

*****Monday, September 6, 2016, at 9:00 a.m.,** Commissioners met in regular session with Chairman Dan Dinning, Commissioner LeAlan Pinkerton, Commissioner Walt Kirby, Clerk Glenda Poston, and Deputy Clerk Michelle Rohrwasser.

Commissioners gave the opening invocation and said the Pledge of Allegiance.

Blue Sky Broadcasting News Reporter Mike Brown was in attendance of the meetings off and on throughout the day.

9:00 a.m., Road and Bridge Department Superintendent Clint Kimball joined the meeting to give his departmental report. Mr. Kimball presented a written report. Mr. Kimball said work to develop the sand shed is complete. Road and Bridge did a lot of grading last week and will start again on making salt brine and traction sand. Crews cleaned up a few trees and took some limbs down. This week Road and Bridge will continue grading and making sand and salt brine until parts come in to fix the crusher.

Mr. Kimball said the railroad has asked for help in redirecting water on Blume Hill Road so he will try to create more of a crown in the road so water runs off before getting into the railroad tracks. Chairman Dinning said someone requested another application of calcium chloride from the bottom of Blume Hill Road to District 2 Road.

Mr. Kimball mentioned a matter pertaining to the upper Pack River Road. Where this road ends are residences within the Boundary County line and there is a discrepancy as to where Pack River Road really ends. A property owner in this area wants to borrow money for improvements and the bank won't lend the funds without having documents showing access. There is a conflicting interest as it is right on the section line of Section 34 so this area will be run through the global positioning system (GPS) and that information will be sent to the Forest Service to see if there is an issue with the overlay.

The hearing for restitution damage for the truck driver who hit the Naples Bridge takes place today, according to Mr. Kimball. The cost is a minimum of approximately \$5,700 for every bridge inspection done. Commissioner Pinkerton asked if an eye beam could be considered for the Naples Bridge as it will save the damage to the bridge. Those present spoke of dangers of the logs falling onto cars driving behind a logging truck. Chairman Dinning said he doesn't know about adopting an ordinance, but suggested to at least post a notice at both ends of Deep Creek Loop. Mr. Kimball said state law has a height limit of 14 feet on bridges, but with a permit a load can be 14.9 feet high. Those present mentioned that Ryan Comer at Alta Mill is also frustrated with over-height trucks hitting this bridge.

9:16 a.m., Commissioner Kirby moved to go into executive session pursuant to Idaho Code 74-206(1)b, to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student. Commissioner Pinkerton second. Commissioners voted as follows: Chairman Dinning "aye", Commissioner Pinkerton "aye", and Commissioner Kirby "aye". Motion passed unanimously. The executive session ended at 9:35 a.m. No action was taken.

Mr. Kimball left the meeting at 9:34 a.m.

Commissioner Kirby moved to reappoint Dan Greene to represent District 1 for the Capital Crimes Defense Fund. Commissioner Pinkerton second. Motion passed unanimously.

Commissioner Kirby moved to reappoint Dave McGraw for the Capital Crimes Defense Fund At-Large position. Commissioner Pinkerton second. Motion passed unanimously.

Chairman Dinning excused himself from the meeting due to a conflict of interest pertaining to the motion regarding Planning and Zoning Application #16-078.

Commissioner Kirby moved to appoint Commissioner Pinkerton acting chairman in the absence of Chairman Dinning. Commissioner Pinkerton second. Motion passed unanimously.

Commissioner Kirby moved to sign the Findings and Decision for Planning and Zoning Application #16-078, by Tungsten Holdings for an urban subdivision. Acting Chairman Pinkerton yielded the chair to second. Motion passed.

Chairman Dinning returned to the meeting.

Commissioner Pinkerton moved to sign the Certificates of Residency for Mallory Cronshaw, Deyanira Shaw, and Nathan Nego. Commissioner Kirby second. Motion passed unanimously.

10:00 a.m., Commissioners held a budget hearing to consider Boundary County's fiscal year 2016-2017 budget. Present were: Chairman Dan Dinning, Commissioner LeAlan Pinkerton, Commissioner Walt Kirby, Clerk Glenda Poston, Deputy Clerk Michelle Rohrwasser, Blue Sky Broadcasting Reporter Mike Brown, Assessor Dave Ryals, and Treasurer Sue Larson. The budget hearing was recorded.

