Moneys collected shall be deposited eighty-five percent (85%) to the state vessel account, and fifteen percent (15%) to the park and recreation account established in section 67-4225, Idaho Code. The department shall remit the moneys apportioned to county units of government from the state vessel account not later than January 25, April 25, July 25 and October 25 of each year.

(4) All moneys deposited to the park and recreation account are to be appropriated for the purpose of defraying the expenses, debts and costs incurred in carrying out the powers and duties of the department as provided in this chapter, and for defraying administrative expenses of the department, including salaries and wages of employees of the department, expenses for traveling, supplies, equipment and other necessary expenses of the department as they relate to administration of this chapter. All claims against moneys apportioned to the park and recreation account shall be expended by the department and certified to the state controller, who shall, upon approval of the board of examiners, draw his warrant against the park and recreation account for all bills and claims allowed by the board. Should the related administrative costs of the department amount to less than the moneys apportioned to the park and recreation account for such purposes, the difference shall be remitted to the state vessel account and then apportioned to all counties with a boating improvement program so that the amount apportioned to each eligible county will be in the same ratio as the county's amount of funds received from the state vessel account during the prior fiscal year by a county bears to the total amounts received during that prior fiscal year by all eligible counties.

→ (5) All moneys deposited to the state vessel account and appropriated to the department, shall be apportioned among the counties of the state based on the designations which the owners make on their application for a

certificate of number.

(a) An owner, when purchasing a certificate of number, will be allowed to designate, on the appropriate form, a primary and secondary eligible county where his boating activity occurs. The portion of his fees which are appropriated from the state vessel account shall be apportioned to the designated counties, with seventy percent (70%) of those fees apportioned to the primary designated county and thirty percent (30%) apportioned to the secondary designated county.

(b) Should an owner designate on the appropriate form only one (1) eligible county where his boating activity occurs, the full portion of his fees which are appropriated from the state vessel account shall be apportioned to the designated county.

(c) Should an owner fail to designate on the appropriate form any eligible county where his boating activity occurs, the full portion of his fees which are appropriated from the state vessel account shall be apportioned to all counties with a boating improvement program so that the amount apportioned to each eligible county will be in the same ratio as the county's amount of funds received from the state vessel account during the prior three (3) month payment period bears to the total amounts received during that prior three (3) month payment period by all eligible counties.

(6) Only those counties in the state with a boating improvement program, as recognized by the department, shall be eligible to receive moneys from the state vessel account. A "boating improvement program" means that one or more recognized boating facilities are being developed and/or maintained within the county's jurisdiction and/or that the county has or is actively developing a recognized boating law enforcement program.

(7) Moneys apportioned to the eligible counties shall be placed in and credited to an account which shall be known and designated as the county vessel fund, which shall be used and expended by the board of county commissioners for the protection and promotion of safety, waterways improvement, creation and improvement of parking areas for boating purposes, making and improving boat ramps and moorings, marking of waterways, search and rescue, and all things incident to such purposes including the purchase of real and personal property. The board of county commissioners is also authorized to use and expend funds from the county vessel fund outside the county when the board deems it advisable and for the public good.

(8) Within sixty (60) calendar days of the end of each county fiscal year, the county clerk shall calculate the ending fund balance of the county vessel fund for that fiscal year. If the ending fund balance is higher than the amount of revenues deposited in the county vessel fund from the state vessel account during that fiscal year, then the difference shall be remitted to the state vessel account within thirty (30) calendar days of that calculation. Moneys remitted to the state vessel account, in accordance with the provisions of this section, shall be apportioned to all counties with a boating improvement program so that the amount apportioned to each eligible county will be in the same ratio as the county's amount of funds received from the state vessel account during the prior county fiscal year bears to the total amounts received during that prior county fiscal year by all eligible counties. The provisions of this subsection shall not apply to specific sums of money in county vessel accounts, for which the county commissioners have given written notice, to the department of parks and recreation of an intention to retain those funds for a specific purpose. The notice shall specify the amount of the funds to be held, indicate the purpose for which the funds shall be utilized and provide the date when the funds will be expended. If an amended notice is not submitted by the county commissioners, moneys not expended or contractually committed by the date stated in the original notice of the board of county commissioners shall revert to the state vessel account for distribution as provided in this subsection. All interest earned on moneys invested from a county vessel fund shall return to the county vessel fund.

History:

[67-7013, added 1986, ch. 207, sec. 2, p. 523; am. 1990, ch. 220, sec. 1, p. 586; am. 1991, ch. 298, sec. 1, p. 783; am. 1994, ch. 65, sec. 5, p.

REQUEST FOR RETENTION OF COUNTY VESSEL FUNDS
Idaho Department of Parks and Recreation

Our County would like to retain surplus moneys in the County Vessel Fund from fiscal year 2013 for a specific purpose expenditure.

Amount: \$ 9,200

Nature of the specific purpose expenditure:
(Please include plans, specifications, and bids if available. Use additional pages if necessary.)

Gravel + grading for boat ramp parking lot @ Bates Bridge \$4,000.
Save for future land purchase to expand boat ramp parking 5,400

*Activity
Spent \$9,872 for
major upgrade to Bates parking lot
during FY 2014*

Date funds will be completely expended: 9-30-14

I hereby certify that resolution approving the specific purpose expenditure above, and this "Request for Retention of Funds" form have been adopted by the Board of County Commissioners of Teton County, and that I am duly authorized to execute this form.

Kelly C Park
Chairman, Board of County Commissioners

Dated: 11-25-13

REQUEST FOR RETENTION OF COUNTY VESSEL FUNDS
Idaho Department of Parks and Recreation

Our County would like to retain surplus moneys in the County Vessel Fund from fiscal year 2014 for a specific purpose expenditure.

Amount: \$ 4,054

Nature of the specific purpose expenditure:
(Please include plans, specifications, and bids if available. Use additional pages if necessary.)

Gravel + grading for boat ramp parking lots \$4,054

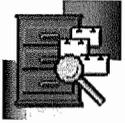
Actually spent for parking lot upgrades during FY 2015

Date funds will be completely expended: 9-30-15

I hereby certify that resolution approving the specific purpose expenditure above, and this "Request for Retention of Funds" form have been adopted by the Board of County Commissioners of Teton County, and that I am duly authorized to execute this form.

Kelly [Signature]
Chairman, Board of County Commissioners

Dated: 11-10-14



Idaho Statutes

TITLE 31 COUNTIES AND COUNTY LAW

CHAPTER 7 BOARD OF COUNTY COMMISSIONERS

31-704. COMMISSIONERS' DISTRICTS. At the regular meeting in January, preceding any general election, the board of commissioners must district their county into three (3) districts, as nearly equal in population as may be, to be known as county commissioners' districts, numbers one (1), two (2) and three (3) respectively; provided, that when a new county shall have been created, or the boundary lines of a county shall have been changed, then the board of commissioners of such county may district their county at any general or special meeting of such board.

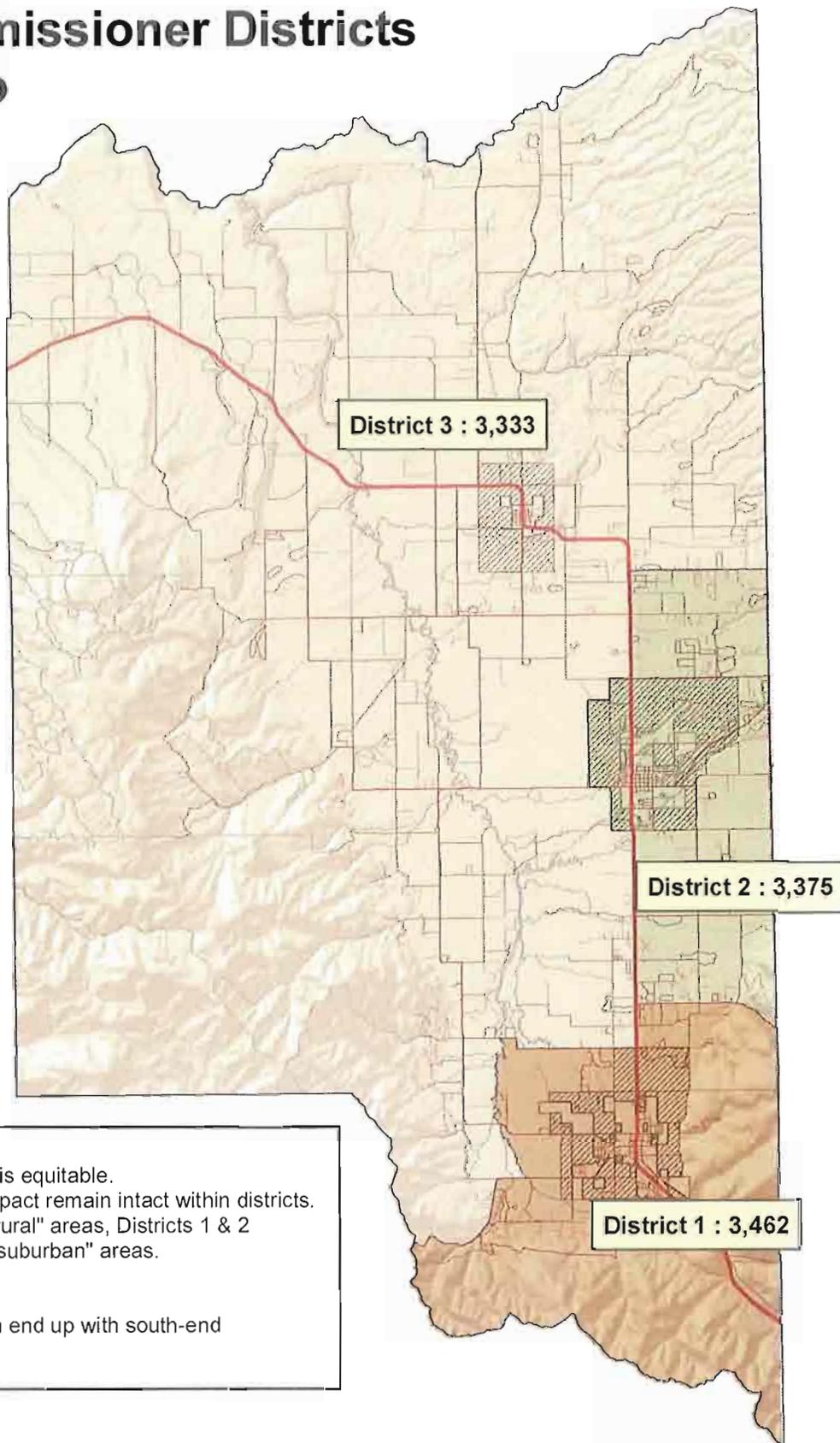
History:

