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**OFFICE OF THE BOARD OF COUNTY COMMISSIONERS
OF BLAINE COUNTY
SPECIAL MEETING OF THE JUNE 2012 SESSION**

16

Fourth Day

Monday, June 18, 2012

17 Pursuant to Statutory Provisions, the Board of Blaine County Commissioners (BCC) met this day at
18 9:00 a.m. Present were Chairman Angenie McCleary, Vice Chairman Tom Bowman, Commissioner
19 Lawrence Schoen; County Administrator Derek Voss; County Clerk JoLynn Drage; Chief Deputy
20 County Clerk Leslie Londos; Recording Secretary Sunny Grant; and *Idaho Mountain Express* reporter
21 Kate Wutz.

22 Chairman McCleary called the meeting to order at 9:01 a.m.

23
24
25

BLAINE COUNTY DEPARTMENT FY2013 BUDGET PRESENTATIONS

26

Human Resources – HR Generalist Susan Potucek

27 Also present: Blaine County Chief Deputy Sheriff Ed Fuller; GIS Program Manager Joel Hall;
28 Emergency Communications Director Robin Stellers; Land Use Administrator Tom Bergin; Chief
29 Deputy Treasurer Gail Peterson; Land Use Planning Assistant Michele Johnson; Operations Director
30 Char Nelson; and Blaine County Road and Bridge Manager Tom Duffy.

31
32 Blaine County's Human Resources (HR) handles everything from human resources policies to
33 unemployment claims to health insurance negotiations.

34
35 HR's mission is to develop human resources policies and programs that enhance the quality of Blaine
36 County's work environment. In the last year, HR brought all employees into a current pay grade based
37 on years of service. A recent compensation survey reported 85% employee satisfaction with their
38 compensation. HR continues to review the County's compensation program, compared with state,
39 federal and local jobs. Replacing and training a new employee costs more than competitive
40 compensation.

41
42 HR's proposed outcomes for FY2013 are continued competitive analysis of salary and benefits
43 programs that will reveal positions and employees with additional duties and revised job descriptions.
44 HR wants to encourage an employee environment of integrity, teamwork, and excellence and a
45 commitment to serve the citizens of Blaine County. HR is also looking for ways to save money by
46 keeping good employees, tighter control of unemployment compensation claims and cost-effective
47 new employee search and hiring practices.

48
49 HR wants to budget for the purchase of standard federally-required employment posters and enough
50 file cabinets so all personnel files can be located in the HR office.

51
52 The BCC commended Potucek on a borderline brilliant presentation.

53

Road and Bridge – Operations Director Char Nelson and Road and Bridge Manager Tom Duffy

54 The Road and Bridge department constructs and maintains Blaine County roads, bridges and rights-
55 of-way, and provides a safe and cost-effective road system. Road and Bridge is responsible for
56 snowplowing 293 miles of roadway, seasonal avalanche and mudslide removal, proactive
57 preventative maintenance, installing culverts and drainage systems, sign postings, and traffic
58 assessments. Road and Bridge staff maintain heavy equipment without a mechanic on staff.

59
60 The Road and Bridge department's mission is road safety at all times, including during weather-
61 related events. Road and Bridge's vision is to continue to earn community confidence through

1 excellence of service and efficiency of management.

2
3 In FY2012, Road and Bridge completed the Blaine County Transportation Plan. The Road and Bridge
4 manager and seven roadmen completed Road Scholar certification, which, along with the
5 Transportation Plan, will make Blaine County more competitive for state road project grants. Road
6 and Bridge revised and implemented a new County snow removal policy and updated snow removal
7 route maps; and signed a multi-year joint contract with the U.S. Forest Service Ketchum District to
8 upgrade Warm Springs Road over the next seven years.

