

JULY 2019 TERM  
CALDWELL, IDAHO JULY 1, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 7/10/19

The Board of Commissioners approved payment of County claims in the amount of \$42,837.37, \$124,542.59, \$61,610.23, \$64,307.62 for accounts payable.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for The Hop House to be used 7/6/19 – 7/7/19 for a wedding.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- SANS in the amount of \$2400.00 for the Information Technology department

MEETING TO DISCUSS GEORGE NOURSE GUN RANGE

The Board met today at 8:30 a.m. to discuss the George Nourse Gun Range. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Parks Director Nicki Schwend, Director of DSD Tricia Nilsson, Landfill Director David Loper, Facilities Director Paul Navarro, Controller Zach Wagoner, Deputy P.A. Brad Goodsell and Deputy Clerk Jenen Ross. Commissioner Van Beek explained the reason for today's meeting is to discuss separating the gun range from the landfill for liability issues and to get a roadmap of where Parks is going and what the fund balance is for Parks as they have an upcoming building construction project. She would like to know if there are any options for moving the gun range property out of the Landfill's Enterprise fund and to the Parks Department in a non-monetary way. Mr. Goodsell said he has spoken with the Auditor's office about transferring this property from the Enterprise fund to Parks because it's not being used for Enterprise fund purposes and any resource being used by the Enterprise fund toward this are not being properly allocated, however, the property cannot just be given to the Parks department. The Auditor has done some research and determined that the property is worth about \$1000/acre or \$40,000. In order to account for this correctly funds would need to be both transferred into and out of the Enterprise fund as the land was purchased with money that was collected thru the fund and paid for that purpose. It is a little unclear as to when the county acquired the 40 acres the gun range sits on but the question was raised as to if it would be possible to

payback the value it was purchased at vs. the currently assessed value; Mr. Wagoner believes that could be an option. Director Nilsson said she could do some research and try to determine when the county purchased the property. Commissioner Dale said this has been talked about for years but it's just a matter of finding the best mechanism for making that happen and which budget year we do it in. He wondered if perhaps a way to get out from the liability issue would be thru a lease arrangement in the interim until the cash is available to accomplish a purchase. Director Navarro thought that if improvements were made to the gun range and memberships were able to be sold that is a potential revenue stream the Parks could use to purchase the parcel later rather than now. Mr. Goodsell said he doesn't believe the question of liability is as big an issue as there is a statute that grants immunity to counties that have gun ranges. He feels the bigger issue is the use of Enterprise funds for non-Enterprise fund issues. Commissioner Van Beek thought that maybe a gun range fund should be set-up to function as a clean-up mechanism. She would also like to call for a new look at what the actual charges, which department heads should be able to generate, indicating their actual time and materials charged against the Enterprise fund. She would also like to get an answer for Director Schwend on the available amount of fund balance and the percentage that represents of her budget as she tries to plan for this upcoming year and to determine what year an expansion could happen at the landfill. Director Schwend said she is trying to figure out a way to fund both the purchase of land and an office expansion without a significant increase to the Parks budget. Commissioner Van Beek spoke about the capital improvement plan that is being worked on how that really needs to be a coordinated effort between the Board, Auditor and departments to lay out a strategic plan which would help meet the long term goal of planning. The meeting concluded at 9:00 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING TO DISCUSS WRITTEN RECOMMENDATION TO BOCC FOR PROPOSALS FOR FY2019 CANYON COUNTY WEED AND PEST FIBER OPTIC EXTENSION PROJECT

The Board met today at 9:05 a.m. to discuss the FY2019 Weed and Pest Fiber Optic Extension Project proposals. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Dan Blocksom, IT Director Greg Rast, Assistant IT Director Eric Jensen, Controller Zach Wagoner and Deputy Clerk Jenen Ross. Director Rast said there were two proposals received Friday, both of which he reviewed and scored. Both proposals came in far over what was expected or budgeted for and at this time Director Rast's recommendation is to do nothing. Weed and Pest runs adequately but not efficiently so they will go out to some of the carriers to what other options are available to possibly do a fiber build. The meeting concluded at 9:15 a.m. An audio recording is on file in the Commissioners' Office.

#### PUBLIC HEARING - REQUEST BY JAY WALKER ON BEHALF OF MIKE PROVOST FOR A REZONE, CASE NO. 2018-0017

The Board met today at 10:07 a.m. to conduct a public hearing in the matter of a request by Jay Walker on behalf of Mike Provost for a rezone, Case No. RZ2018-0017. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, DSD Director Tricia Nilsson, DSD

Planner Dan Lister, Jay Walker, Mike Provost, Warren Fry, Dennis Zattiero, Linda Mims, Debbie Ary, Pedro Granado, Dan Carpenter, Sue Carpenter, James Haskett, Lee Belt from the City of Greenleaf, and Deputy Clerk Monica Reeves. Dan Lister gave the oral staff report. The request is to rezone a 24.42 acre parcel from agricultural to rural residential. In addition to the dairies, feedlots and gravel pits there are also three subdivisions in the area which were created between 1976 and 2000. The City of Greenleaf's future land use designation shows it as high density residential area if annexed into the city. Staff recommends the request be denied. The P&Z Commission recommended the application be denied due to the city's concern that: 1) it will potentially block their future development and annexation into the city by developing a rural subdivision outside the city limits creating suburban sprawl outside the city area; 2) it will bring traffic into an area that's not been planned; and 3) there are environmental repercussions of adding more septs and wells in an area outside the city. This is a nitrate priority area. The property does not have development rights as they gave up their rights in 2014 through a building permit relocation to push the building permit rights to the north and to save this portion for agricultural preservation. Jay Walker testified that the Provosts are community-minded people and are great farmers in the area and they want to do what's best. They did not understand the transfer of the development rights and farm ground preservation and they should have done a better job in approaching the city and understanding their desired growth path and the desire to extend public services through the property. They want to retain the opportunity to continue farming the ground and after working with the city they want to come back with a new application at a future date. Director Nilsson said if an application is withdrawn a new application will have to go back through the P&Z Commission and then come back to the Board. If the applicant wishes to make a material change to the application it can stay with the Board but we will have to re-notice that for a new public hearing. Mike Provost stated he has come up with a different plan and they want to work in conjunction with the City of Greenleaf if it's to be developed at a future date. He doesn't want to do anything contrary to what the city wants so at this point he is withdrawing the application. Commissioner Van Beek is pleased to hear the applicant will work with the city. Mr. Walker said most of the studies, reports and maps are going to be incorporated into the future development work and he wants to be conscientious of the application fees that have already been paid and so he asked if there will be any reimbursement of their fees given that they have withdrawn the application. Director Nilsson said the request needs to be made in writing and then staff will do an accounting of the hard costs and see what the difference, if any, would be. Commissioner Dale said urban development belongs in the city limits and if there's a pathway to annexation that's the path he encourages them to take. Commissioner Van Beek wants the Board to work in conjunction with DSD on the recorded document (No. 2014-020421) to assure the public that we will take under consideration this instrument that was filed five years ago and as a statement that we are cognizant of the agricultural component that is documented in the comprehensive plan. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to accept the withdrawal as requested by the applicant, Mr. Provost. The matter concluded at 10:29 a.m. An audio recording is on file in the Commissioners' Office.

## MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEMS

The Board met today at 11:02 a.m. for a meeting with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy PD Scott James left at 11:11 a.m., Deputy P.A. Brad Goodsell, Deputy P.A. Dan Blocksom and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider modifying agreement for site access to Anderson Corner:*** This agreement is to extend an existing agreement for DEQ to access the site for another year. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board authorized Mr. Goodsell to sign the agreement.