[(31-704) R.S., sec. 1748; am. 1893, p. 3, sec. 1; reen. 1899, p. 164, sec. 1; am. R.C. & C.L., sec. 1907; C.S., sec. 3405; I.C.A., sec. 30-604; am. 1943, ch. 69, sec. 1, p. 147; am. 1972, ch. 132, sec. 1, p. 261.]

CURRENT

2013 Commissioner Districts Status Quo

(Created in 2011)

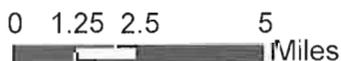


Pros:

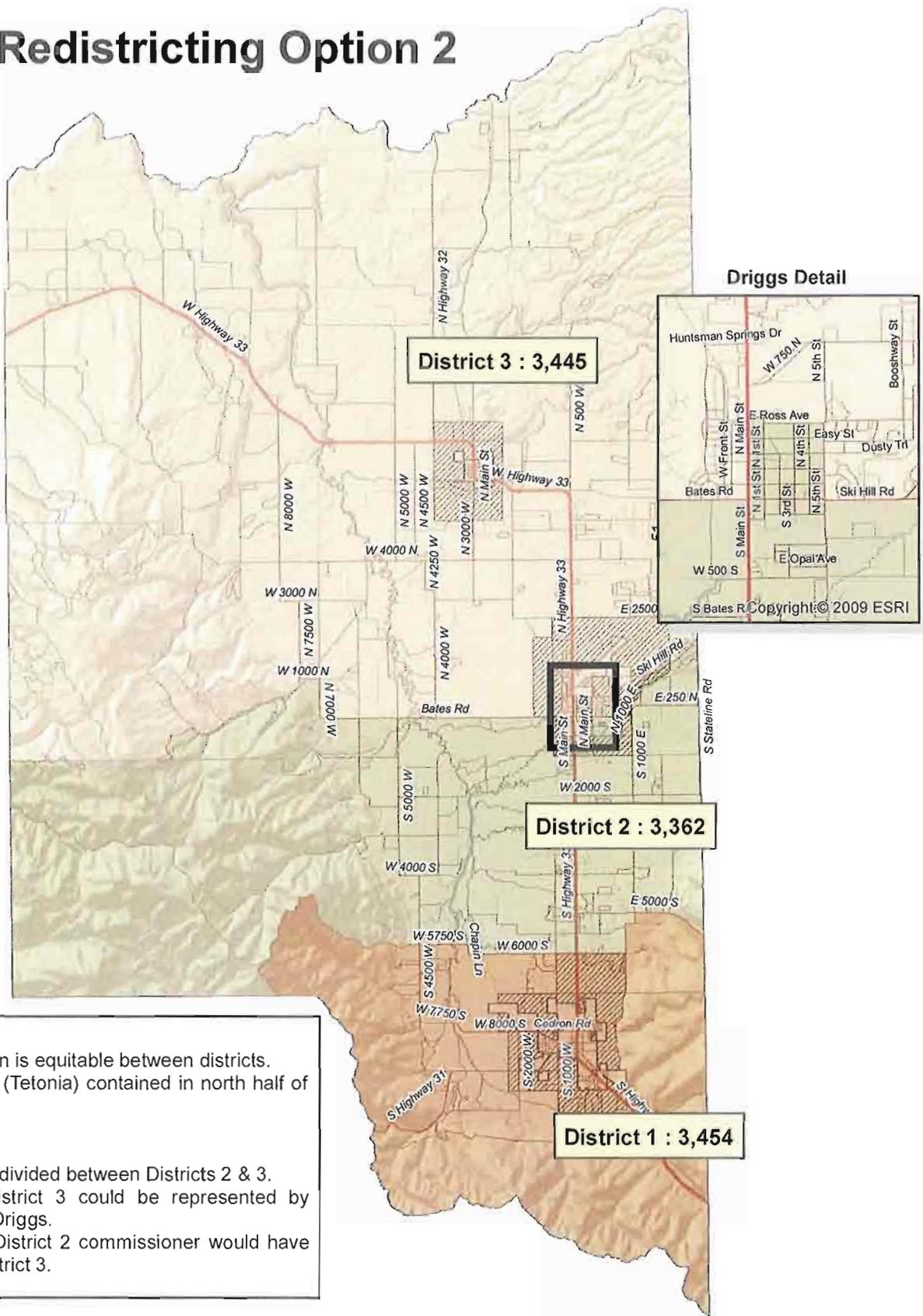
- 1) Population of districts is equitable.
- 2) Cities and Areas of Impact remain intact within districts.
- 3) District 3 represents "rural" areas, Districts 1 & 2 represent more "urban / suburban" areas.

Cons:

- 1) District 3 (Tetonia) can end up with south-end commissioner.



2013 Redistricting Option 2

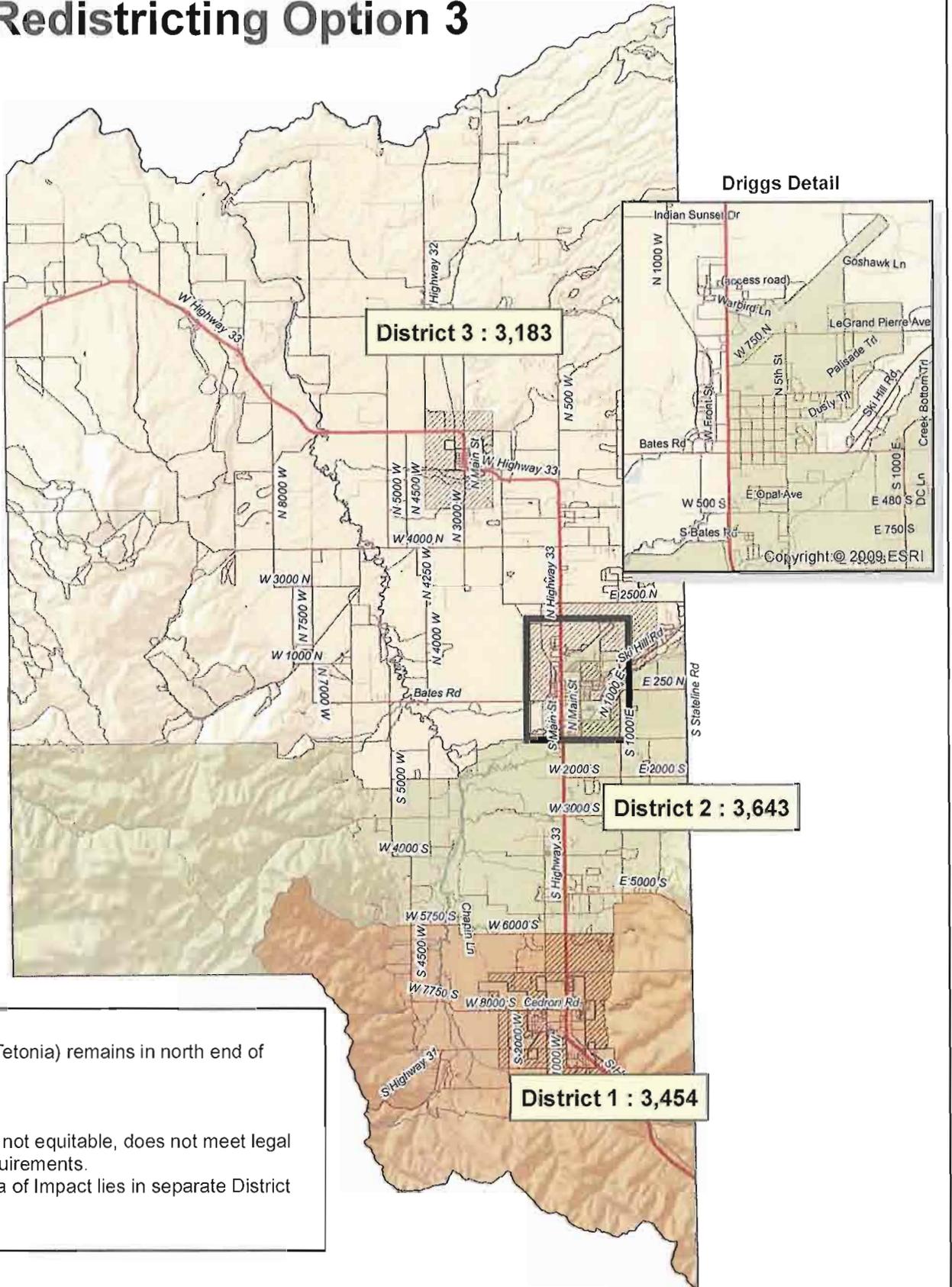


- Pros:**
- 1) Population is equitable between districts.
 - 2) District 3 (Tetonia) contained in north half of county.