9
10 Funding and Capital Improvement requests:

- 11 • \$20,000 for Deer Creek bank armament (20% match for FEMA grant).
- 12 • Many Blaine County roads need to be improved. A lot have drainage problems.
- 13 • \$327,000 to replace aging heavy equipment. Also need funds for spare parts and to pay
14 technicians knowledgeable about the equipment.
- 15 • Funding to continue training for Road Scholar and Road Master certification.
- 16 • The Carey shop is poorly designed for its use. There is no work space and poor lighting. In the
17 winter, snow melts off equipment and, with no drainage, runs into the office.
- 18 • A 20-year replacement plan for heavy equipment. The current 40-year plan is not cost effective.

19
20 Blaine County's buildings and roads have been minimally maintained over the decades, and now
21 need immediate repairs and restoration. Systems are failing. Staff is applying for grants, but it's
22 unlikely Blaine County will procure more than one major grant every few years; and grants require
23 County matches. When older equipment breaks down, staff spends valuable time trying to repair the
24 equipment without a staff mechanic.

25
26 Schoen and Duffy met with Picabo residents to explain the deteriorating road conditions in Blaine
27 County. The BCC thanked Road and Bridge for a forward-looking budget and presentation.

28
29 **Assessor – Valdi Pace**

30 Also present: Department of Motor Vehicles Supervisor/Interim Chief Deputy Assessor Carma Angelo

31 While positions in the Assessor's office remain open, employees are moving around, covering all
32 positions.

33
34 The Assessor's office works closely with other County departments—IT, GIS, Recorder, Treasurer,
35 Sheriff, Land Use, etc.—on a regular basis. The Assessor will rotate vehicles from the Sheriff, and
36 continue to budget for vehicles maintenance.

37
38 The Assessor's top FY2013 priority is to have full staff. The FY2012 Assessor's budget was reduced
39 due to one vacated position. The FY2013 Assessor's budget needs to cover all positions. Other
40 budget considerations are:

- 41 • Renew Marshall & Swift commercial cost estimator. Need additional software licenses, which will
42 enable all appraisers to appraise commercial properties.
- 43 • IT agrees the Assessor needs six new computers to replace the oldest computers, which will be
44 moved to the front desk and public stations.
- 45 • Increased postage. Idaho Transportation Department is in the process of upgrading their system,
46 which will require DMV renewals to be mailed first class.

47
48 The Assessor's budget request was for basic department essentials. The BCC commended the
49 Assessor for elements of a good budget. The BCC asked the Assessor to reframe and represent the
50 department's FY2013 budget showing its alignment with outcome-based budgeting and the County's
51 strategic objectives.

52
53 The BCC suggested the Assessor update the department's vehicle fleet and fleet plan, mindful of

1 safety and fuel efficiency goals.

2

3 **Blaine County Fair Board** – Sara Mecham

4 Also present: Blaine County Fair Board president Kyle Green and members Sara Mecham and Amy
5 Federko.

6 The BCC applauded the Fair Board on the totally revitalized 2012 Blaine County Fair.

7

8 The Fair Board's mission is to showcase talents of young and old, including 4-H youngsters and local
9 agricultural/horticultural products and services; and to bring north and south Blaine County residents
10 together for a fun community event, especially on Family Fun Day.

11

12 The Fair Board's goals are to:

- 13 • increase awareness of the Fair through year-round marketing and advertising.
- 14 • educate, involve and encourage younger generations to participate in 4-H programs.
- 15 • increase functionality and productivity of the existing fairground facility, and update old fair
16 buildings and infrastructure. Also research the Hailey rodeo grounds for possible future events.

17

18 The Fair Board's strategic objective is to bring residents from all parts of Blaine County together to
19 honor its heritage and legacy. Much of Blaine County is still agricultural. The Fair Board drafted a 20-
20 year Master Plan and 2011-16 Capital Improvement Plan for the fairgrounds, with an entrance and
21 parking area. Fair Board members themselves pulled up the old floor in the Eldredge Building and
22 replaced it. Short-term future plans are to expand the sheep/pig shed, and to add a connector
23 between the Eldridge and 4-H buildings with bathrooms, a kitchen, and deck with food vendor.

24

25 The Fair Board's FY2013 budget request is the same as for the last several years.

26

27 Bowman encouraged better coordination with the rodeo and stock sale. The BCC asked the Fair
28 Board to illustrate how their capital improvement plan will help the Fair's operational sustainability.