***Consider signing a resolution to adopt the change to the job description of the Legal Support Specialist position in the Public Defender's Department:*** Scott James explained they used a Legal Support Specialist (LSS) job description from the Prosecuting Attorney's Office as an example and revised it to fit the same position for the Public Defender's department. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the resolution adopting a change to the job description of the Legal Support Specialist position in the Public Defender's department (see resolution no. 19-112).

***Consider signing approval/denial of a new alcohol license for Holy Cow!:*** Upon the motion of Commissioner Dale and second by Commissioner White the Board voted unanimously to sign the resolution granting a new alcohol license to Holy Cow! (see resolution no. 19-113).

## EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

*A request was made to go into Executive Session and held as follows:*

Commissioner Dale made a motion to go into Executive Session at 11:16 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (f). The motion was seconded by Commissioner Van Beek. A roll call vote was taken on the motion with Commissioners White, Dale and Van Beek voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Dan Blocksom, Deputy P.A. Brad Goodsell and Deputy Clerk Jenen Ross. The Executive Session concluded at 11:39 a.m. with no decision being called for in open session.

An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

## BOARD OF EQUALIZATION - TAX ASSESSMENT PROTEST HEARING FOR TWIN ISLANDS, LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:32 p.m. to conduct a tax assessment protest hearing for Twin Islands, LLC, for Account Nos. 04082000 0, 35336000 0, & 31223011 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, Appraisal Supervisor Greg Himes, Appraiser Sam Stone, Appraiser Mike Cowan, Admin. Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Attorney Mike Band, Greg Rudell, Dick Phillips, other interested citizens, and Deputy Clerk Monica Reeves. Commissioner White said the Board will discuss and rule on the motions that have been filed (copies of which are included with this day's minute entry). Regarding the motion to quash the subpoena, Commissioner Van Beek said she has reviewed the records provided and it appears the subpoena was delivered after the deadline listed on the subpoena and as such she made a motion that the Board grant the motion to quash the subpoena. The motion was seconded by Commissioner Dale and carried unanimously. Regarding the motion to disqualify the Commissioners, Commissioner White said it's her understanding that the remedy set forth in Idaho case law for ex parte communication is to disclose the nature of the communications, not to replace the Commissioners. She said the Board only had training specific to methodology. There has been no ex parte discussion on any specific protest, or business entity, or residential entity with regard to board of equalization hearings. Commissioner Van Beek said she does not have anything to disclose in the way of ex parte. Commissioner Dale concurred and said all discussions with the Assessor's Office were germane to methodology used to determine values, not with specific issues. Commissioner White made a motion to deny the motion to disqualify the Commissioners. The motion was seconded by Commissioner Van Beek and carried unanimously. Commissioner Dale said there is a motion from the appellant to go into executive session, and he is open to doing that but only for the purposes that are specifically outlined in the state code which is very particular about what can be discussed outside of the public view. In this case the only thing that comes close to qualifying for a discussion in an executive session is material that might be considered a trade secret. He proposes we should conduct as much of the hearing as possible in open session and then if the appellant requests to go into executive session for discussion of trade secrets he would be open to that. He said the Board will be relying upon the appellant's representation that the information does indeed count as a trade secret and it has to fit under Idaho Code, Section 74-107 (1), and then after the executive session the Board will have to come back into open session to make a determination and a decision. Commissioner White said we are going to discuss as much of this as we can in open session until the appellant says it is a trade secret. Greg Rudell and Attorney Mike Band offered testimony in support of the protest applications. Sam Stone and Mike Cowan offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the comment portion of this hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Commissioner Dale made a motion to uphold the Assessor's valuation on all three accounts for Twin Islands, LLC. Commissioner Van Beek seconded the motion for discussion. She said with the previous year in district court it would not be hard to ascertain what was going to be called for in the way of information so it is fair to say that information was withheld that would have potentially made a different outcome here today, so whether it's labeled as trade secrets or competition, information was not provided that the appellant could have provided that would have made it different, potentially, from this side of the table and she finds that problematic. There's a

difference in the approach but reasonable people should be able to disagree and then come to some consensus that makes it uniform. Having a different model should not impugn someone's character and she takes issue with that on the record, she did not appreciate that portion of the testimony because the spokesperson for the storage unit did not have his credentials undermined or impugned in that process and so what we really need to get down to is how are we both going to read these item-to-item, page-to-page. She believes the Assessor's Office has done a reasonable job. The questions were answered but they simply used a different approach and to her evaluating that at the district court level she would find support for what we've done here based on the judge's written decision on last year's information so she will support Commissioner Dale's motion to uphold the appraisers decision and move this to the board of tax appeals or the district court should they choose to do that. The motion carried unanimously. The hearing concluded at 3:12 p.m. An audio recording is on file in the Prosecuting Attorney's Office.

#### JULY 2019 TERM

CALDWELL, IDAHO JULY 2, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

#### APPROVED EMPLOYEE STATUS CHANGE FORM AND/OR KEY & SECURITY ACCESS REQUEST FORM

The Board approved a salary rate request and/or key & security access request form for Brandi Beard, Eric Arthur and Carl Dille.

#### MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEMS

The Board met today at 9:02 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Fair Director Diana Sinner left at 9:07 a.m., Assistant IT Director Eric Jensen, Deputy P.A. Dan Blocksom and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider signing 2019 Canyon County Fair agreement with Mariachi Sol de Acapulco:*** Director Sinner said this is a standard entertainment agreement for a local mariachi band who will perform on Sunday of the fair. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the agreement with Mariachi Sol de Acapulco (see agreement no. 19-082).

***Consider Notice of Intent to award contract for FY2019 Canyon County Weed and Pest Fiber Optic Extension Project:*** Mr. Jensen explained that after receipt of the RFP process it was decided that the value was not there to continue this project. At this point they'd like to close the RFP. They will continue to look at ways to get more reliable service out to the weed and pest office. Commissioner Van Beek made a motion to terminate the RFP and not award the contract at this time. The motion was seconded by Commissioner Dale and carried unanimously. A copy of the letter that will be sent to the vendors is on file with this day's minute entry.

The meeting concluded at 9:11 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR TRINITY NEW HOPE INC.

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:02 a.m. to conduct a property tax assessment protest hearing for Trinity New Hope, account no.12983500. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Administrative Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Spieser, Commercial Appraiser Sam Stone, Chief Deputy Appraiser Joe Cox, Tami McHugh for Trinity New Hope, Attorney Matt Johnson for Trinity New Hope and Deputy Clerk Jenen Ross. Ms. McHugh and Mr. Johnson offered testimony in support of the protest application. Jennifer Loutzenhiser and Joe Cox offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Upon the motion of Commissioner White and second by Commissioner Dale the Board voted to uphold the exemption. A vote was taken on the motion with Commissioners White and Dale voting in favor and Commissioner Van Beek voting against. The motion carried in a 2-to-1 split vote. The hearing concluded at 10:50 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR RICHARD NELSON