- Cons:**
- 1) Driggs is divided between Districts 2 & 3.
 - 2) Rural District 3 could be represented by resident of Driggs.
 - 3) Current District 2 commissioner would have to run in District 3.



2013 Redistricting Option 3



- Pros:**
- 1) District 3 (Tetonia) remains in north end of county.
- Cons:**
- 1) Population not equitable, does not meet legal districting requirements.
 - 2) Driggs Area of Impact lies in separate District from the city.



→ **COMMISSIONER DISTRICT BOUNDARIES.** The Board discussed the re-districting information and maps provided by Clerk Hansen and GIS Manager Rob Marin (Attachment #7). Chairman Park said the current commissioner district boundaries place too much of the county within his District and pointed out that all three commissioners could potentially reside in the Victor area. Prosecutor Spitzer said state statute IC 31-704 says nothing about geography, only that each district must be “as nearly equal in population as may be.”

Mr. Marin said he tried to come up with horizontal district boundaries similar to those historically used. However, the 2010 census revealed changing growth patterns and the current boundaries provide the most equal population counts without splitting Driggs. Redistricting Option 2 achieves slightly more equal population counts by splitting the city of Driggs. No matter how the boundaries are drawn, Mr. Marin said it will always be possible for a person residing in one corner of a district to be elected. He pointed out that the population in the Driggs and Victor areas is growing at a more rapid rate than the population of rural Teton County, which means the geographic size of the urban districts will shrink in the future in order to keep the populations equal.

Commissioner Rinaldi said the Board’s 2011 re-districting decision was the most logical because it created a more rural district in order that the needs of those rural residents could be represented. It also created a Driggs urban district and a Victor urban district.

Driggs Mayor Dan Powers said the current Driggs, Victor and rural districts made the most sense.

Erica Linnell, chairman of the Teton County Democratic Party, asked whether changing boundaries to create districts less equal in population would be considered legal, and whether splitting the City of Driggs makes sense. She pointed out that every county commissioner should be representing every resident. She said changing growth patterns would probably require future boundary changes. Ms. Linnell asked whether it was most logical to distinguish between rural and urban areas, or between the cities of Teton, Driggs and Victor.

Mr. Marin explained that some census tracts cover large geographic areas. Some of the potential boundaries being discussed will divide a census tract, resulting in less exact population data. If a 5% population spread is acceptable, he said the Board will have redistricting options, but if a 5% spread is not legally acceptable, there are no good options.

Since state statutes require even populations, Prosecutor Spitzer said the Board should have very good reasons if they decide to change the current boundaries, which produce nearly-equal populations, to new boundaries that create less equal populations. She said the possible lack of a commissioner from northern Teton County is not a compelling reason to create less equal districts.

Commissioner Kunz said it would not have been fair if the Democratic candidates had won the 2012 election since his district and Chairman Park’s district would both have been represented by Victor area residents. Chairman Park said he prefers Redistricting Option 3, which leaves the City of Driggs intact, but places the Driggs Area of Impact and Ski Hill Road area in his district and creates a 4.4% population differential.

The Board decided to make a final decision on Jan. 13.

EXECUTIVE SESSION

● **MOTION.** At 11:10 am Chairman Park made a motion for Executive Session to discuss indigent matters pursuant to IC 67-2345(1)(d). Motion seconded by Commissioner Kunz and a roll call vote showed all in favor.

● **MOTION.** Commissioner Rinaldi made a motion: (1) to deny indigent application 1T-2014-10011 because Teton is not the obligated county; (2) to deny 1T-2014-10014 due to a lack of cooperation and information; and (3) to deny 1T-2014-10007 because the applicant is not medically indigent. Motion seconded by Chairman Park and carried unanimously.

ADMINISTRATIVE

● **MOTION.** Commissioner Rinaldi made a motion to approve the minutes of December 9 and 12 as presented. Motion seconded by Chairman Park and carried unanimously.

second Monday of each month at 5:30, instead of the current Thursday night schedule. However, lengthy hearings for large, complicated applications will be held on a different night and not after the day-long Board meeting.

Building Official Tom Davis said Resolution 2013-0113A will amend Title 6 of County Code to replace the existing building and fire codes with the 2012 International Code as adopted by the State of Idaho. He said the 2014 International Energy Code is very stringent and the Idaho legislature is concerned about home affordability if it is adopted without changes. Therefore, the legislature will amend the 2014 energy code before adopting it. The county only adopts building codes after they have been amended and adopted by the state.

● **MOTION.** Chairman Park made a motion to approve Resolution 2014-0113A amending the county's Title 6 Building Ordinance by adopting portions of the 2012 international building codes as recommended by the staff. Motion seconded by Commissioner Rinaldi and carried unanimously.

● **MOTION.** Commissioner Rinaldi made a motion to approve the contract with Harmony Design to perform Nutrient Pathogen studies for the county as needed. Motion seconded by Commissioner Kunz and carried unanimously.

Mr. Boal will learn whether the Harmony Design contract is in line with similar contracts in other counties.

● **MOTION.** Commissioner Rinaldi made a motion to approve the Amended and Restated Development Agreement for River Rim Ranch Division II – Planned Unit Development as revised since its Dec. 23 approval. Motion seconded by Chairman Park and carried. Commissioner Kunz abstained due to a conflict of interest because his father-in-law owns property within the development.

Prosecutor Spitzer said the revisions are not substantive and simply make the intent of the agreement more clear.

● **MOTION.** Commissioner Kunz made a motion to approve the insignificant plat amendment for Saddlehorn Ranch as requested by Carl Church, provided that the plat is modified to incorporate the recommendations of the survey review engineer. Motion seconded by Commissioner Rinaldi and carried unanimously.

→ **COMMISSIONER DISTRICT BOUNDARIES**

Chairman Park said this topic had been discussed with Sarah Johnston during the morning Open Mic, but invited others to make any comments desired.

Ron Moeller said state statute requires boundaries to be determined by population, not geography, and that the current districts had been created based on 2010 census data. He recommends that the Board not change the boundaries until after the 2020 census data becomes available.

Anna Trentadue said the 2011 boundary changes were based on the best data available and that the reasons for any future changes should be clearly articulated since re-districting decisions are often challenged in court.

● **MOTION.** Commissioner Rinaldi made a motion to maintain the status quo boundaries for Commissioner Districts.

Chairman Park said he would like to change the Commissioner Districts to the boundaries identified in Option #2, which splits the City of Driggs, but results in the most nearly equal population counts. However, Prosecutor Spitzer said the code is clear that boundaries should maintain communities of interest. Commissioner Rinaldi said Option #2 would place her in the same district as Chairman Park.

Commissioner Kunz ended the debate by saying he is not going to vote to change the district boundaries although he does think the 2011 changes were made for political reasons. He thinks the cities are very well represented and said the county complies with almost every city request for assistance. Commissioner Kunz said it wasn't fair for Victor and Driggs to each have one commissioner, leaving just one commissioner to represent the majority of the county. He said even the former Mayor of Driggs recently agreed that it would not have been

fair if both Kim Keeley and Sue Muncaster had been elected commissioner in 2012. If that had happened, Commissioner Kunz said there would have been no rural representation on the Board.

- **MOTION.** Commissioner Kunz then seconded the motion made earlier by Commissioner Rinaldi. Chairman Park called for a vote and the motion carried, with Chairman Park opposed.

Commissioner Kunz said he wasn't sure why he had changed his mind since he had intended to vote differently just half an hour earlier. He emphasized the fact that he tried to represent everyone in the county.

CLERK

The Board reviewed Clerk Hansen's quarterly financial reports which show county revenues and expenses to be within budget as of December 31 (Attachment #1).