Chairman Dinning reviewed budget highlights for the proposed 2016-2017 budget. The county's proposed budget is \$15,645,294. Of that amount the tax that can be levied is \$5,088,505. The 2016-2017 proposed property tax levy is \$4,855,882. The prior year's property tax was \$4,794,057. The next taxable value is \$873,990,208. Solid Waste Department fees will increase by 4% and the Restorium fees increased by 4.8%. Chairman Dinning said the county is levying approximately \$61,000 more this year than last year. The levy for the Restorium decreased by a little more than \$87,000 from the prior year. Chairman Dinning said this information was published, as per Idaho Code, in the Bonners Ferry Herald on August 11, 2016, and August 18, 2016.

Chairman Dinning asked if anyone from the public wished to comment. No comments were given. Chairman Dinning asked Commissioner Pinkerton and Commissioner Kirby if they had any comments and they also had no comments.

The hearing was closed to public input.

Commissioner Kirby moved to adopt the fiscal year 2016-2017 budget for Boundary County as presented. Commissioner Pinkerton second. Motion passed unanimously.

Commissioner Pinkerton moved to adopt Resolution 2016-23 county budget. A resolution to adopt the fiscal year 2016-2017 county budget. Commissioner Kirby second. Motion passed unanimously. Resolution 2016-23 reads as follows:

RESOLUTION 2016-23
A RESOLUTION TO ADOPT THE FISCAL YEAR 2016-2017 COUNTY BUDGET

WHEREAS, on the 6th day of September, 2016, at the Boundary County Courthouse in Bonners Ferry, Idaho the Board of County Commissioners held the fiscal year 2016-2017 budget hearing for Boundary County, and

WHEREAS, the budget hearing was held in accordance with Idaho Code 31-1604 and Idaho Code 31-1605, and

WHEREAS, the proposed budget was duly printed in the Bonners Ferry Herald on August 18, 2016, and

WHEREAS, there was no citizen input on the budget as proposed, and

WHEREAS, having considered the budget needs and available revenue,

NOW THEREFORE BE IT RESOLVED, that the Board of Boundary County Commissioners hereby unanimously adopt the fiscal year 2016-2017 budget as attached for Boundary County.

DATED AND DONE this 6th day of September, 2016

COUNTY OF BOUNDARY
BOARD OF COUNTY COMMISSIONERS
s/ _____
Dan R. Dinning, Chairman
s/ _____
LeAlan L. Pinkerton, Commissioner
s/ _____
Walt Kirby, Commissioner

ATTEST:

s/ _____
GLENDA POSTON, Clerk of the Board of County Commissioners
Recorded as instrument #268369

The hearing to consider Boundary County's fiscal year 2016-2017 budget ended at 10:05 a.m.

Commissioner Kirby moved to approve the minutes of August 15 & 16, 2016. Commissioner Pinkerton second. Motion passed unanimously.

Commissioner Kirby moved to approve the minutes of August 22 & 23, 2016. Commissioner Pinkerton second. Motion passed unanimously.

Commissioner Kirby moved to authorize the Chairman to sign the L-2 budget worksheet for Boundary County's fiscal year 2016-2017 budget. Commissioner Pinkerton second. Motion passed unanimously.

10:30 a.m., Commissioner Pinkerton moved to recess as the Boundary County Board of Commissioners and to convene as the Boundary County Ambulance Service District Governing Board. Commissioner Kirby second. Motion passed unanimously.

Commissioners held a hearing to consider the Boundary County Ambulance Service District's proposed fiscal year 2016-2017 budget. Present were: Chairman Dan Dinning, Commissioner LeAlan Pinkerton, Commissioner Walt Kirby, Clerk Glenda Poston, Deputy Clerk Michelle Rohrwasser, Blue Sky Broadcasting News Reporter Mike Brown, Assessor Dave Ryals, Treasurer Sue Larson; and Captain Adrian Bethke,

Michaela Voth-Plyler, and Captain Drew Rinella representing Boundary Ambulance. The budget hearing was recorded.