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:53 a.m. to conduct a property tax assessment protest hearing for Richard Nelson, account no. 24456007A1. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek Assessor Brian Stender, Administrative Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Spieser, Commercial Appraiser Sam Stone, Chief Deputy Appraiser Joe Cox, Greg Ruddell, Rosemary Nelson and Deputy Clerk Jenen Ross. Greg Ruddell and Rosemary Nelson offered testimony in support of the protest application. Sam Stone and Mike Cowan offered testimony on behalf of the Assessor's Office. Following

testimony, Commissioner Dale made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to uphold the Assessor's value. The hearing concluded at 11:34 a.m. An audio recording is on file in the Prosecuting Attorney's Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR RCG-NAMPA, LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 11:39 a.m. to conduct a property tax assessment protest hearing for RCG-Nampa, LLC, account no. 30498011. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Administrative Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Spieser, Commercial Appraiser Sam Stone, Chief Deputy Appraiser Joe Cox, Richard Brien for RCG-Nampa, Jeff Banka on behalf of BSU and Deputy Clerk Jenen Ross. Mr. Brien and Mr. Banka offered testimony in support of the protest application. Jennifer Loutzenhiser and Joe Cox offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to grant the exemption. The hearing concluded at 11:51 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR DAME BROTHERS CO, LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 11:53 a.m. to conduct a property tax assessment protest hearing for Dame Brothers Co. LLC, account nos. 24489010 and 2733000 Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Administrative Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Spieser, Chief Deputy Appraiser Joe Cox, David Eastman for Woodgrain and Deputy Clerk Jenen Ross. Mr. Eastman offered testimony in support of the protest application. Mike Cowan, Joe Cox and Greg Himes offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to adjust the value to \$8,495,760. The hearing concluded at 12:50 p.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR GRAYE CANYON INDUSTRIAL PARK, LLC



The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:34 p.m. to conduct a tax assessment protest hearing for Graye Canyon Industrial Park, LLC, Account No. 02530525 0. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, Admin. Property Appraisal Supervisor Greg Himes, Admin. Analyst Jennifer Loutzenhiser, Appraiser Darryl Spieser, Appraiser Ken Allen, Residential Supervisor Barbara Wade, R. Alan Good, other interested persons, and Deputy Clerk Monica Reeves. The applicant did not appear for the hearing. Darryl Spieser offered testimony on behalf of the Assessor's Office and made a recommendation to adjust the value from \$92,700 to \$32,760. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to accept the adjusted value of \$32,760. The hearing concluded at 1:42 p.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR RICHARD ALAN GOOD

The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:44 p.m. to conduct a tax assessment protest hearing for Richard Alan Good, Account No. 15033756 0. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, Admin. Property Appraisal Supervisor Greg Himes, Admin. Analyst Jennifer Loutzenhiser, Appraiser Ken Allen, Residential Supervisor Barbara Wade, R. Alan Good, other interested persons, and Deputy Clerk Monica Reeves. R. Alan Good offered testimony in support of his protest application. Ken Allen offered testimony on behalf of the Assessor's Office. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to close the comments. Upon the motion of Van Beek and the second by Commissioner Dale, the Board voted unanimously to uphold the Assessor's value. The hearing concluded at 2:08 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM  
CALDWELL, IDAHO JULY 3, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

#### APPROVED CLAIMS ORDER NO. 1920

The Board of Commissioners approved payment of County claims in the amount of \$1,655,242.55 for a County payroll.

#### APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- HP, Inc. in the amount of \$3540.00 for the Information Technology department

#### CONSIDER INDIGENT DECISIONS

The Board met today at 8:48 a.m. to consider indigent decisions. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Customer Service Specialist Robin Sneegas and Deputy Clerk Jenen Ross. The following cases do not meet the eligibility criteria for county assistance: 2019-0901, 2019-1021, 2019-0909, 2019-0912, 2019-0930, 2019-0929, 2019-0927 and 2019-1035. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to issue initial denials with written decisions within 30 days. The meeting concluded at 8:49 a.m. An audio recording is on file in the Commissioners' Office.

#### EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE

*Note for the record: As properly noticed the Board met today at 9:01 a.m. for a legal staff update.*

Commissioner Van Beek made a motion to go into Executive Session at 9:01 a.m. pursuant to Idaho Code, Section 74-206(1) (d) regarding records exempt from public disclosure. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Van Beek, White and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Brad Goodsell and Deputy Clerk Jenen Ross. The Executive Session concluded at 9:16 a.m. with no decision being called for in open session.

#### RESCHEDULE HEARING REGARDING THE REQUEST BY NATE MITCHELL REPRESENTING BAAS GROUP, LLC FOR A REZONE, CASE NO. RZ2018-0040

The Board met today at 9:30 a.m. to go on the record to reschedule the public hearing in the matter of a request by Nate Mitchell, representing BAAS Group, LLC, for a rezone, Case No. RZ2018-0040. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, DSD Director Tricia Nilsson, and Deputy Clerk Monica Reeves. Director Nilsson said the applicant has requested a continuance of their hearing. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to reschedule the hearing to August 6, 2019 at 10:00 a.m. The meeting concluded at 9:31 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR LAFKY PROPERTIES, LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:06 a.m. to conduct a tax assessment protest hearing for Lafky Properties, LLC, (Big Storage) Account No. 31308000 0, 31310000 0, and 31309000 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Admin. Property Appraisal Supervisor Greg Himes, Appraiser Sam Stone, Appraiser Mike Cowan, Admin. Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Imaging Specialist Christine Heimbigner, Aaron Lafky, Attorney Andrea Rosholt, Greg Rudell, other interested persons, and Deputy Clerk Monica Reeves. Commissioner White said the Board will discuss and rule on the motions that have been filed, copies of which are included with this day's minute entry. Regarding the motion to quash the subpoena, Commissioner Van Beek said she's reviewed the records provided from Lafky in this written decision and based on the information provided she moved that the Board quash the subpoena. The motion was seconded by Commissioner Dale and carried unanimously. Regarding the motion to disclose ex parte communications, Commissioner White said there was no ex parte communication with regard to exact names of entities or individuals. The Board had training and she hopes counsel would not find a problem with the fact that the Board had training in methodologies that can be used, there was nothing specific, it was just training. Commissioner Van Beek said she did not have ex parte communication with the Assessor's Office or any other entity. Commissioner Dale disclosed that he had no ex parte communication regarding any of these properties. Commissioner White disclosed there was no ex parte communication regarding anything specific or any of the properties listed. With regard to the motion to go into executive session, Commissioner Dale said executive sessions are carefully controlled and defined by state statute and we are only allowed to do that on certain, very narrow, specific subjects. He said they will discuss everything they can in open session and if there are trade secrets the Assessor needs to hear about then he will be willing to go into executive session only to discuss those things which are deemed trade secret. Other than that they are not able to do executive session on anything that's public matter. Ms. Rosholt said in terms of reasons for executive session, we are talking about market information and information that might be available online for her client to the extent that we go into or talk about anything of a private concern including finance records, which are considered trade secrets – her client's actual income information and actual vacancy information. She thanked the Board for its time and she said doesn't like motions suggesting that there's been ex parte communication, but that's what it appeared to be and it's just something that needs to be flushed out so her client can have a fair hearing. Ms. Rosholt and Aaron Lafky offered testimony in support of the protest applications. Mike Cowan and Sam Stone offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner White made a motion to close public comment. The motion was seconded by Commissioner Van Beek and carried unanimously. Following the Board's discussion, Commissioner Van Beek made a motion to uphold the