- **MOTION.** Chairman Park made a motion to approve Resolution 2013-0113B authorizing the destruction of certain election records. Motion seconded by Commissioner Rinaldi and carried unanimously. (Attachment #13)

TITLE VI CIVIL RIGHTS PLAN. Clerk Hansen described the county's obligation to create a written Title VI plan in order to be eligible for Federal grant funds. Initial documentation is required immediately for several transportation grants recently submitted and has been prepared using templates provided by the Idaho Transportation Department

- **MOTION.** Commissioner Rinaldi made a motion to approve the Non-Discrimination Policy Statement as presented. Motion seconded by Commissioner Kunz and carried unanimously. (Attachment #14)

EXECUTIVE SESSION

- **MOTION.** At 2:19 pm Chairman Park made a motion for Executive Session to discuss indigent matters pursuant to IC 67-2345(1)(d). Motion seconded by Commissioner Kunz and a roll call vote showed all in favor. The Executive Session ended at 2:32 pm.

- **MOTION.** Commissioner Rinaldi made a motion to approve indigent case 1T 2014-100B1 for burial assistance. Motion seconded by Chairman Park and carried unanimously.

ADMINISTRATIVE

- **MOTION.** Commissioner Rinaldi made a motion to approve the minutes of December 23, 2013 as corrected. Motion seconded by Commissioner Kunz and carried unanimously.

The Board acknowledged Clerk Hansen's memo outlining the results of the Search & Rescue bid for a Quick Response Vehicle (Attachment #15). Since the conditions of the Board's December 23 pre-approval were met, SAR Commander Paul Bruno has ordered the vehicle from Fouts Bros, who submitted the low bid of \$72,450.

Commissioner Kunz will represent the county at the January budget meeting of the Eastern Idaho State Fair. Commissioner Rinaldi asked him to inquire about the amount of sales tax collected at the fair.

Prosecutor Spitzer provided an update regarding the Board's November 12 snow bike discussion. Since then, she has met with both Wade Kaufman and Scott Fitzgerald. Mr. Kaufman has agreed to postpone his request that the county impose a fee for snow bikes using groomed snowmobile trails for one year. This will give proponents of a Recreation District time to get the issue on the ballot. She said everyone agrees this would be the best approach since it would provide consistent funding for all trail users, whereas establishing a fee for snow bikers would collect a minimum amount.

The Idaho Department of Water Resources is holding a public hearing at 2 pm on Jan. 14 to hear comments regarding the proposal to create a Teton Creek Flood Protection District. The county owns property within the boundaries of the new district and sent a letter of support in January 2012.

COMMITTEE REPORTS. Commissioner Rinaldi missed the most recent meeting of the Driggs Urban Renewal Agency, but said former mayor Dan Powers had been appointed to a position on the board.



Teton County Clerk

208-354-8780 (FAX: 354-8410)
clerk@co.teton.id.us

150 Courthouse Drive #208
Driggs, Idaho 83422

November 18, 2015

TO: Board of County Commissioners
FROM: Clerk
SUBJECT: Dental Insurance, Employee Meeting, Annual Financial Reports
Commissioner District boundaries & Policies

Dental Insurance Plan Renewal. LifeMap, a subsidiary of Regence, has provided a bid at a slightly lower cost than the Regence Dental bid previously approved. The LifeMap policy would provide the same benefits as the Regence policy while allowing employees/spouses to enroll in the dental plan without enrolling in the medical plan, which is the current situation for 5 employees and 2 spouses. I recommend that you void your November 9 decision and select LifeMap as the county's 2016 dental insurance carrier.

Employee Meeting. The updated draft agenda is attached for your information. Since there are so many new and modified administrative policies, we will distribute an entirely new set and have everyone sign an updated Acknowledgement of Receipt.

Annual Financial Reports. The annual Juvenile Justice and Vessel Fund financial reports are attached for your review and approval. Please let me know if you want to identify a different use for the unspent Vessel funds.

Commissioner District boundaries. IC 31-704 requires the Board to establish three commissioner districts during January 2016. The statute, current map, and minutes/maps from the Board's 2014 re-districting are attached. Please discuss how you'd like to proceed.

Polices. Final versions of updated and new policies reviewed October 13 and November 9 are attached for your approval.

Teton County

Presented by American Insurance Service

Dental Renewal Effective 1/1/2016

| | | MetLife Current | MetLife Renewal | BestLife | Blue Cross Dental | Regence Dental | Delta Dental | Delta Dental | UNUM Dental | LifeMap |
|------------------------------------|----|--------------------|--------------------|--------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Preventive Care Services | | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% |
| Basic Services | | 80% | 80% | 80% | 80% | 80% | 80% | 80% | 80% | 80% |
| Major Services | | 50% | 50% | 50% | 50% | 50% | 50% | 50% | 50% | 50% |
| Employer Contributory or Voluntary | | Employer (67%) | Employer (67%) | Employer | Employer | Employer | Employer | Voluntary | Employer | Employer |
| Calendar Year Max | | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 |
| Calendar Year Deductible | | \$50 /\$150 | \$50 /\$150 | \$50 /\$150 | \$50 /\$150 | \$50 /\$150 | \$50 /\$150 | \$50 /\$150 | \$50 /\$150 | \$50 /\$150 |
| Special Dental Accident Benefit | | No | No | \$1,000 max per accident | No | No | No | No | No | No |
| Orthodontia Benefit | | No | No | No | \$1,000 Max/ No WP | \$1,500 Lifetime | No | No | No | \$1,500 Lifetime |
| Employee Only | 23 | \$ 35.74 | \$ 39.76 | \$ 32.54 | \$ 36.25 | \$ 30.80 | \$ 43.22 | \$ 38.56 | \$ 41.70 | \$ 30.50 |
| Employee + Spouse | 11 | \$ 73.25 | \$ 81.48 | \$ 65.08 | \$ 72.50 | \$ 64.30 | \$ 86.44 | \$ 77.11 | \$ 82.60 | \$ 63.68 |
| Employee + Child | 5 | \$ 77.45 | \$ 86.15 | \$ 69.87 | \$ 68.18 | \$ 73.90 | \$ 78.97 | \$ 72.73 | \$ 74.60 | \$ 73.18 |
| Employee + Children | 5 | \$ 77.45 | \$ 86.15 | \$ 69.87 | \$ 127.13 | \$ 73.90 | \$ 99.06 | \$ 90.47 | \$ 74.60 | \$ 73.18 |
| Employee & Family | 11 | \$ 114.95 | \$ 127.87 | \$ 100.78 | \$ 145.01 | \$ 108.00 | \$ 134.96 | \$ 126.38 | \$ 125.00 | \$ 106.95 |
| Total Census Count: | 55 | | | | | | | | | |
| Total Monthly: | | \$ 3,279.47 | \$ 3,648.08 | \$ 2,922.23 | \$ 3,567.26 | \$ 2,973.20 | \$ 3,824.31 | \$ 3,488.92 | \$ 3,615.70 | \$ 2,944.33 |



AGENDA: Dec. 3, 2015 Employee Meetings
 1:30-3:00 AND 3:30-5:00

| Description | Estimated Time |
|---|----------------|
| Welcome <i>Commission Chair Bill Leake</i> | 3 |
| Introductions, Payroll Records Update, Employee Committee <i>Payroll & Human Resources Clerk, Janette Burr</i> | 8 |
| Health Insurance & Open Enrollment , <i>Travis & AJ Argyle, American Insurance</i> | 10 |
| Wellness Plan, <i>Travis & AJ Argyle, American Insurance</i> | 5 |
| Flex Plan, <i>Travis & AJ Argyle, American Insurance</i> | 5 |
| Deferred Compensation Plan, <i>David Miller, Nationwide Insurance</i> | 20 |
| Updates to Personnel Policy & Administrative Policies <i>Clerk Mary Lou Hansen</i> | 5 |
| ICRMP On-Line University <i>Risk Manager Holly Wolgamott</i> | 15 |
| Safety <i>Public Works Director Darryl Johnson</i> | 4 |
| Ethics <i>Prosecutor Kathy Spitzer</i> | 4 |
| Cyber Security <i>IT Coordinator Greg Adams</i> | 10 |
| | 89 |

Idaho Department of Juvenile Corrections
 Report Period: 10/1/14 to 09/30/15
JUVENILE JUSTICE ANNUAL FINANCIAL REPORT
 Due Date: December 1, 2015

COUNTY: TETON

| Section 1 | | STATE FUNDS | | | |
|---|-------------------------------------|-------------|------------|--|------------|
| FUNDING SOURCE | JUVENILE CORRECTIONS ACT FUND | TOBACCO TAX | LOTTERY | | TOTALS |
| Cash on Hand as of 9/30/14 | \$0 | \$0 | \$0 | | \$0 |
| Revenues 10/1/14 to 09/30/15 | \$27,350 | \$24,504 | \$3,449 | | \$55,303 |
| Expended 10/1/14 to 09/30/15 | | | | | |
| Personnel Costs | \$17,000 | \$17,000 | \$3,449 | | \$37,449 |
| Operating Expenses | \$10,350 | \$7,504 | \$0 | | \$17,854 |
| Capital Outlay | \$0 | \$0 | \$0 | | \$0 |
| State Funds Cash on Hand as of 9/30/15 | \$0 | \$0 | \$0 | | \$0 |

| Section 2 | | COUNTY FUNDS | | | |
|--|--------------|--------------------|---------------------|-------------------|------------|
| FUNDING SOURCE | GENERAL FUND | DETENTION REIMB | SUPERVISION FEES | OTHER REVENUE: | TOTALS |
| Cash on Hand as of 9/30/14 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Revenues 10/1/14 to 09/30/15 | \$111,339 | \$0 | \$1,670 | \$14,489 | \$127,498 |
| Expended 10/1/14 to 09/30/15 | | | | | |
| Personnel Costs | \$15,455 | \$0 | \$0 | \$0 | \$15,455 |
| Operating Expenses | \$95,884 | \$0 | \$1,670 | \$14,489 | \$112,043 |
| Capital Outlay | \$0 | \$0 | \$0 | \$0 | \$0 |
| County Funds Cash on Hand as of 9/30/15 | \$0 | \$0 | \$0 | \$0 | \$0 |