Chairman Dinning said the allowable property tax for the 2016-2017 budget is \$362,680 and the actual property tax is the same amount. Last year's property tax was \$259,291. The proposed budget is \$368,198. Chairman Dinning said this information was published in the Bonners Ferry Herald on August 11, 2016. Idaho Code states that in order to protect the maximum allowable levy rate, every fourth year the Ambulance District must levy the maximum amount in order to protect the ability to levy that rate and that is the stage the county is at. The Ambulance Service District is in the process of negotiating a renewed agreement with Boundary Ambulance and Commissioners anticipated that agreement being ready, but it is not ready as of yet.

Commissioners opened the hearing to public comment. Clerk Poston said the county is capturing the foregone amount of \$25,577 so this amount will be zeroed out for the next budget. The total approved budget does note that we set aside \$25,000 for the General - Capital Building budget and there is \$5,518 in property tax replacement money. No other comments were given.

Commissioner Kirby moved to approve the fiscal year 2016-2017 budget of the Boundary County Ambulance Service District. Commissioner Pinkerton second. Motion passed unanimously.

Commissioner Pinkerton moved to adopt resolution 2016-1A. A resolution to adopt the fiscal year 2016-2017 Boundary County Ambulance Service District Budget. Commissioner Kirby second. Motion passed unanimously. Resolution 2016-1A reads as follows:

RESOLUTION 2016-1A

A RESOLUTION TO ADOPT THE FISCAL YEAR 2016-2017 BOUNDARY COUNTY AMBULANCE SERVICE DISTRICT BUDGET

WHEREAS, the Board of County Commissioners, County of Boundary, State of Idaho, did adopt Resolution 2012-16 on March 26, 2012 creating a county-wide ambulance service district, pursuant to Idaho Code §31-3908, to be known as the Boundary County Ambulance Service District to be recognized as a legal taxing district and giving the Board the authority to levy a special tax for the operation of the District, pursuant to Idaho Code §31-3908(4), and

WHEREAS, on the 6th day of September, 2016, at the Boundary County Courthouse in Bonners Ferry, Idaho the Board of County Commissioners held the fiscal year 2016-2017 budget hearing for the Boundary County Ambulance Service District, and

WHEREAS, the budget hearing was held in accordance with Idaho Code 31-1604 and Idaho Code 31-1605, and

WHEREAS, the proposed budget was duly printed in the Bonners Ferry Herald on August 11, 2016, and

WHEREAS, there was no citizen input on the budget as proposed, and

WHEREAS, having considered the budget needs and available revenue, including the foregone amount of \$25,577.00,

NOW THEREFORE BE IT RESOLVED, that the Board of Boundary County Commissioners hereby unanimously adopt the fiscal year 2016-2017 budget as attached for the Boundary County Ambulance Service District.

DATED AND DONE this 6th day of September, 2016

COUNTY OF BOUNDARY
BOARD OF COUNTY COMMISSIONERS
s/ _____
Dan R. Dinning, Chairman
s/ _____
LeAlan L. Pinkerton, Commissioner
s/ _____
Walt Kirby, Commissioner

ATTEST:

s/ _____
GLENDA POSTON, Clerk of the Board of County Commissioners
Recorded as instrument #268370

Commissioner Pinkerton moved to authorize the Chairman to sign the L2 Report for the Ambulance Service District's budget for fiscal year 2016-2017 once it has been prepared. Commissioner Kirby second. Motion passed unanimously.

The public hearing ended at 10:36 a.m.

10:36 a.m., Commissioner Kirby moved to adjourn as the Boundary County Ambulance Service District Governing Board and to reconvene as the Boundary County Board of Commissioners. Commissioner Pinkerton second. Motion passed unanimously.

Assessor Ryals, Treasurer Larson, Mr. Brown, Captain Bethke, Ms. Voth-Plyler, and Captain Rinella left the meeting.

10:37 a.m., Commissioner Kirby moved to go into executive session pursuant to Idaho Code 74-206(1)b, to consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student. Commissioner Pinkerton second. Commissioners voted as follows: Chairman Dinning "aye", Commissioner Pinkerton "aye", and Commissioner Kirby "aye". Motion passed unanimously. The executive session ended at 10:44 a.m. No action was taken.

Commissioner Pinkerton moved to compensate a county employee for their time spent in the capacity of superintendent of the Boundary County Solid Waste Department. Commissioner Kirby second. Motion passed unanimously.