Assessor's value on all three accounts. The motion was seconded by Commissioner Dale and carried unanimously. The hearing concluded at 11:22 a.m. An audio recording is on file in the Prosecuting Attorney's Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR JKRJ INVESTMENTS, LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 11:23 a.m. to conduct a tax assessment protest hearing for JKRJ Investments, LLC, Account No. 35731000 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Admin. Property Appraisal Supervisor Greg Himes, Appraiser Sam Stone, Appraiser Mike Cowan, Admin. Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Imaging Specialist Christine Heimbigner, other interested persons, and Deputy Clerk Monica Reeves. The applicant did not appear for the hearing. Mr. Cowan said the appellant is out of town and requested the Board uphold the Assessor's value and if they wish to take it to the board of tax appeals that will be their prerogative. Commissioner Dale made a motion to quash the subpoenas for JKRJ Investments. The motion was seconded by Commissioner Van Beek and carried unanimously. Regarding the motion to disclose ex parte communication, Commissioner White said she has had no ex parte communication with the Assessor's Office, nor specific conversations about any business or amounts, she received training only. Commissioner Van Beek said she's had no ex parte communication with JKRJ Investments regarding their property or assessed values or ex parte communication with the Assessor's Office. Commissioner Dale said he has not had any information or communication regarding their properties from anybody whatsoever. He then made a motion to uphold the Assessor's value for JKRJ Investments. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 11:26 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR RCG-NAMPA LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:32 p.m. to conduct a property tax assessment protest hearing for RCG-Nampa LLC, account nos. 30498010, 30504000, 30503010, 30498011, 30503013, 30504012, 30498000, 30498012A0, 30501010, 30503011, 31086112, 31086107, 31086109, 31086110. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Speiser, Commercial Appraiser Keven Sorensen, Commercial Appraiser Sam Stone, Imaging Specialist Christine Heimbigner, Customer Service Specialist Annette Canada, Administrative Analyst Jennifer Loutzenhiser, Attorney Rick Smith for RCG-Nampa LLC and Deputy Clerk Jenen Ross. Mr. Smith offered testimony in support of the protest applications. Joe Cox and Mike Cowan offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner White made a motion to close the public hearing. The

motion was seconded by Commissioner Dale and carried unanimously. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to uphold the Assessor's value for all of the protest applications. The hearing concluded at 2:46 p.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR TIMOTHY BENEDICK

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:52 p.m. to conduct a property tax assessment protest hearing for Timothy Benedick, account no. 01469000. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Spieser, Commercial Appraiser Keven Sorensen, Commercial Appraiser Sam Stone, Imaging Specialist Christine Heimbigner, Customer Service Specialist Annette Canada, Administrative Analyst Jennifer Loutzenhiser and Deputy Clerk Jenen Ross. Mr. Benedick was not present for the hearing. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to uphold the Assessor's value. The hearing concluded at 2:53 p.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR LEO TAYLOR

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:54 p.m. to conduct a property tax assessment protest hearing for Leo Taylor, account nos. 20342010, 20463000 and 20464000. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Spieser, Commercial Appraiser Keven Sorensen, Commercial Appraiser Sam Stone, Imaging Specialist Christine Heimbigner, Customer Service Specialist Annette Canada, Administrative Analyst Jennifer Loutzenhiser, Leo Taylor, Brooke Taylor, Natalie McElhaney and Deputy Clerk Jenen Ross. Leo Taylor, Brook Taylor and Natalie McElhaney offered testimony in support of the protest applications. Darryl Speiser, Mike Cowan and Greg Himes offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to uphold the Assessor's value. The hearing concluded at 3:39 p.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR 208 STORAGE LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 3:43 p.m. to conduct a property tax assessment protest hearing for 208 Storage, account nos.

30933000 and 32441000. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Sam Stone, Imaging Specialist Christine Heimbigner, Administrative Analyst Jennifer Loutzenhiser, Additional Assessor Office staff, Greg Ruddell for 208 Storage, Marty Camberlungo for 208 Storage and Deputy Clerk Jenen Ross. Greg Ruddell and Marty Camberlungo offered testimony in support of the protest applications. Sam Stone, Mike Cowan and Greg Himes offered testimony on behalf of the Assessor's Office. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to uphold the Assessor's value. The hearing concluded at 4:16 p.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION - CONSIDER SIGNING ASSESSOR ADJUSTMENTS TO 2019 CERTIFIED VALUES

The Board met today at 4:17 p.m. to consider signing Assessor adjustment to 2019 certified values. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Appraisal Supervisor Greg Himes, Administrative Analyst Jennifer Loutzenhiser, Additional Assessor Office staff and Deputy Clerk Jenen Ross. Adjustments have been made based on information collected during Board of Equalization. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the Assessor adjustments to 2019 certified values. A copy of the adjustments are on file in the Commissioners' Office. The meeting concluded at 4:18 p.m. An audio recording is on file in the Commissioners' Office.

#### JULY 2019 TERM

CALDWELL, IDAHO JULY 5, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

#### FILE IN MINUTES

The Board filed the Treasurer's monthly report for May 2019 in today's minutes.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR WAL-MART AND AMALGAMATED SUGAR COMPANY

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:04 a.m. to conduct a tax assessment protest hearing for Wal-Mart, Account Nos. 32275000 0, 32497010 0, 32044900 0, 08522100 0, & 32576302 0, as well as a protest hearing for

Amalgamated Sugar Company, Account Nos. 62222153 0 & 30977000 0. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Admin. Property Appraisal Supervisor Greg Himes, Appraiser Mike Cowan, Appraiser Sam Stone, Appraiser Darryl Spieser, Admin. Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Imaging Specialist Christine Heimbigner, Brad Miller, Attorney Andrea Rosholt, Jake Smith, and Deputy Clerk Monica Reeves. The appellants for Wal-Mart and Amalgamated Sugar did not appear for today's hearing. Mike Cowan and Joe Cox offered brief comments on behalf of the Assessor's Office. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to uphold the Assessor's value on all five of the Wal-Mart accounts. Upon the motion of Commissioner Van Beek and the second by Commissioner Dale, the Board voted unanimously to uphold the Assessor's value on both accounts for Amalgamated Sugar. The hearing concluded at 10:09 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR ARI NAMPA, LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:10 a.m. to conduct a tax assessment protest hearing for ARI Nampa, LLC, Account No. 31029011 0. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Admin. Property Appraisal Supervisor Greg Himes, Appraiser Mike Cowan, Appraiser Sam Stone, Appraiser Darryl Spieser, Admin. Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Imaging Specialist Christine Heimbigner, Brad Miller, Attorney Andrea Rosholt, Jake Smith, and Deputy Clerk Monica Reeves. Brad Miller offered testimony in support of the protest application. Mike Cowan offered testimony on behalf of the Assessor's Office. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to close public comment. Upon the motion of Dale and the second by Commissioner Van Beek, the Board voted unanimously to uphold the Assessor's value. The hearing concluded at 10:26 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR U-SAVE STORAGE, LLC, AND CITY DEVELOPMENT, INC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:27 a.m. to conduct a tax assessment protest hearing for U-Save Storage, LLC, Account No. 24368000 0, and City Development, Inc., Account No. 07540500 0. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Admin. Property Appraisal Supervisor Greg Himes, Appraiser Mike Cowan, Appraiser Sam Stone, Appraiser Darryl Spieser, Admin. Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Imaging Specialist Christine Heimbigner, Attorney Andrea Rosholt, Jake Smith, other interested persons, and Deputy Clerk Monica Reeves. With regard to the motion to quash the subpoena, Commissioner Van Beek said the attorney has indicated

we have a four or five year history of records with the exception of 2019. Due to timely reasons she made the motion to grant the motion to quash the subpoena. The motion was seconded by Commissioner Dale and carried unanimously. Andrea Rosholt and Jake Smith offered testimony in support of the protest applications. Sam Stone and Mike Cowan offered testimony on behalf of the Assessor's Office. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to close the public comment. Upon the motion of Dale and the second by Commissioner Van Beek, the Board voted unanimously to uphold the Assessor's value on both accounts, Protest Nos. 19124 and 19125. The hearing concluded at 11:56 a.m. An audio recording is on file in the Commissioners' Office.

#### JULY 2019 TERM

CALDWELL, IDAHO JULY 8, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

#### APPROVED CLAIMS ORDER NO. 7/10/19

The Board of Commissioners approved payment of County claims in the amount of \$20,001.12, \$64,695.00, \$79,577.01 and \$120,667.09 for accounts payable.