All Funds Cash on Hand as of 9/30/15 **\$0**

| Section 3 | | CARRYOVER EXPENDITURE PLAN FOR STATE FUNDING | | | |
|--|---------------------------------------|--|------------|--|------------|
| FUNDING SOURCE | * JUVENILE CORRECTIONS ACT FUND | TOBACCO TAX | LOTTERY | | TOTALS |
| State Funds Cash on Hand as of 9/30/15 | \$0 | \$0 | \$0 | | \$0 |
| Personnel Costs | \$0 | \$0 | \$0 | | \$0 |
| Operating Expenses | \$0 | \$0 | \$0 | | \$0 |
| Capital Outlay | \$0 | \$0 | \$0 | | \$0 |
| Total Projected Expenditures | \$0 | \$0 | \$0 | | \$0 |
| Unallocated Funds | \$0 | \$0 | \$0 | | \$0 |

COUNTY: TETON

| | | |
|-----------------------------|----------------------------|--|
| Section 4 | 10/1/15 to 09/30/16 | JUVENILE CORRECTION ACT FUNDS NARRATIVE |
| Personnel Costs | | |
| Operating Expenses | | |
| Capital Outlay | | |
| Unallocated Carryover Funds | | |

| | | |
|-----------------------------|----------------------------|------------------------------------|
| Section 5 | 10/1/15 to 09/30/16 | TOBACCO TAX FUNDS NARRATIVE |
| Personnel Costs | | |
| Operating Expenses | | |
| Capital Outlay | | |
| Unallocated Carryover Funds | | |

| | | |
|-----------------------------|----------------------------|--------------------------------|
| Section 6 | 10/1/15 to 09/30/16 | LOTTERY FUNDS NARRATIVE |
| Personnel Costs | | |
| Operating Expenses | | |
| Capital Outlay | | |
| Unallocated Carryover Funds | | |

Section 7 SIGNATURE OF CERTIFICATION

I HEREBY CERTIFY that this report represents actual receipts and expenditures of funds for the period covered by this report. I understand Juvenile Corrections Act (JCA), Tobacco Tax, and Lottery funds cannot be used to replace local funds or increase the amount of such funds that would, in the absence of this allotment, be made available for juvenile justice activities. I understand any remaining JCA Funds, Tobacco Tax and or Lottery Funds must be carried over and reported in the following county fiscal year.

COUNTY CLERK _____ DATE: _____
 Mary Lou Hansen

Section 8 REVIEWER'S SIGNATURES

COUNTY COMMISSIONER CHAIR _____ DATE: _____
 Bill Leake

MAGISTRATE JUDGE _____ DATE: _____
 Jason Walker

JUVENILE JUSTICE DIRECTOR _____ DATE: _____
 Renee Leidorf

Section 9 IDJC REVIEWER'S SIGNATURE

_____ DATE: _____
 Printed Name

***Section 10 JUVENILE CORRECTION ACT RETENTION APPROVAL**

Approved Juvenile Correction Act Funds must be expended by 09/30/16

DIRECTOR SHARON HARRIGFELD _____ DATE: _____



C. L. "Butch" Otter
Governor

David R. Langhorst
Director

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

Tom Crimmins
District One

Randy Doman
District Two

Susan Buxton
District Three

Charles H. Correll
Board Chair
District Four

Pete J. Black
District Five

Robert Hansen
District Six

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

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

Phone (208) 334-4199

www.parksandrecreation.idaho.gov

November 5, 2015

Mary Lou Hansen
Teton County Clerk
150 Courthouse Drive, Rm 208
Driggs, ID 83422

Dear Clerk Hansen,

With the end of the fiscal year, we are ready to begin our annual financial review of the 2015 Teton County's boat and snowmobile programs. The main purpose of this review is to verify revenue received and examine expenditures to ensure the programs are in compliance with Idaho State codes.

Please complete the annual County Vessel Fund Reporting and Remittance Form by 11/20/2015. In addition, we require copies of your financial statements including the Treasurer's Cash Balances, Outstanding Warrants, Fund Balances for each major fund (i.e. waterways, boat safety grant, county vessel, snowmobile), Combined Transaction Detail Report, and Revenue/Expenditure details.

We appreciate your assistance, and look forward to working with you during this process.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Kristina Evans".

Kristina Evans
Financial Specialist
208-514-2463
Kristina.Evans@idpr.idaho.gov



COUNTY VESSEL FUND REPORTING & REMITTANCE FORM
Idaho Department of Parks and Recreation

TETON County

Our County Vessel Fund has been reconciled for fiscal year 2015. The remittance amount has been calculated as follows:

- A) Ending Fund Balance \$ 13,331.38
B) Subtract:
Ending balance of moneys not received from the State Vessel Account (\$ 0)
Obligated moneys in the County Vessel Fund (See definition in rules) (\$ 0)
C) Adjusted Ending Fund Balance \$ 13,331.38
D) Total received from State Vessel Account for FY 2015 \$ 5,428.75
E) Subtract line D from line C. If less than Zero, enter Zero \$ 7,902.63

If the amount on line E is Zero, no remittance is required.

If the amount on line E is greater than Zero, the surplus moneys must be remitted to the Idaho Department of Parks and Recreation by December 18 for deposit into the State Vessel Account or complete the 'Request for Retention of County Vessel Funds' on the reverse of this form. If the amount to be retained is less than the total surplus, complete both sides of this form.

Mary Kuttansen
County Clerk

Dated: 11.20.15

You may email the completed form to: Kristina.Evans@idpr.idaho.gov
Or mail to:

Idaho Department of Parks and Recreation
Attention: Kristina Evans, Financial Specialist-Grants
5657 Warm Springs Avenue
Boise ID 83716
Phone: 208-514-2478

R E V E N U E A C T I V I T Y D E T A I L

FROM 10/01/2014 TO 09/30/2015 FUND 0054

FUND 0054 WATERWAYS/VESSEL FUND
 -00 WATERWAYS/VESSEL FUND

* Revenue for accounts classified as Property Tax / Assessment reflects the tax charge amounts.

| -----AUDITORS CERTIFICATE ----- | | | | | |
|---------------------------------|--|------|--------------|----------------------------|-----------------|
| Account # | Account Description | Code | Number | Date | Amount |
| 0397-0000 | AUTHORIZED FUND TRANSFER STATE OF IDAHO PARKS & RECREAT | A/C | 2015-0000071 | 10/22/2014 | 252.05 |
| 0397-0000 | AUTHORIZED FUND TRANSFER STATE OF IDAHO PARKS & RECREAT | A/C | 2015-0000188 | 11/12/2014 | 131.27 |
| 0397-0000 | AUTHORIZED FUND TRANSFER STATE OF IDAHO PARKS & RECREAT | A/C | 2015-0000366 | 12/19/2014 | 120.61 |
| 0397-0000 | AUTHORIZED FUND TRANSFER STATE OF IDAHO PARKS & RECREAT | A/C | 2015-0000497 | 01/15/2015 | 445.98 |
| 0397-0000 | AUTHORIZED FUND TRANSFER STATE OF IDAHO PARKS & RECREAT | A/C | 2015-0000657 | 02/12/2015 | 408.35 |
| 0397-0000 | AUTHORIZED FUND TRANSFER STATE OF IDAHO PARKS & RECREAT | A/C | 2015-0000818 | 03/16/2015 | 128.17 |
| 0397-0000 | AUTHORIZED FUND TRANSFER STATE OF IDAHO PARKS & RECREAT | A/C | 2015-0000968 | 04/14/2015 | 353.46 |
| 0397-0000 | AUTHORIZED FUND TRANSFER STATE OF IDAHO PARKS & RECREAT | A/C | 2015-0001137 | 05/13/2015 | 524.91 |
| 0397-0000 | AUTHORIZED FUND TRANSFER STATE OF IDAHO PARKS & RECREAT | A/C | 2015-0001294 | 06/11/2015 | 652.79 |
| 0397-0000 | AUTHORIZED FUND TRANSFER STATE OF IDAHO PARKS & RECREAT | A/C | 2015-0001511 | 07/17/2015 | 591.81 |
| 0397-0000 | AUTHORIZED FUND TRANSFER STATE OF IDAHO PARKS & RECREAT | A/C | 2015-0001689 | 08/19/2015 | 1,072.59 |
| 0397-0000 | AUTHORIZED FUND TRANSFER STATE OF IDAHO PARKS & RECREAT | A/C | 2015-0001846 | 09/21/2015 | 746.76 |
| | | | | 0397-0000 Subtotal: | 5,428.75 |
| | | | | 0397 Subtotal: | 5,428.75 |

| | |
|--|----------------------|
| | Dept Total: 5,428.75 |
| | Fund Total: 5,428.75 |