29

30 **BREAK**

31

32 **BLAINE COUNTY DEPARTMENT FY2013 BUDGET PRESENTATIONS, continued**

33 **Auditor/Recorder/Clerk/Courts/Indigent/Elections** – County Clerk JoLynn Drage

34 The County Clerk's mission is customer service. The Clerk's "customer" is the public, and every other
35 County department.

36

37 **District Court** – County Clerk/Clerk of the Court JoLynn Drage

38 Also present: Blaine County Prosecutor Jim Thomas, Fifth District Trial Court Administrator Linda
39 Wright, Fifth District Administrative Judge G. Richard Bevan; Blaine County Magistrate Judge R. Ted
40 Israel; and Court Chief Deputy Andrea Logan.

41 The "customer" in District Court includes victims, criminal offenders, parties in lawsuits, attorneys, the
42 prosecutors, probation, jail, dispatch, etc.

43

44 District Court clerks maintain judges' calendars and schedule cases; take court minutes; administer
45 juvenile cases, small claims, jury duty, and misdemeanor citations; enter all data into the state
46 repository; do the accounting; and sometimes have to diffuse angry, offensive people.

47

48 The judicial court environment is challenging, and District Court employees really want to meet
49 customers' needs. Cross-training helps everyone in the department know enough to provide basic
50 help to just about anyone. McCleary said cross-training supports all BCC's desired outcomes.

51

52 The Judicial Court wants to conserve resources by using digital records and automated calendaring

1 where possible. District Court clerks promote positive inter-department cooperation and
2 communication with the County Jail and Blaine County Emergency Communications.

3
4 The only significant budget increase is the request for a court security person. There have been
5 several recent incidents in the Judicial Court building, and vandalism in the parking lot. Due to state
6 budget cutbacks and no mental health treatment office currently in Blaine County, mentally ill people
7 frequently come into the judicial building. The County needs to provide a safe environment for its
8 employees, but, most of the time, the metal detector at the front door is not turned on. A security
9 person position would be included in the Jail's budget, so the person would be deputized and rotate
10 with the two Court bailiffs.

11
12 Fifth District Judge Richard Bevan said the Sarah Johnson case will likely re-emerge this year.

13
14 Courtroom and recorder's office fees are set by statute. Fifth District Trial Court Administrator Linda
15 Wright encouraged the County Clerk to use a collection agency to collect unpaid Court fees.

16
17 **Elections** – County Clerk JoLynn Drage

18 Also present: Blaine County Elections Clerk Amy Rivkin.

19 The Elections mission is to conduct accurate elections while adhering to Idaho Statutes. Elections'
20 vision is to earn community confidence through transparent and objective practices, and excellent
21 customer service throughout the voting process:

- 22 • Two recent elections—one in Bellevue and one in Ketchum—were decided by one vote. Neither
23 losing candidate asked for recount.
- 24 • Elections staff works closely with local jurisdictions and the Secretary of State. Elections staff
25 takes any training available.
- 26 • Over half of Blaine County registered voters voted absentee in the last presidential election.

27
28 The Elections Clerk position is now being re-evaluated by HR. The Election Clerk may serve in the
29 future as the Assistant to the Indigent Manager.

30
31 **Indigent Services** – Brooke Roberson

32 The County Indigent Department is undergoing complete revision. The department's vision is to
33 improve quality of life by providing medical and non-medical services to County residents who have
34 no other resources. The mission is to develop trust within a diverse community by treating all clients
35 with compassion and respect. The Department's outcomes are to provide efficient and fiscally
36 responsible management and administration of indigent programs.

37
38 The new Indigent Services Manager is streamlining processes with a Computer Arts program that
39 also cuts down on paper work. Everything will be better indexed and readily accessible. The Indigent
40 office has been relocated next to the Clerk's office, so someone will always be available for basic
41 assistance to indigent clients. Other FY2013 goals:

- 42 • New procedures and suggested guidelines are being developed for non-medical expenses. All
43 clients deserve the same scrutiny, consideration and level of documentation.
- 44 • Shorten case timeframes.
- 45 • Build relationships with other community team organizations—The Advocates, Hunger Coalition,
46 etc. County Indigent Services is the last resource.