#### MEETING WITH INFORMATION TECHNOLOGY DIRECTOR TO DISCUSS THE PROVISION OF IT SERVICES TO THE AMBULANCE DISTRICT

The Board met today at 8:36 a.m. with the Director of Information Technology to discuss the provision of IT services to the Ambulance District. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, IT Director Greg Rast, Deputy P.A. Dan Blocksom and Deputy Clerk Jenen Ross. This is the follow-up meeting regarding IT services to the Ambulance District. At the last meeting the Board directed that they did not want IT services offered at the \$30/hour rate due to being a different taxation district and resources on the county side. Director Stowell is fine with the service they have in place so the letter now just references the two Ambulance District servers that are on maintained by Canyon County; those will be paid at \$400/year per server. The letter outlining the services provided by the County will be sent to the Ambulance District for review before it comes back to the Board for signatures. The meeting concluded at 8:39 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR FORTRESS



## STORAGE LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 9:04 a.m. to conduct a property tax assessment protest hearing for Fortress Storage, LLC - account no. 31745014. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Administrative Analyst Jennifer Loutzenhiser, Appraisal Supervisor Greg Himes, Commercial Appraiser Sam Stone, Commercial Supervisor Mike Cowan, Residential Supervisor Barbara Wade, Residential Appraiser Bret Hartley, Other Assessor Office staff, Greg Ruddell for Fortress Storage, LLC, Eric Murrell, Jr. for Fortress Storage, LLC and Deputy Clerk Jenen Ross. Mr. Ruddell and Mr. Murrell offered testimony in support of the protest application. Sam Stone, Mike Cowan and Greg Himes offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to uphold the Assessor's amended valuation. The hearing concluded at 9:51 a.m. An audio recording is on file in the Commissioners' Office.

## BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR SAINT ALPHONSUS

The Board of County Commissioners, sitting as a Board of Equalization, met today at 9:58 a.m. to conduct a property tax assessment protest hearing for Saint Alphonsus, account nos. 64932721, 64937541, 64940652, 64941293, 64941490 and 64941585. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Administrative Analyst Jennifer Loutzenhiser, Appraisal Supervisor Greg Himes, Commercial Appraiser Sam Stone, Commercial Supervisor Mike Cowan, Residential Supervisor Barbara Wade, Residential Appraiser Brett Hartley, other Assessor Office staff, Frank Lee for St. Alphonsus, Miguel Rosus-Muniz for St. Alphonsus and Deputy Clerk Jenen Ross. Mr. Lee and Mr. Rosus-Muniz offered testimony in support of the protest application. Joe Cox and Jennifer Loutzenhiser offered testimony on behalf of the Assessor's Office. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to grant the exemption on all six parcels. The hearing concluded at 10:07 a.m. An audio recording is on file in the Commissioners' Office.

## BOARD OF EQUALIZATION – CASUALTY LOSS TAX EXEMPTION HEARING FOR KATHLEEN WELCH ROBNETT

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:08 a.m. to conduct casualty loss exemption hearing for Kathleen Welch Robnett, account no. 72595000. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Administrative Analyst Jennifer Loutzenhiser, Appraisal Supervisor Greg Himes, Commercial Appraiser Sam Stone, Commercial Supervisor Mike Cowan, Residential Supervisor Barbara Wade, Residential Appraiser Bret Hartley, other Assessor Office staff and Deputy Clerk Jenen Ross. Jennifer Loutzenhiser offered testimony in support of the casualty loss exemption

application. Following testimony, Commissioner Dale made a motion to grant the casualty loss exemption. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 10:09 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION - CONSIDER SIGNING ASSESSOR ADJUSTMENTS TO 2019 CERTIFIED VALUES

The Board met today at 10:11 a.m. to consider signing Assessor adjustments to 2019 certified values. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Administrative Property Appraisal Supervisor Greg Himes, Administrative Analyst Jennifer Loutzenhiser, other Assessor Office staff and Deputy Clerk Jenen Ross. Adjustments have been made based on information collected during Board of Equalization. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the adjustments to 2019 certified values. A copy of the adjustments are on file with this day's minute entry. The meeting concluded at 10:17 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH ADMINISTRATIVE DISTRICT JUDGE AND TRIAL COURT ADMINISTRATOR TO DISCUSS GENERAL ISSUES

The Board met today at 1:32 p.m. with the Administrative District Judge and Trial Court Administrator to discuss general issues. Present were: Commissioners Pam White and Leslie Van Beek, Judge Susan Wiebe, TCA Doug Tyler and Deputy Clerk Jenen Ross. Mr. Tyler spoke about the Magistrate Commission and the judge selection that will take place this Friday. A discussion was had about a Boise State representative working with the county on small claims mediation. No Board action was required or taken as the meeting was held for information purposes only. The meeting concluded at 1:49 p.m. An audio recording is on file in the Commissioners' Office.

#### RESCHEDULE PUBLIC HEARING IN THE MATTER OF A REQUEST BY JAY WALKER REPRESENTING KOLO, LLC FOR A COMPREHENSIVE PLAN MAP AMENDMENT AND REZONE, CASE NO. RZ2018-0037 AND OR2018-0007

The Board went on the record at 2:02 p.m. to reschedule the public hearing in the matter of a request by Jay Walker representing KOLO, LLC, for a comprehensive plan map amendment and rezone, Case No. RZ2018-0037 and OR2018-0007. Present were: Commissioners Pam White and Leslie Van Beek, DSD Planner Dan Lister, interested citizens, and Deputy Clerk Monica Reeves. Dan Lister reported there has been a change in the applicant's representative and when he reached out to contact them he was informed they did not receive notice of today's hearing so the matter will have to be rescheduled. The new hearing date is August 12 at 10:00 a.m. Commissioner Van Beek said the Board did not have prior

knowledge of the information staff brought today and she offered her apologies for the inconvenience. The meeting concluded at 2:04 p.m. An audio recording is on file in the Commissioners' Office.

#### JULY 2019 TERM

CALDWELL, IDAHO JULY 9, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale – out of the office  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

#### APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Overhead Door of Idaho in the amount of \$1950.00 for the Facilities department

#### BIWEEKLY MEETING WITH THE FACILITIES DIRECTOR AND THE IT DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 8:32 a.m. for a biweekly meeting with the Facilities Director and the IT Director to discuss general issues, set policy, and give direction. Present were: Commissioners Pam White and Leslie Van Beek, Facilities Director Paul Navarro, IT Director Greg Rast, Assistant Director of IT Eric Jensen, and Deputy Clerk Monica Reeves. Director Rast reported on the following items:

- The cameras on the Sheriff's Office radio towers have gone offline. IT was not involved with the camera project and the company that installed them is no longer in business so Director Rast will meet with the Sheriff's Office and see what he can do to help, but it's unknown if it will be an IT project or a facilities project to get the cameras working again.
- AA Tronics, the company that does the recording system in the Board's meeting room and the public meeting room, will perform some work on the system to improve the resolution on the monitors.
- The licenses have been procured for the phishing module (*Secure the Human*) and he is reviewing options and will report back to the Board at a later date.
- IT has six projects that were closed and Director Rast will present those to the Board after the budget hearing process concludes.