Clerk Poston discussed matters pertaining to the Boundary County Mosquito Abatement District with Commissioners. Those present discussed the boundaries of the district.

Commissioners tended to administrative duties.

11:30 a.m., Boundary County Economic Development Director Dennis Weed joined the meeting to update Commissioners on various projects.

Mr. Weed said he is in contact with AT&T with regard to their cell tower in Boundary County. AT&T had installed many towers across the country in year 2014, but then had gone through mergers and acquisitions so AT&T just stopped the process. Mr. Weed said AT&T is now starting to obtain equipment to put on their towers and he is aware that there are four electrical boxes and one has power to it. Mr. Weed added that he will inform a group of people he has been talking to in the Curley Creek area that there will be cell service available at some point.

Mr. Weed said he also had a conversation with Frontier Communications regarding high speed internet. Frontier was going to work at installing high speed internet toward the Curley Creek area this year, but that will not happen as they are working in the Paradise Valley area. There will eventually be internet to approximately the Curley Creek Fire Station, but Frontier is trying to get internet to the more populated areas first. Brief discussion was had regarding the possibility of another high speed internet provider coming to Boundary County.

Mr. Weed briefly mentioned the proposed joint meeting between the City of Moyie Springs, City of Bonners Ferry, and Boundary County, but there is no date or agenda for this meeting as of yet.

Mr. Weed mentioned other businesses coming to Boundary County and he added that one business is a fast food restaurant that is supposed to come to Boundary County sometime in the next year, but he doesn't have any more information on that. Mr. Weed is working with the landowners to have the land be available for this transaction.

Mr. Weed said wages are still a concern for the county. TrussTek is at an all-time high volume, back to 2007 levels prior to the housing drop off. There are a lot of jobs out there, but the wages are concerning, according to Mr. Weed. Mr. Weed said we've got to get the wage rate up and if he can get the infrastructure going, maybe that will help.

Chairman Dinning explained the county's Foreign Trade Zone and the fee schedule Commissioners need to assess for those using this zone. Idaho Code states the regulations for how much the fees can be. Chairman Dinning said until the county comes up with an amount for the fee, the zone is somewhat restricted so we need to come up with a schedule of fees to make our local zone active. Mr. Weed said he will look into what other foreign trade zones are doing. Mr. Weed mentioned talking to the Department of Commerce about advertising our foreign trade zone for companies who may be looking to relocate to Boundary County as that could help Boundary County capture something other places don't have, it could be an incentive.

The meeting with Mr. Weed ended at 11:44 a.m.

Commissioners tended to administrative duties and discussed budget matters.

Commissioners recessed for lunch at 11:53 a.m.

2:00 p.m., Commissioners reconvened for the afternoon session with Chairman Dan Dinning, Commissioner LeAlan Pinkerton, Commissioner Walt Kirby, Clerk Glenda Poston, and Deputy Clerk Michelle Rohrwasser.

Boundary County Public Defender Lynn Brooks joined the meeting to discuss a specific court case with Commissioners. Attorney Brooks said this case is outside the scope of her normal contract and a judge

with the Idaho Supreme Court had sealed the case so this will be referred to as a John Doe case. Attorney Brooks said there is a certain number of hours she had estimated for this case, but those hours have been exceeded. Attorney Brooks said she was asked to provide an estimate and the brief did take longer than expected. This is a broad case that was very involved. The Idaho Supreme Court said this case is set for oral argument in Boise in October and she will already be in Boise for another matter, but she will have to stay an additional day for this case so she will need housing for one night and meals. Having to prepare for this oral argument will also require more time. Attorney Brooks said she has submitted her brief, the state's brief is due September 13th, and then she can choose to do a reply brief to the state's brief followed by oral argument. Attorney Brooks said she does have an invoice prepared with her time entries, which she presented to Clerk Poston. Clerk Poston said she was going to take the cost out of the conflict line item as there is no other identifier.

Chairman Dinning said the addendum to the public defender contract for Attorney Brooks in this matter still applies. Commissioners informed Ms. Brooks there will be a 4% increase budgeted for the upcoming public defender contract and Attorney Andrakay Pluid will be able to draft that contract. Attorney Brooks said Attorney Pluid has been the person to draft the contract since she has been involved and that has been fine.