47
48 McCleary asked Indigent Services to articulate performance measures once they have established
49 their new protocol. Schoen commended the new Indigent Manager on having a clear direction to
50 make the department more efficient.

51
52 **County Clerk** – County Clerk to the BCC JoLynn Drage

53 Per Idaho Statute, the Clerk is responsible to accurately record Blaine County Commissioner

1 proceedings as permanent records, for public access. Cross-training in the Clerk's office is important
2 to continue to provide an accurate historical documentation of BCC meetings.

3
4 The Clerk requested a 1% salary increase as reward for all cross-trained Clerk's department
5 employees. Voss said the Clerk's employees had additional training and increased their ability.
6 Increased proficiency was not a step up or a merit increase.

7
8 **Recorder** – County Clerk/Recorder JoLynn Drage

9 The Recorder's vision is to offer excellent customer service in recording and assisting the public in
10 accessing recorded documents. Cross-training assures there is always an employee available who is
11 qualified to record customers' documents and handle questions.

12
13 There are chief and deputy recorders. In addition to recording all documents, every document is
14 scanned and input into the system, verified for accuracy and indexed. In addition to recording real
15 property documents:

- 16 • All plats and surveys are verified to be a certified original, then scanned and recorded for the
17 Assessor and GIS.
- 18 • Passports are carefully and quickly processed. The Recorder's Office is going to offer Saturday
19 passport service on National Passport Day this year to see if the service is used.

20
21 Pioneer Title is now scanning all the County's archived land documents for easy computer access.

22
23 **Auditor** – County Clerk/Auditor JoLynn Drage

24 The Auditor's vision is to ensure the public's trust through transparent and efficient use of taxpayer's
25 resources, by receiving and disbursing all moneys in a timely, accurate and lawful manner while
26 staying within the budgetary limits, according to Statutory requirements.

27
28 Four deputy auditors input all monthly claims, process and balance all AR (except property taxes) and
29 AP, payroll and employee benefits, and all beverage licenses in the County. Deputy auditors manage
30 and maintain the County's vehicle fleet and all fixed assets.

31
32 The Auditor provides quality financial support for every County department. The County Clerk's
33 various departments as a whole are the core that keeps Blaine County running.

34
35 The primary FY2013 Auditor's goals:

- 36 • Establish a capital improvement fund. Blaine County can't continue to raid its reserves, even for
37 necessary building improvements. If federal PILT (Payment in Lieu of Taxes) funding remains
38 about the same, a suggested annual contribution to the Capital Improvement Plan would be
39 \$250,000.
- 40 • Develop a comprehensive fleet management plan.
- 41 • Implement quarterly customer satisfaction surveys.

42
43 **BLAINE COUNTY AMBULANCE DISTRICT**

44 **Bowman moved, seconded by Schoen, to convene as the Blaine County Ambulance District.**
45 **Motion carried unanimously.**

46 **Ambulance District** – Wood River Fire Protection District Chief Bart Lassman

47 Also present: Board of Fire Commissioners for the Wood River Fire District Chairman James Frehling;
48 Wood River Fire Protection District Assistant Chief Jeff Nevins; Ketchum City and Rural Fire Chief
49 Mike Elle; Carey Fire Chief Richard Kimball; Emergency Communications Director Robin Stellers; and
50 *Idaho Mountain Express* reporter Kate Wutz.