Director Navarro reported on the Pod 6/temporary jail pods project. An alleyway vacation project was started three years ago with Commissioners Rule and Hanson as part of their desire to build an addition to the Dale Haile jail. All utilities were removed from the alley except for CenturyLink so he is now in the process of trying to get them out of the way. There is going to be a sizeable cost for this work which was not budgeted for. He spoke about the inspection process for the pods and is still working through the landscape plan, fencing bids, ADA issues, and constructional issues for the recreation yard lid. Commissioner White said a meeting has been scheduled with the Sheriff's Office and ADS to get an update and find out where we're at and moving forward. Director Navarro said the ADA issues associated with the pods are difficult and it's been very challenging. A lot of rough-in have been done but none of the final details because they don't have an approved set of plans to install from. ADS still believes we will have delivery of the first 12 units by the second week of August. The initial plan review has been given back to us with ADA requirements and it requires a lot of detailed drawings and structural engineering and he doesn't think ADS was prepared for this level of minutiae and detail the state is requiring.

The items discussed were general in nature and did not require Board action. The meeting concluded at 8:51 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

#### MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEMS

The Board met today at 9:03 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Pam White and Leslie Van Beek, Assessor Brian Stender left at 9:23 a.m., Deputy P.A. Dan Blocksom left at 9:23 a.m., Deputy P.A. Zach Wesley left at 9:24 a.m., Chief Deputy Sheriff Marv Dashiell left at 9:27 a.m., Fair Director Diana Sinner left at 9:24 a.m. and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider signing expert witness contract with J. Philip Cook, MAI CRE for an appraisal of the CTI-SSI Food Services processing facility and related support services:*** Assessor Stender explained this is for 2018 and 2019 and, if needed, would like to be able to hire Mr. Cook for hearings. Discussion ensued in reference to the history of CTI-SSI valuations and the expectations of where they'd like to use Mr. Cook's services. The contract has been reviewed by legal and includes an estimate of the costs. Upon the motion of Commissioner White and second by Commissioner Van Beek the Board voted unanimously to sign the expert witness contract with J. Philip Cook, MAI CRE (see agreement no. 19-083).

***Consider signing 2019 Canyon County Fair entertainment agreement with Special Reserve:*** This is a standard entertainment contract for the opening act at the Latino Fair Fest. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the 2019 entertainment agreement with Special Reserve (see agreement no. 19-084).

***Consider signing a resolution approving award of officer's badge and duty weapon to Captain William Adams:*** Captain Adams has served 29 years in the Sheriff's Office and the retirement ceremony will be held in August. Upon the motion of Van Beek and second by Commissioner White the Board voted unanimously to sign the resolution approving the award of officer's badge and duty weapon to Captain William Adams (see resolution no. 19-118).

***Consider signing a resolution to make reappointments to the Canyon County Historic Preservation Commission:*** Director Schwend sent an email indicating that Mr. DeFord has served and is recommending that he serve again. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the resolution appointing Mr. DeFord to the Canyon County Historic Preservation Commission (see resolution no. 19-117).

The meeting concluded at 9:28 a.m. An audio recording is on file in the Commissioners' Office.

**PUBLIC HEARING – REQUEST BY RICH PICKETT/PICKETT AUCTIONS FOR A REZONE, CASE NO. RZ2019-0015**

The Board met today at 10:01a.m. to conduct a public hearing in the matter of a request by Rich Pickett of Pickett Auctions for a rezone of 1.3 acres from "A" (Agricultural) to "M1" (Light Industrial), Case No. RZ2019-0015. Present were: Commissioners Pam White and Leslie Van Beek, Deputy P.A. Zach Wesley, DSD Planner Debbie Root, DSD Director Tricia Nilsson, Rich Pickett, Rhonda Pickett, and Deputy Clerk Monica Reeves. Debbie Root gave the oral staff report. The request is to rezone approximately 1.3 acres of a 6.19 acre parcel. The majority of the parcel (4.89 acres) is currently zoned "M1" and the request is to change the 1.3 acres to "M1" to match the balance of the property so that it can be utilized by the Pickett Auction facility. The area does have industrial commercial zoning along Highway 95 and they have obtained approval for their access points for the auction service. Staff is recommending approval of 1.3 acres to "M1". Rich Pickett testified this is a house cleaning effort as they are building their business on the site. Commissioner Van Beek asked Mr. Pickett about his plans for the property and following comments she said there are many reasons the Board should approve the request. Commissioner White said the request is straightforward and is perfectly suited and designed for the area. Upon the motion of Commissioner White and the second by Commissioner Van Beek, the Board voted unanimously to approve the request by Rich Pickett for a rezone, Case No. RZ2019-0015 and sign the findings of fact, conclusions of law and order, as well as the ordinance for this case. (See Ordinance No. 19-030A.) The hearing concluded at 10:09 a.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM  
CALDWELL, IDAHO JULY10, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale – out of the office  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

#### APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Carousel Industries in the amount of \$2129.74 for the Information Technology department
- Manage Engine in the amount of \$10,795.00 for the Information Technology department

#### APPROVED CLAIMS ORDER NO. 7/10/19

The Board of Commissioners approved payment of County claims in the amount of \$100,009.77 and \$38,735.43 for accounts payable.

#### APPROVED CLAIMS ORDER NO. 7/12/19

The Board of Commissioners approved payment of County claims in the amount of \$5441.49 for accounts payable.

#### MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEMS

The Board met today at 10:32 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Pam White and Leslie Van Beek, Chief Deputy Sheriff Marv Dashiell left at 10:48 a.m., Controller Zach Wagoner left at 10:48 a.m., Deputy P.A. Dan Blocksom, Deputy P.A. Zach Wesley, Deputy P.A. Brad Goodsell and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider signing agreement to provide school resource officer services to the Vallivue School District:*** This is a new agreement with the Vallivue School District for a School Resource Officer primarily at the middle school, which is in Canyon County's jurisdiction, at \$82K/year for 80 hours every 2 weeks. Chief Dashiell spoke about the role of an SRO in the school. Upon the motion of Commissioner White and second by Commissioner Van Beek the Board voted unanimously to sign the agreement to provide school resource officer to the Vallivue School District (see agreement no. 19-085).

***Consider signing Idaho Department of Parks and Recreation Grant Agreement project WW20-3-14 for re-power search and rescue outboard boat:*** These grant monies will be used to replace a motor on one boat. In order to keep the accounting portion clean, this will be added to next year's budget as both a revenue and expense. The grant amount is \$11,883 with a matching amount of \$3961 for a total of \$15,844. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the Idaho Department of Parks and Recreation Grant agreement (see agreement no. 19-086).

***Consider signing 2019 Canyon County Emergency Operations Plan:*** Lt. Schorzman was not able to attend the meeting today so this action item will be postponed to a later time.

A discussion was had about a letter received from Nereida Lopez offering her home for sale to the county. Mr. Goodsell provided a print out and pictures of where the property is located, which is approximately a block away from the courthouse campus. Ms. Lopez is asking \$160K for the property, however the county cannot pay more than the appraised value for a property. Commissioner White said she is not interested in property that is a block away from the courthouse campus. Commissioner Van Beek feels it's a minimal investment and wonders if it has been passed thru the Assessor's Office to know what this property is actually worth. She would like a GIS map of this property along with mapping of all county property. Mr. Goodsell said we can get a GIS map of this area that shows all county owned property in this area.

There has been a request to rent the garage on a property the county recently purchased for a boxing club. Mr. Goodsell explained there is no power, sewer or water at the location and Director Navarro has indicated that the space isn't even good enough for storing materials and has planned to tear down and repurpose the materials. Commissioner Van Beek doesn't feel this is a good fit for use of this building and Commissioner White agreed.

EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, AND COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING /IMMINENTLY LIKELY LITIGATION, COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

*A request was made to go into Executive Session to discuss which was held as follows:*

Commissioner Van Beek made a motion to go into Executive Session at 11:02 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (f) and (i). The motion was seconded by Commissioner White. A roll call vote was taken on the motion with Commissioners Van Beek and White voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Pam White and Leslie Van Beek, Deputy P.A.