Vessel Fund Income during FY2015

WARRANT REGISTER DETAIL

FROM 10/01/2014 TO 09/30/2015 ALL ISSUED ALL TYPES BY FUND INCLUDES DEMANDS

ACCOMPANYING THIS REPORT ARE CANCELLED WARRANTS AND OTHER PAID VOUCHERS SUPPORTING CASH DISBURSEMENTS IN DETAIL

| Warrant Yr | No. | Issue Date | Fund Amount | Warrant Amount | Type | Vendor / Payee | Status | Status Date |
|-------------------------------------|-----|------------|-------------|----------------|-------|-------------------|---------|-------------|
| 0054 - WATERWAYS/VESSEL FUND | | | | | | | | |
| 2015 | - | 0000150 | 11/12/2014 | 240.00 | CLAIM | 102631 A-1 RENTAL | RDM/CLR | 11/25/2014 |
| 2015 | - | 0002167 | 07/28/2015 | 320.00 | CLAIM | 102631 A-1 RENTAL | RDM/CLR | 07/31/2015 |
| 2015 | - | 0002256 | 08/11/2015 | 845.00 | CLAIM | 102631 A-1 RENTAL | RDM/CLR | 08/17/2015 |
| 2015 | - | 0002514 | 08/15/2015 | 320.00 | CLAIM | 102631 A-1 RENTAL | RDM/CLR | 09/22/2015 |
| 2015 | - | 0002751 | 09/25/2015 | 320.00 | CLAIM | 102631 A-1 RENTAL | RDM/CLR | 10/02/2015 |
| TOTAL WARRANTS | | | 1,520.00 | 5 | | | | |
| TOTAL VOID/CANCEL | | | 1,520.00 | | | | | |
| NET WARRANTS | | | | | | | | |

REPORT GRAND TOTAL

TOTAL WARRANTS

TOTAL VOID/CANCEL

NET WARRANTS

1,520.00 5

** TOTAL VOIDED/CANCEL FOR THE PERIOD SELECTED **

Vessel fund expenses during FY 2015 (Rental of porta-potties @ 3 boat ramps)

I HEREBY CERTIFY THAT THE ABOVE STATEMENT IS TRUE AND CORRECT.

TETON COUNTY TREASURER

BEVERLY PALM

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, BY _____

CHECKED AND FOUND CORRECT _____, BY _____

TETON COUNTY AUDITOR

MARY LOU HANSEN

Teton County Ambulance Service District Minutes: October 13, 2015

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

AGENDA

1. Approve available minutes
2. Status of contract between TVHC and Fire District

COMMISSIONERS PRESENT: Bill Leake, Cindy Riegel

OTHER ELECTED OFFICIALS PRESENT: Clerk Mary Lou Hansen, Fire Commissioner Kent Wagener

Chairman Leake called the meeting to order at 3:15 pm.

● **MOTION.** Commissioner Riegel made a motion to approve the minutes of August 24, 2015 as presented. Motion seconded by Chairman Leake and carried.

CEO Keith Gnagey said Teton Valley Health Care and the Fire District have agreed on the outline of a new contract for FY 2016; contract terms have been under negotiation for several months.

MERCER STUDY. Chairman Leake said the Mercer Study completed in August 2013 recommended formation of an Emergency Services Council and asked why such a Council had not been established. Fire Commissioner Wagener said the variety of agencies and officials recommended to be included in the proposed group would have been too complex and difficult to coordinate. Also, that the county's Local Emergency Planning Council (LEPC) already serves the recommended purpose.

Fire Chief Bret Campbell added that the county's current Radio Operability Committee should spend more time discussing local emergency response issues since there are very few operability issues to discuss. He also suggested that the county LEPC meetings be held quarterly rather than monthly in order to get better participation and more relevant presentations and discussions.

Fire Commissioner Wagener asked the Board to remember the context in which the Mercer Study was made. At that time the hospital and Fire District did not cooperate and there was total dysfunction between the Sheriff and Board. When the Board initiated the Study, they hoped that a "silver bullet" would be found to overcome these problems. However, he said the Mercer Study did not propose a good, final solution.

OTHER BUSINESS. Mr. Gnagey alerted the Board to the fact that Wyoming may have a problem with the "Interstate Compact Agreement" that allows Idaho-licensed EMTs and Paramedics to practice within Wyoming. Fire District Captain Ed Schauster said this is not a new or narrow issue and applies to other border counties. The long-standing agreement has never been tested in court. Mr. Gnagey said Prosecutor Spitzer has advised that the current situation is fine unless the county receives a formal letter from Wyoming saying that it is not legal.

● **MOTION.** At 3:47 pm Chairman Leake made a motion to adjourn the meeting and reconvene as the Board of County Commissioners. Motion seconded by Commissioner Riegel and carried.

Bill Leake, Chairman

ATTEST: _____
Mary Lou Hansen, Clerk

Board of Teton County Commissioners

MINUTES: November 9, 2015

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

9:00 Meeting Called to Order – Bill Leake, Commissioner
Amendments to Agenda

9:00 RECREATION PLANNER POSITION

1. Review of Recreation Planner Position
- 2.

9:30 Open Mic (*if no speakers, go to next agenda items*)

DEPARTMENT BUSINESS

9:45 TETON CO JUVENILE PROBATION – Renee Leidorf

1. JPO Quarterly Report
- Public Works – Darryl Johnson
1. Solid Waste – Saul Varela, Supervisor
 - a. Transfer Station Update
 - b. Landfill Update
 - c. Landfill Cap Update
 - d. Waste & Recycling Collection Contract
 - e. Solid Waste Fee – Public Notice
 2. Road & Bridge – Clay Smith, Supervisor
 - a. Road & Bridge Crews
 - b. Water Tank Purchase
 - c. IWORQ Update
 3. Engineering
 - a. LHTAC - Local Rural Hwy Investment Program
 - b. FY 2017 Local Hwy Safety Improvement Program
 4. Fairgrounds Administrator
 5. Facilities
 - a. Courthouse Masonry Repairs
 - b. Eagle Sculpture

Information Technology – Greg Adams

1. County Password Policy
2. Grant Funds Expenditure Approval

PROSECUTING ATTORNEY – Kathy Spitzer

1. Non-Motorized Ordinance

Clerk – Mary Lou Hansen

1. Canvass Results of Nov. 3rd Election
2. Agenda for Dec. 3 Employee Meeting
3. Dental Insurance Renewal

11:30 ELECTED OFFICIAL & DEPT HEAD MEETING

1. Policy Review

12:30 – 2:00 LUNCH with Rudd & Co. auditors

GIS, Rob Marin

1. GIS Update

ADMINISTRATIVE BUSINESS

(*will be dealt with as time permits*)

1. Approve Available Minutes
2. Other Business
 - a. Liquor License Reform
 - b. E911 Grant
 - c. Social Media Policy
 - d. Solid Waste Fee PR Discussion
 - e. Pocatello Regional Postal Center Push to Re-Open
 - f. Priorities Check-Up
3. Committee Reports
4. Claims
5. Executive Session for Legal Counsel per IC74-206(1)(f) and Personnel Matters per IC74-206(1)(a) & (b)

ADJOURN

COMMISSIONERS PRESENT: Bill Leake, Cindy Riegel, Kelly Park

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

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

RECREATIONAL PLANNER

The Board agreed that the new position description accurately describes the work needing to be done. The duties make it a pay grade 7 position with a hiring rate of \$18.27-\$19.33 per hour. The FY 2016 budget includes \$30,000, which means it would be a part time position. Chairman Leake said the county needs to move forward with implementation of the Recreation Plan by filling this position. However, Commissioner Riegel believes the best way to move forward with recreation is through a recreation district while Commissioner Park wants to avoid having a recreation district. Chairman Leake said this position would have no linkage to a future recreation district, but would begin efforts at developing an integrated approach to existing recreational programs and activities. The Board agreed they would like to fill the position, but expressed concern about the additional workload another new employee would impose on Planning Administrator Jason Boal, who also supervises the new Weed Supervisor/Natural Resource Specialist. A final decision was delayed until the Board is able to consult with Mr. Boal.

EXECUTIVE SESSION

● **MOTION.** Chairman Leake made a motion for Executive Session to discuss personnel matters pursuant to IC 74-206(1)(a) and (b). Motion seconded by Commissioner Park and a roll call vote showed all in favor. (The Executive Session ended at 9:32 am.)

OPEN MIC

Tim Adams, Executive Director of Teton Valley Trails & Pathways, expressed support for the new part-time Recreation Planner position.

Alta resident Lee Simmons described problems with information provided by the county's 911 system when processing calls from Alta residents.