51 The Ambulance District is an outside agency, but is statutorily required in the case of countywide
52 ambulance service. The Ambulance District has service contracts with its ambulance providers—

1 Wood River Fire Protection District, Carey Rural Fire District, and City of Ketchum Fire Department,
2 and Blaine County Emergency Medical Director Keith Sivertson. Currently, only three ambulance
3 providers attend EMS Association meetings. The Ambulance District contract providers and medical
4 director are working with the Communications Dispatch Technical Advisory Committee and local fire
5 chiefs to try to solve the County's interoperability inadequacies and find sustainable ways to fund
6 emergency, EMS and ambulance operations. Functional and operational agreements between fire
7 and EMS services could provide efficiencies and limit waste of public dollars and resources.
8

9 The Ambulance District has united previously combative separate agencies into a cooperating
10 partnership, with a stable and predictable budget process. Other local agencies are strongly
11 encouraged to participate in the Ambulance District.
12

13 Bart Lassman said FY2012 represented a milestone in operational awareness, intergovernmental
14 agreements, and new capital purchases. The Ambulance District's priority is delivery of excellent care
15 to the community, while striving for fiscal responsibility in the management of EMS supplies and fleet
16 maintenance. Every Ambulance District employee fully understands the cost and benefit of each
17 expense or cut, and takes full responsibility for each budget line item.
18

19 The Blaine County Ambulance District partners closely with the Sawtooth Valley, listening to their
20 frequencies and responding to emergencies. The Ambulance District recently helped private donors
21 purchase a defibrillator for the Sawtooth Valley. Sawtooth Valley is our neighbor, and Blaine County
22 residents spend a lot of time up there.
23

24 The Blaine County Ambulance District needs to formulate a sustainable Capital Improvement Plan to
25 replace ambulances. In the meantime, the Ambulance District needs to replace a 1997 ambulance
26 that costs too much time and money to keep it running. It has twice stalled on the side of the road with
27 a patient onboard that had to be rescued by another agency. Other Blaine County Ambulance District
28 ambulances are wearing out quickly and will soon need to be replaced.
29

30 There are two funding components to the Ambulance District. Taxpayers pay for the readiness of
31 trained people and reliable equipment. The patient pays for using the service. Wittman Enterprises,
32 the ambulance billing agency, says transport rates are below peer rates. The Ambulance District will
33 review a resolution to raise its user rates at an upcoming meeting.
34

35 For every 10 EMS recruits, about six are lost each year, and new recruits have to be retrained each
36 year. A volunteer firefighter with a good job won't leave his job for a low-paying emergency call.
37 Anything beyond a simple ambulance call requires volunteer response. There are proportionately
38 many more EMS calls than fire calls. The FY2013 Ambulance District budget anticipates a 3%
39 increase in property tax for this year. The 3% increase, with the proposed Ambulance District rate
40 increase, should cover the FY2013 Ambulance District budget. The Clerk recommends an operating
41 reserve of \$450,000. Expenses continue to go up. The Ambulance District needs to review its rates
42 annually, and update them annually to keep pace with expenses.
43

44 **Bowman moved, seconded by Schoen, to reconvene as the Blaine County Board of**
45 **Commissioners. Motion carried unanimously.**
46

47 **OUTSIDE ORGANIZATION FY2013 FUNDING REQUESTS**

48 **Community Transportation Association of Idaho (CTAI) – Jason Miller**

49 Also present: CTAI Executive Director Heather Wheeler.

50 CTAI Board President Jason Miller requested Blaine County be a CTAI government partner for a
51 membership fee of \$250.00. CTAI is a non-profit committed to improving access, mobility and
52 transportation systems throughout Idaho, in order to improve economic vitality and quality of life.

1 CTAI's statewide mobility managers are tasked to identify new funding opportunities and help with the
2 grant application process. The biggest advantage of CTAI membership for the County is its advocacy
3 with the State Legislature on funding issues, barriers to public transportation, Local Option Tax
4 potential, and better awareness of transit benefits to the community.

5
6 CTAI Executive Director Heather Wheeler administers the main CTAI office in Boise and six Mobility
7 Managers throughout the state. She also works with the federal Congressional delegation to be sure
8 Idaho gets funding for good public transit. CTAI and the mobility managers are funded through ITD,
9 conference registration fees and sponsorships.

10
11 **ADJOURN**

12 At the hour of 5:15 p.m., the BCC finding no more business before them adjourned.

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14
15
16 Attest: _____ Approved _____
17 JoLynn Drage Angenie McCleary
18 County Clerk Chairman