The meeting with Attorney Brooks ended at 2:14 p.m.

Commissioner Pinkerton moved to authorize Attorney Andrakay Pluid to draft the new public defender contract for the county's public defenders for fiscal year 2016-2017. Commissioner Kirby second. Motion passed unanimously.

Commissioners continued their discussion on matters pertaining to public defenders.

Chairman Dinning left the meeting to tend to other matters.

Commissioner Kirby moved to appoint Commissioner Pinkerton acting chairman in the absence of Chairman Dinning. Commissioner Pinkerton second. Motion passed unanimously.

4:00 p.m., Robert Peccia and Associates (RPA) Engineer Rick Donaldson met with Commissioners in order to provide them with an update on the progress and steps to take in updating the Boundary County Airport Master Plan. Also present were: Airport Manager Dave Parker, Airport Board Chairman Jay Wages, Airport Board member Patrick Gardiner, Planning and Zoning Administrator John Moss; and property owners Pamela Shelton, Dennis Shelton, Amy Moore, Earl Metier, Larry Delclos, and Paula Clark.

Mr. Donaldson introduced himself to those present, provided a workflow chart for the project progress with talking points, and said the intent of this meeting is to give Commissioners an overview of the process. Mr. Donaldson explained that a master plan is a study that identifies the facility's needs and evaluates alternatives to provide guidance for future development of the Boundary County Airport. The master plan identifies needs as compared to what is already existing, whether it's the county's perspective or the Federal Aviation Administration's (FAA) perspective and it can be a guide for the future. This plan has been on the airport's capital improvement plan as a tool to look into the future for spending. The plan also helps the State of Idaho, Division of Aeronautics and it needs to be kept up to date. In addition to report there will be an update of the mapping, according to Mr. Donaldson. RPA will do all the work with the exception of cultural resource aspects. The entire site and some adjacent properties will be covered. Bionomics will be a company working on this project as well. The FAA is encouraging input from all parties

to include: City of Bonners Ferry, Boundary County, the Boundary County Airport Board, Idaho Department of Transportation Division of Aeronautics, and the public. This is a kick-off meeting as the scoping meetings were held with the FAA in December. The master plan is based on operations, which is one of the harder things for smaller airports, according to Mr. Donaldson.

Mr. Donaldson said a pilot survey was developed and they were figuring out how to disseminate this information to the public. The runway protection zone analysis will be a major component of the master plan. The overlay includes Highway 2 so RPA will have to take a look at that area as the FAA doesn't want roads or a concentration of people involved. There will also be a topographic survey and the FAA wants a robust environmental component, not assessment, and they want RPA to look into any environmental aspects. The master plan will also include a compliance component, county land use drawings, and a recycling plan requirement so RPA will also look at waste stream.

Those present reviewed the project progress map and Mr. Donaldson pointed out that the project is at the "kick-off" phase. Mr. Donaldson explained there will be public involvement opportunities and he further explained the various public meeting opportunities and FAA involvement.

Mr. Donaldson said RPA is only looking at alternatives for the current location of the Boundary County Airport whereas other master plans look at areas in which an airport can be relocated. Once those alternatives are flushed out, there will be a public meeting to explain that information and see if there is any public input. A recommended plan for the future will also be discussed and a draft will be produced so the public can also review it. Once the progress goes through several branches of the airport layout plan, it will be included in the master plan and the FAA will review it after the forecast section.