JUVENILE PROBATION

Chief JPO Renee Leidorf reviewed her Quarterly Commissioner Report and her Annual Juvenile Justice Report (Attachment #1). There are currently 7 juveniles on formal probation in Teton County and the Board wondered if this was a typical number for a county of our size. Ms. Leidorf had no data regarding typical juvenile caseloads. However, she said the number of juvenile petitions filed during the past year, which was 12, per line three of the annual report, was a historically low number for the county. Forty-two juvenile petitions were filed last year.

● **MOTION.** Chairman Leake made a motion to approve the County Annual Juvenile Justice Report to the Idaho Department of Juvenile Corrections. Motion seconded by Commissioner Park and carried.

PUBLIC WORKS

Solid Waste Supervisor Saul Varela reviewed his report (Attachment #2). He said 26% of material received at the transfer station was diverted during FY 2015. This percentage will increase after the scrap metal and wood piles collected during the year are processed. Mr. Varela reported that the resample of Monitoring Well #6 showed copper levels within the statistical limit. He said there have been a few minor glitches with the new waste hauler, but that the transition has generally gone very well.

Public Works Director Darryl Johnson reviewed his bi-monthly report (Attachment #3). The landfill cap is complete, except for installation of the test pad and lysimeter. The Board thanked Mr. Johnson and his staff for completing this large project in a manner that should mean the county never has to deal with the problem again.

ROAD & BRIDGE. Mr. Johnson described how the purchase of a stainless steel tank would pay for itself in one year by allowing the R&B crew to apply Magnesium Chloride instead of contracting the application to a vendor from Rigby. He also described the proposed IWORQs contract to re-inspect all oiled roads (about 25% of the county's roads) and re-segment the entire road database in a manner that makes more sense to staff. The contractor will coordinate closely with county staff.

● **MOTION.** Commissioner Riegel made a motion to approve the purchase of a stainless steel water tank with \$25,000 from the Road & Bridge Capital Equipment Account 02-00-899 and the remainder from the Road Special Gravel Stabilization Account #33-00-520. Motion seconded by Commissioner Park and carried unanimously.

● **MOTION.** Commissioner Park made a motion to approve the iWorQ contract for road re-evaluation and re-segmenting defined road sections to be paid from the Road & Bridge Software Account 02-00-679. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #4)

● **MOTION.** Commissioner Park made a motion to approve the LHSIP State/Local Agreement for Cedron Road Shoulder Widening and submit the \$2,000 deposit to be paid from the Road Levy Engineer Account 33-00-810. Motion seconded by Commissioner Riegel and carried unanimously. (Attachment #5)

FACILITIES. Mr. Johnson said the courthouse masonry repairs have been completed, but that more work was done in FY 2016 than anticipated. This resulted in about \$36,000 of unspent budget in FY 2015 and a \$24,000 shortfall in the FY 2016 budget. Mr. Johnson also reported on efforts being made to install the Centennial Eagle northeast of the parking lot and the hiring of a new Fairgrounds administrator. Although Mr. Johnson is the official supervisor if the Fairgrounds administrator, this person will report directly to the Fair Board.

● **MOTION.** Commissioner Park made a motion to hire the Fairgrounds Administrator selected by the Fair Board at \$17.56 per hour, which is 91% of the market rate for pay grade 6. Motion seconded by Commissioner Riegel and carried unanimously.

● **MOTION.** Commissioner Park made a motion to approve the final invoice for courthouse masonry repairs in the amount of \$24,000 using funds from the 01-00-526 Contingency Account. Motion seconded by Commissioner Riegel and carried unanimously.

INFORMATION TECHNOLOGY & EMERGENCY MANAGEMENT COORDINATION

Administrator Greg Adams reviewed his written report (Attachment #6). The Board discussed the proposed new Password Policy, which Mr. Adams said reflects current industry standards. They requested several changes to the policy, which will be formally adopted Nov. 23.

The Board told Mr. Adams that, during Open Mic, an Alta resident had pointed out problems with the information provided by the county's 911 system when processing calls from Alta residents. In particular, the resident said the 911 system showed the phone number area code as 208 rather than 307, and gave a "no address available" message. Mr. Adams said he would discuss the situation with the Sheriff's Administrative Manager of Operations, who oversees the dispatch center.

● **MOTION.** Commissioner Park made a motion to approve use of 2014 and 2015 Homeland Security Grants to pay for the relocation of a public safety radio repeater to the Ski Hill as recommended by the Emergency Management Coordinator. Motion seconded by Commissioner Riegel and carried unanimously.

PROSECUTOR

The Board reviewed the draft ordinance she recommends be added to Chapter 2 of Title 11 in order to regulate use of the County's non-motorized pathways. They discussed which county pathways would meet the "non-motorized pathway" definition and decided that further research was needed to clarify ownership and control of the Victor-Driggs pathway and the Tetonia to Ashton pathway.

● **MOTION.** Commissioner Riegel made a motion to approve Ordinance 2015-1109 regarding regulation of the use of non-motorized pathways provided that the applicable fine be reduced to \$85 and that that Public Works Director be identified as the point of contact for permits. Motion seconded by Commissioner Park and carried unanimously. (Attachment #7)

The Board will determine which county pathways meet the “non-motorized” definition in a future meeting.

ELECTED OFFICIAL & DEPARTMENT HEAD MEETING

Seven elected officials (Commissioners Leake, Park & Reigel; Clerk Hansen; Assessor Bonnie Beard; Treasurer Beverly Palm, Prosecutor Spitzer) and six department heads (Rob Marin, Holly Wolgamott, Rene Leidorf, Jenifer VanMeeteren-Shaum, Greg Adams Darryl Johnson) discussed issues of mutual concern.

GIS

Director Rob Marin reviewed his written report (Attachment #8). He described and demonstrated the changes he has made to maps available via the county website so they are accessible from mobile devices as well desktop computers.

Mr. Marin described the ongoing parcel data rectification project which started in 2014 and will be completed this year. To date, 12,180 parcels out of 13,825 have been reviewed and rectified by Greenwood Mapping consultants and by Mr. Marin. The remaining 1,645 parcels include some notable technical mapping challenges such as incomplete legal descriptions, surveys that do not align, lack of deeds and other documentation. Due to the complexities related to these parcels, the consultant will complete rectification of the remaining parcels. Mr. Marin expects the three-year, \$75,000 project to be completed ahead of time and under budget. The consultant has completed a list of “unfixable” parcels, which will require further research by the Assessor and, in some cases, amended deeds and surveys. Although this project has vastly improved the accuracy of the county’s parcel data, Mr. Marin said the data is far from perfect and predicted that technological changes will require a similar project in the future.

Mr. Marin described the need for updated aerial imagery for Teton County. He has obtained a quote from Aero-Graphics to provide 6-inch resolution imagery for \$28,775 and will request funds in a future budget cycle.

Mr. Marin said the proposed new zoning map for Teton County has been created by the planning department, with no assistance from him. He would like to review any such map before it is published or adopted in order to assure its accuracy.

CLERK

Clerk Hansen reviewed her written report (Attachment #9).

● **MOTION.** Chairman Leake made a motion to approve the November 3, 2015 election results as listed in the Election Abstract prepared by the County Clerk. Motion seconded by Commissioner Park and carried unanimously. (Attachment #10)

The Board made several changes to the draft agenda for the December 3 employee meeting and discussed ways to improve the ethics and safety training. They decided it would be helpful to re-activate an employee committee to review proposed policy and benefit changes. However, since a decision regarding the county’s dental insurance cannot wait for review by such a committee, they agreed the lowest cost option should be approved.

● **MOTION.** Chairman Leake made a motion to switch dental providers to Regence, which requires employees to also enroll in the Regency medical plan. Motion seconded by Commissioner Park and carried unanimously.

ADMINISTRATIVE

● **MOTION.** Chairman Leake made a motion to approve the minutes of October 26 as presented. Motion seconded by Commissioner Park and carried.

OTHER BUSINESS. The Board discussed the proposed new Social Media policy prepared by County Executive Holly Wolgamott and requested several changes be made before it is adopted Nov. 23. Ms. Wolgamott was asked to discuss the new policy individually with each Elected Official and Department Head prior to the December 3 employee meeting. Public relation efforts regarding the solid waste fee were discussed; a detailed plan for the Dec. 2 public forum will be finalized Nov. 23. Efforts to reopen the Pocatello mail processing facility were discussed. Commissioner Park will contact a Bannock County commissioner to learn whether there is anything specific that could be done by the Teton County commissioners to assist that effort. The Board reviewed the correspondence from Mayor Hyrum Johnson regarding Driggs’ efforts to reform Idaho liquor law by creating a new class of Resort City Restaurant Licenses (Attachment #11). Chairman Leake will write a letter of support to be signed by all three Commissioners.

The Board discussed a recent controversy related to a pile of dirt placed in the county right-of-way on 7000S and best practices for future similar situations. Prosecutor Spitzer said state statute clearly outlines the county’s responsibility to remove such obstructions.