Zach Wesley and Deputy Clerk Jenen Ross. The Executive Session concluded at 11:20 a.m. with no decision being called for in open session.

***Consider signing approval/denial of a new alcohol license for G&G Investments doing business as BUD'S:*** Commissioner Van Beek noted for the record that the application needs to be more fully vetted by legal. This action item will be added back to the agenda at a later date.

The meeting concluded at 11:22 a.m. There are two audio recordings on file in the Commissioners' Office.

JULY 2019 TERM  
CALDWELL, IDAHO JULY 11, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale – out of the office  
Commissioner Leslie Van Beek

Deputy Clerk Monica Reeves / Jenen Ross

#### CONSIDER INDIGENT DECISIONS

The Board met today at 8:48 a.m. to consider indigent decisions. Present were: Commissioners Pam White and Leslie Van Beek, Customer Service Specialist Robin Sneegas, Hearing Manager Kellie George and Deputy Clerk Jenen Ross. The following cases do not meet the eligibility criteria for county assistance: 2019-0956, 2019-0954, 2019-0913, 2019-0957, 2019-0958, 2019-0953, 2019-0949, 2019-0907, 2019-1045, 2019-0942, 2019-1068, 2019-0935, 2019-0955 and 2019-0937. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to issue initial denials with written decisions to be issued within 30 days.

Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to continue case no. 2019-708 to August 29, 2019.

Commissioner Van Beek made a motion to issue final denials for case nos. 2019-561 and 2019-540. The motion was seconded by Commissioner White and carried unanimously.

Commissioner Van Beek made a motion to issue final approvals with written decision within 30 days for case nos. 2019-350 and 2019-362. The motion was seconded by Commissioner White and carried unanimously.



Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to issue a final approval for case no. 2019-47.

The meeting concluded at 8:52 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY MATTERS

The Board met today at 8:56 a.m. to consider medial indigency matters. Present were: Commissioners Pam White and Leslie Van Beek, Director of Indigent Services Yvonne Baker, Hearing Manager Kellie George, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom and Deputy Clerk Jenen Ross. Director Baker has requested the Board sign subpoenas to be issued to the Social Security Administration for information they have not been able to obtain in any other way. The case numbers are as follows: 2018-901, 2017-1595, 2017-988, 2017-1657, 2017-557, 2018-667, 2018-1452 and 2019-331. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the requested subpoenas. The meeting concluded at 8:58 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-467

The Board met today at 9:06 a.m. to conduct a medical indigency hearing for case no. 2019-467. Present were: Commissioners Pam White and Leslie Van Beek, Director of Indigent Services Yvonne Baker, Hearing Manager Kellie George, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom, Attorney Mark Peterson for St. Lukes, Amber Jones for St. Lukes, Applicant and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Van Beek and second by Commissioner White, the Board voted unanimously to continue the case to November 21, 2019. The hearing concluded at 9:29 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-699

The Board met today at 9:41 a.m. to conduct a medical indigency hearing for case no. 2019-699. Present were: Commissioners Pam White and Leslie Van Beek, Director of Indigent Services Yvonne Baker, Hearing Manager Kellie George, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom, Attorney Bryan Nickels for St. Alphonsus, Attorney Elizabeth Sonnichsen, Donna Sharp for St. Alphonsus, Relative of the applicant and Deputy Clerk Jenen Ross. Upon the motion of Commissioner White and second by Commissioner Van Beek, the Board voted unanimously to issue a final approval for case no. 2019-699. The hearing concluded at 10:02 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NOS. 2019-345 AND 2019-494

The Board met today at 10:04 a.m. to conduct a medical indigency hearing for case nos. 2019-345 AND 2019-494. Present were: Commissioners Pam White and Leslie Van Beek, Director of Indigent Services Yvonne Baker, Hearing Manager Kellie George, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom, Attorney Bryan Nickels for St. Alphonsus, Attorney Elizabeth Sonnichsen, Donna Sharp for St. Alphonsus and Deputy Clerk Jenen Ross. The applicant did not appear. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to issue a final denial for case no. 2019-494. Upon the motion of Commissioner White and second by Commissioner Van Beek the Board voted unanimously to approve case no. 2019-345 for the amount of \$34,551.55. The hearing concluded at 10:23 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-587

The Board met today at 10:24 a.m. to conduct a medical indigency hearing for case no. 2019-587. Present were: Commissioners Pam White and Leslie Van Beek, Director of Indigent Services Yvonne Baker, Hearing Manager Kellie George, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom, Attorney Bryan Nickels for St. Alphonsus, Attorney Elizabeth Sonnichsen, Donna Sharp for St. Alphonsus and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Van Beek and the second by Commissioner White, the Board voted unanimously to continue the hearing to October 24, 2019. The hearing concluded at 10:41a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-628

The Board met today at 10:43 a.m. to conduct a medical indigency hearing for case no. 2019-628. Present were: Commissioners Pam White and Leslie Van Beek, Director of Indigent Services Yvonne Baker, Hearing Manager Kellie George, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom, Attorney Bryan Nickels for St. Alphonsus, Attorney Elizabeth Sonnichsen, Donna Sharp for St. Alphonsus and Deputy Clerk Jenen Ross. Commissioner Van Beek made a motion to continue the case to August 1, 2019. The motion was seconded by Commissioner White but after further discussion it was decided that additional time would be beneficial. Commissioner Van Beek made an amended motion to continue the case to August 29, 2019 which was seconded by Commissioner White and carried unanimously. The hearing concluded at 10:49 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-444

The Board met today at 10:54 a.m. to conduct a medical indigency hearing for case no. 2019-444. Present were: Commissioners Pam White and Leslie Van Beek, Director of Indigent Services Yvonne Baker, Hearing Manager Kellie George, Deputy P.A. Jim Cornwell, Deputy

P.A. Dan Blocksom, Attorney Mark Peterson for St. Lukes, Amber Jones for St. Lukes, Applicant and relative of the applicant and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Van Beek and second by Commissioner White, the Board voted unanimously to place the case in suspension. The hearing concluded at 10:58 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-551

The Board met today at 11:00 a.m. to conduct a medical indigency hearing for case no. 2019-551. Present were: Commissioners Pam White and Leslie Van Beek, Director of Indigent Services Yvonne Baker, Hearing Manager Kellie George, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom, Attorney Mark Peterson for St. Lukes, Michelle Davis for St. Lukes and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Van Beek and second by Commissioner White, the Board voted unanimously to continue the case to September 26, 2019. The hearing concluded at 11:11 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY MATTERS

The Board met today at 11:13 a.m. to consider medical indigency matters. Present were: Commissioners Pam White and Leslie Van Beek, Director of Indigent Services Yvonne Baker, Hearing Manager Kellie George and Deputy Clerk Jenen Ross. Neither the hospital nor the applicant appeared on case no. 2019-671. Commissioner Van Beek made a motion to issue a final denial with written decision to be issued within 30 days. The motion was seconded by Commissioner White and carried unanimously. The meeting concluded at 11:15 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEMS

The Board met today at 11:25 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Pam White and Leslie Van Beek, Deputy P.A. Zach Wesley, Deputy P.A. Dan Blocksom arrived at 11:30 a.m. and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider signing Case Management Systems Professional Services agreement for Canyon County Juvenile Probation Department:*** This is a work order for CMS (Case Management System) to create a module that will better allow for Juvenile Probation staff to take better notes during court hearings. The estimate of work is 40 hours at \$150/hour with the not to exceed amount being \$7200. The work will be billed at an hourly rate and will be a one-time cost, not ongoing. Upon the motion of Commissioner Van Beek and second by Commissioner White the

Board voted unanimously to sign the agreement with Case Management Systems (see agreement no. 19-087).