Ms. Moore said she is an owner of property on Sunrise Road and this property is for sale so if there is going to be an extension of the runway, how is that going to affect her realtor? Mr. Donaldson this is a plan to see if the airport does need an extension. Ms. Moore voiced concerns had she followed Commissioner Kirby's approval to build a shed on her property. Ms. Moore said her neighbor, Paula Clark, has a shed that may be too tall, but her own property is closer to the runway so she just needs to know what she can or cannot do and what she should or shouldn't do. Mr. Donaldson said whatever is in the county's current ordinance now dictates what can be built, but with this process of updating the master plan, that could change. It was said that if an extension is needed, she would need to be compensated for fair market value. Although a plan is being drafted, it doesn't mean you have to follow through with that plan. Ms. Moore said she understands this is for the airport, but as a landowner she doesn't want to construct a building and then have to tear it down. Mr. Gardiner asked Ms. Moore if she is talking about a building. Ms. Moore said yes. Mr. Gardiner asked Ms. Moore if she had visited with the Planning and Zoning Administrator about that. Ms. Moore said there are two builders who are looking into this who would be constructing the building. Mr. Gardiner said the ordinance that is in place right now anticipates a runway expansion of 1,200 feet and Planning and Zoning Administrator John Moss has all of the dimensions and heights that are required within the protection zone. Mr. Donaldson said just because something is surveyed doesn't mean that it is a problem. Mr. Donaldson said all structures around the airport are being re-measured and as this is a part of the master plan, they are just trying to go around and consider the area. Acting Chairman Kirby asked Mr. Donaldson when he could update Commissioners on height limitations. Mr. Donaldson said those measurements are being taken this week, and he added that right now there is a layout plan with imaginary surfaces and we will want to compare those surfaces to structures, trees, etc. This information will give people an idea of how close they can build. That is the whole purpose of an airport layout plan.

Earl Metier asked to be informed ahead of time when RPA is working on his property. Acting Chairman Kirby suggested making this information public so people know what is going on and at what stage the project is at. Mr. Gardiner said the ordinance that is in existence now took into consideration the 1,200 runway extension so relative to heights and limitations, it is already assuming the additional 1,200 feet. Acting Chairman Kirby said he had estimated what Ms. Moore was able to do and informed her that she needed to send her information to the FAA. Ms. Moore said she wanted to know the height restrictions before she started building something. Acting Chairman Kirby said he had spent time with Ms. Moore getting information and he added that there was no promise that current restrictions were always going to be what they are right now, but at that time he knew they could build a 22.5 foot tall building, but it is always at the FAA's approval. Commissioner Pinkerton asked if there are height restrictions regardless of a runway extension or not. Whether those runways are ever extended or not, the ordinance is what dictates today. Commissioner Pinkerton said we don't need to spend a lot of time on the runway as the county may not be able to spend money on it or the opposite in which the county may be able to get money tomorrow to extend the runway. Commissioner Pinkerton said a survey would be a more accurate way to determine what the elevations are. Mr. Donaldson said if they use the survey that was done and considering the current zoning, he could tell Ms. Moore fairly close how high of a structure she could build. That would be based on the current ordinance. This plan may change things, but he doubts it would change things very much. Ms. Moore asked if the county already considers the 1,200 runway extension. Mr. Gardiner said yes.

Mr. Donaldson said he would like to get this master plan completed by June 2017, but sometimes it is a matter of how quickly the FAA can return RPA's reviews. Mr. Gardiner explained that the Airport Board holds meetings the first Tuesday of every month at 5:30 p.m., and these meetings are open to the public. The public can get on their meeting agenda or come in and speak to the Airport Board.

Mr. Donaldson said there will be cultural resource representatives in the area looking for anything of a historic nature, and they will be in Ms. Moore's area as well. Commissioner Pinkerton said it may be beneficial for RPA to notify all property owners regarding the surveyor who will be in the area as they are taxpayers.

Mr. Donaldson said he cannot predispose the outcome of the project. Those present discussed holding future public meetings. Mr. Donaldson explained that the project is broken into components so they can see if the FAA agrees with it.

Those present questioned if there is a homeowner's association for Sunrise Road residences.

Commissioner Pinkerton said the surveys are for information in order to move forward, not to see what is in or is not in compliance. It's for the process of determining this is what we have, this is what we need, and here are the alternatives to get there. Ms. Clark said the main thing is that the surrounding property owners just want to be kept informed of what the plans are, even if there isn't anything, as rumors happen so easily.

Mr. Metier said he is fairly new to the area so how does he learn more of what the airport property entails, such as maps, etc.? Mr. Donaldson said he could provide him with that information and he explained how airports vary in their property ranges. Ms. Clark said she is just curious as to how much traffic there is going to be. Mr. Donaldson and Mr. Parker said the amount of traffic is really based on how the economy is doing.

The meeting with Mr. Donaldson to review the process of updating the airport master plan ended at 4:56 p.m.

There being no further business, the meeting adjourned at 5:00 p.m.

DAN R. DINNING, Chairman

ATTEST:

GLEND A POSTON, Clerk
By: Michelle Rohrwasser, Deputy Clerk