● **MOTION.** Chairman Leake made a motion to approve the ECC FY 2016 Dedicated Enhanced Emergency Communications Grant in the amount of \$21,419.12. Motion seconded by Commissioner Park and carried unanimously. (Attachment #12)

COMMITTEE REPORTS. Chairman Leake attended the Nov. 5 meeting of the Fremont-Teton Transportation Committee. He learned that the county is eligible to apply for LHRIP grant funding to update the transportation plan, mostly likely in 2017, and that ITD would like to partner with the county when the plan is updated. He said a truck bypass route for Driggs should be considered as part of this planning process. Mr. Johnson had previously been told LHRIP funds were not available for this purpose, so has been preparing a \$100,000 LHRIP grant application for Val View Road upgrades. He will clarify the situation and submit two grants if appropriate. Chairman Leake reported that additional funding from the new gas tax and the year-end 2015 surplus will allow the state to complete the Badger Creek project in 2016 and seal coat Highway 33 from Rexburg to the Wyoming line in 2017. He said ITD has evaluated the speed limit in Felt and concluded that 65 mph was reasonable, despite objections from Felt residents.

Chairman Leake announced his intention to be regularly available in the Commissioners office every Tuesday and Thursday from 9:30-12:30.

Commissioner Park said the recent closure of a juvenile treatment facility in Nevada has resulted in more demand for bed space at the 5C Detention Center. This is good for the center’s financial stability, but required modification of 5C rules in order to accept juvenile sex offenders. A 3-year contract has been signed.

Commissioner Riegel reported that a new full time Weed Supervisor/Natural Resource Specialist has been hired.

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

| | |
|------------------------------|---------------------|
| General | \$102,640.78 |
| Road & Bridge..... | 12,149.10 |
| Court & Probation | 5,601.51 |
| Court-Restitution | 6,577.34 |
| Court-Bond..... | 1,678.50 |
| Election – State Funds | 3,884.68 |
| Solid Waste..... | 35,978.38 |
| Weeds | 18.46 |
| Ambulance..... | 38,838.44 |
| Mosquito..... | 20,833.33 |
| Sheriff Grants | 4,163.28 |
| Fairgrounds & Fair | 1,787.96 |
| Court Fines & Fees..... | 22,585.68 |
| TOTAL..... | \$256,737.44 |

EXECUTIVE SESSION

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

The Executive Session ended at 6:05 pm.

MOTION. At 6:05 pm Commissioner Riegel made a motion to adjourn. Motion seconded by Commissioner Park and carried.

Bill Leake, Chairman

ATTEST

Mary Lou Hansen, Clerk

Attachments: #1 Juvenile Probation quarterly & annual reports
#2 Solid Waste update
#3 Public Works update
#4 iWorQ contract
#5 LHSIP State/Local Agreement for Cedron Road Shoulder Widening
#6 Emergency Management, IT monthly report
#7 Ordinance 2015-1109 amending Chapter 2 of Title 11, regulating the use of non-motorized pathways
#8 GIS update
#9 Clerk memo regarding election, employee meeting & dental insurance
#10 November 3, 2015 Election Abstract
#11 Correspondence regarding reform of the state's Liquor laws
#12 IECC grant award document for \$21,419.12 grant for E911 equipment

Teton County Commissioners Work Session with Council of Governments

Minutes: November 12, 2015

Victor City Hall, 32 Elm Street, Victor, ID 83455

AGENDA

1. Housing Authority
 - a. Status, makeup of committee, roles and responsibilities
 - b. Roll of cities and other entities

PRESENT: Commissioner Kelly Park, Chairman Bill Leake, Commissioner Cindy Riegel, Mayor Gloria Hoopes, Mayor Hyrum Johnson, Mayor Zach Smith, County Executive Assistant Holly Wolgamott

1. **HOUSING AUTHORITY DISSCUSSION:** Commissioner Riegel gave a brief history on the Housing Authority Commission (HAC) and indicated that as a group they needed to decide if the three cities, Victor, Driggs and Teton, along with Teton County should proceed with the HAC.

Mayor Johnson questioned if having a HAC would benefit them as local governments in trying to solve Teton County housing issues. Chairman Leake indicated that they would need to review potential benefits and until they had that information, a decision on whether or not to re-establish the HAC could not be made.

Mayor Johnson asked what the local government role should be in working to solve housing issues. He felt that if they wanted local business to support their efforts, they needed to provide an attractive framework for investors. They would need to incentivize the program to make it appealing. Chairman Leake agreed and added that the government role would be in facilitating the program, not in actually building housing.

Mayor Smith felt that the program should give higher preference for affordable housing for applicants that hold public service jobs. Mayor Johnson felt that as long as applicants were gainfully employed in Teton Valley that they should be eligible. He stressed the importance of having a workforce that can live and work in Teton County, Idaho and not have to travel to Jackson or other outlying areas. Mayor Hoopes felt that substantial research needed to be done on housing programs, what kind of incentives could be offered, and what kind of qualifications would be required for applicants to apply for the housing program.

Mayor Johnson also noted that they were not going to solve the housing issue if they do not address the short term rental market in Teton Valley. He also felt that housing is a regional issue and that Jackson and Teton County, Wyoming should be a part of the overall housing plan. Commissioner Park felt that the plan should incorporate the new City and County planning and zoning code revisions.

It was the consensus of the group to task a person or entity to complete research on the viability of the HAC and how it could positively affect housing issues in Teton County. Mayor Smith recommended consulting with Valley Advocates for Responsible Development (VARD) as well as City and County planners. Commissioner Riegel suggested that they use the \$5000 Teton County budgeted for housing needs to hire a consultant to complete the initial research needed to move forward with the HAC. Mayor Johnson stressed the need to hire someone that is local to do the work that understands the complexities of this area. Commissioner Park suggested that the Teton Valley Business Development Center (TVBDC) be asked to take on this project.

The group concluded that asking the TVBDC to consider this task would be a good place to start. All of those present agreed to write up the questions they most wanted answered by this process. They agreed to provide comments by December 1st to Chairman Leake who will then work with Mayor Johnson to come up with a comprehensive framework to guide research efforts. Mayor Johnson also noted the importance of accepting any input from the public and welcomed those present to also submit their ideas and comments. Shawn Hill, VARD

Executive Director, stated that the Housing Needs Assessment would provide a good outline for what needed to be answered. Commissioner Riegel agreed to send out the link to the Housing Needs Assessment as a reference to the mayors and commissioners. As they move forward, Mayor Hoopes acknowledged the importance of being completely transparent in their efforts.

2. ADJOURNMENT

● **MOTION.** At 10:57 pm Chairman Leake made a motion to adjourn the meeting. Motion seconded by Commissioner Park and carried.

Bill Leake, Chairman

ATTEST: _____
Mary Lou Hansen, Clerk

Attachments: None.



FROM: County Executive Assistant, Holly Wolgamott
TO: Board of County Commissioners
RE: Town Hall Meeting
MEETING: November 23, 2015

Teton County Commissioners agreed to host a Town Hall Meeting on Wednesday December 2nd at 6:00 pm to discuss the Solid Waste Management System and Solid Waste Fees. I propose the following format for the meeting:

1. Welcome and Explanation of Meeting Ground Rules
2. History of the Solid Waste Management System and Solid Waste Fees
3. New Assessment of Solid Waste Fees
4. Question and Answers from the Public
5. Next Steps

BoCC Priorities – updated 9/21/15 added items 21, revised 4, 8, 20

- 1) Land Fill Cap rebuild & 5000South
- 2) Centennial Sentry Eagle – install on Court House Lawn – Leake to contact MD for design and cost estimate for 100 to 300sqft with benches & plaque
- 3) Finalize Non-Profit Funding Support Policy
- 4) Staffing additions/funding for:
 - a. Animal Control,
 - b. Facility Mgmt/PW Support & LEC Part Time Custodian (Posted),
 - c. IT moved to Greg Adams (Done),
 - d. Economic Development increased support from \$15K/yr to \$25K/yr plus \$10K for Tourism (Done),
 - e. Weed Control/Natural Resource Specialist (Posted), and
 - f. Recreation (Continue to define position)
- 5) Address Affordable Housing, Public Transit, and Regional Planning
- 6) P&Z Code Development and Adoption Process
- 7) Housing Authority Pathforward – Sept 16th mtg
- 8) Solid Waste Disposal and Recycling Hauler Contract – Awarded, lesson learned 1) figure out how to get word out about major decisions before the BoCC and use of Press Releases to announce and explain basis of major decisions affecting residents
- 9) Solid Waste Fee structure changed to per parcel assessment per Idaho Statutes – issue paper explaining why and post on county website
- 10) Frontage Road Dust Abatement
- 11) Extent of support for Farm-to-Market roads
- 12) Future Gravel Pit needs
- 13) Teton Scenic Parkway resolution – meet with key entities to discuss pros and cons
- 14) Resolve Smith Canyon Access road infringement
- 15) Future R&B Facility Needs – Driggs is interested in getting this done within the next 5 years
- 16) FY16 Road Priorities and reevaluate current roads being maintained by the county
- 17) Update Capital Improvement Plan and Impact Fees – need to get board members
- 18) Finalize <5 acre ag exemption procedure
- 19) Cost of growth and how to calculate it. Basis for economic prosperity through expanding the Tax Base. What is Teton Valley’s optimum population relative to quality of life and sustainability
- 20) How to improve communications on what is going on in County Govt. – consider publishing this priority list and include putting a notice in the Tax Notice mailing of public forum meeting dates/time
- 21) Support Education Excellence