***Consider signing 2020 Memorandum of Agreement to support Clinical Services in Juvenile Detention Facilities:*** These are monies received from the state to the county to employ both a full-time and part-time clinician to do intakes and evaluations as needed. The State reimburses the county for those salaries. This agreement covers all the services, cost-wise. Requirements of the county include data tracking and making sure screenings are done on 70% of the juvenile intakes. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the MOA to support clinical services (see agreement no. 19-088).

***Consider signing Thomson Reuters West Publishing Corporation's subscription order form for the Canyon County Prosecuting Attorney's Office:*** The Prosecuting Attorney's Office does a lot of research of case law and this is the system that allows that. The current subscription only has 30 attorneys and the office has 37 attorneys using the system so the agreement needs to be modified to accommodate all of the attorneys. The monthly fee will increase but the budget will accommodate that change and they have spoken with the Controller to have FY2020 budget adjusted to include the change. Mr. Blocksom is trying to get clarification as to whether the fee includes the hard copy. Due to the clarification still needed Commissioner Van Beek made a motion to continue this action item to 3:30 p.m. today. The motion was seconded by Commissioner White and carried unanimously.

The meeting concluded at 11:37 a.m. An audio recording is on file in the Commissioners' Office.

CONTINUED MEETING TO CONSIDER SIGNING THOMSON REUTERS WEST PUBLISHING CORPORATION'S SUBSCRIPTION ORDER FORM FOR THE CANYON COUNTY PROSECUTING ATTORNEY'S OFFICE

The Board met today at 3:32 p.m. for the continued meeting to consider signing the Thomson Reuters West Publishing Corporation's subscription order form for the Canyon County Prosecuting Attorney's Office. Present were: Commissioners Pam White and Leslie Van Beek, Deputy P.A. Dan Blocksom and Deputy Clerk Jenen Ross. Mr. Blocksom was able to confirm that the hard copy books are purchased thru another source and not Thomson Reuters or West Law. Commissioner Van Beek made a motion to sign the Thomson Reuters West Publishing Corporation's subscription order form. The motion was seconded by Commissioner White and carried unanimously (see agreement no. 19-089). The meeting concluded at 3:34 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM  
CALDWELL, IDAHO JULY 12, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale – out of the office  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

#### APPROVED CLAIMS ORDER NO. 7/25/19

The Board of Commissioners approved payment of County claims in the amount of \$36,471.08 and \$66,949.19 for accounts payable.

No meeting were held today.

JULY 2019 TERM  
CALDWELL, IDAHO JULY 15, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale – out of the office  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

#### APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Dell in the amount of \$209,600.92 for the Information Technology department
- Miller Creek Associates in the amount of \$7757.00 for the Solid Waste department
- Jim's Metal Works in the amount of \$2537.00 for the Facilities department
- Sunbelt Controls in the amount of \$2950.00 for the Facilities department

#### APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for O'Michael's Pub & Grill to be used 7/19/19 for a wedding.

#### APPROVED COMMUTER VEHICLE AUTHORIZATION FORM

The Board approved a commuter vehicle authorization form for Eric Arthur.

#### MEETING WITH COMMISSIONERS' OFFICE STAFF TO DISCUSS UPCOMING CALENDAR EVENTS

The Board met today at 8:31 a.m. for a staff meeting to review upcoming calendar events. Present were: Commissioners Pam White and Leslie Van Beek, Deputy Clerk Jamie Miller and Deputy Clerk Jenen Ross. Discussion was had regarding upcoming calendar items and expectations of certain meetings including Pod 6, CAFO, land use hearings, Fleet Director, Human Resources Director, BOE processes, fire district impact fees and budget meetings among others. The meeting concluded at 8:59 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEM

The Board met today at 9:02 a.m. with county attorneys for a legal staff update and to consider an action item. Present were: Commissioners Pam White and Leslie Van Beek, Deputy P.A. Zach Wesley, Deputy P.A. Mike Porter, Lt. Dave Schorzman left at 9:12 a.m. and Deputy Clerk Jenen Ross. The action item was considered as follows:

***Consider signing 2019 Canyon County Emergency Operations Plan:*** Preparation of the updated plan was done by Lt. Schorzman, the master plan requires an update every 3 years and some components within the plan require annual updating. The County is required to have a plan in place in order to have access to grant funding. The plan lines out the Board's responsibility in case of a disaster and a "how-to" for the emergency operations manager. Discussion ensued about mock simulations of a disaster and how that could be beneficial to the Board. In response to Commissioner Van Beek's question, Lt. Schorzman said he would provide a list to the Board of trainings that would be good to attend. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the 2019 Canyon County Emergency Operations Plan. A copy of the plan is on file with this day's minute entry.

Mike Porter explained that Mr. Laugheed planned to attend today's legal staff update but he is out of the office this morning. There was a matter that was addressed by email last week that he intended to follow up on today but would be happy to address tomorrow when he's back in the office. Mr. Porter said he would pass on the Board's thoughts to Mr. Laugheed so that they can be addressed tomorrow.

The meeting concluded at 9:15 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH DEVELOPMENT SERVICES STAFF TO CONSIDER ACTION ITEMS

The Board met today at 9:35 a.m. for a meeting with Development Services staff to consider action items. Present were: Commissioners Pam White and Leslie Van Beek, DSD Director Tricia Nilsson, DSD Planner Jennifer Almeida, Deputy P.A. Zach Wesley, Representative for Riverfront Estates Subdivision and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider signing final plat for Riverfront Estates Subdivision for Dan & Jonna Rohl and Erik & Sarah Heasley; Case No. SD2019-0021:*** This re-plat has no subdivision improvements so there is no bond or certification required. The plat has been reviewed by Keller and Associates and was recommended for approval. The required signatures are in place on the Mylar and is ready for Board signatures. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the final plat for Riverfront Estates Subdivision; Case no. SD2019-0021.

***Consider signing final plat for Riverfront Estates Subdivision HOA; Case No. SD2019-0005:*** There are no subdivision improvements on this development. It is a replat of an existing lot within Riverfront Estates Subdivision. Keller has reviewed the plats and recommended approval. Required signatures are in place on the plat Mylar and is ready for Board signature. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the final plat for Riverfront Estates Subdivision HOA; Case no. SD2019-0005.

***Consider signing a letter requesting the Department of Agriculture to form a site advisory team to review Sun Ridge Dairy's request for CAFO expansion; Case No. CU2019-0010:*** This particular request is for a signature on a resolution for a siting team to be formed for the expansion of the Sun Ridge Dairy. Idaho administrative code requires that the Board of County Commissioners request the formation of a CAFO site advisory team to provide site suitability determination and that is done by submitting a written request to the director of the Department of Agriculture supported by the adoption of a resolution by the county. The resolution and letter will go to Idaho Department of Ag and a siting team will be formed for the expansion of Sun Ridge Dairy. Ms. Almeida and Director Nilsson outlined the responsibilities and make-up of the advisory team.

Zach Wesley noted for the record that the resolution portion of this CAFO expansion request was not on the agenda. Commissioner Van Beek made a motion to amend the agenda to include the resolution. She made a secondary motion to sign the letter and resolution requesting the Department of Agriculture form a site advisory team to review the Sun Ridge Dairy's request for a CAFO expansion; case no. CU2019-0001. Both motions were seconded by Commissioner White and carried unanimously.

The meeting concluded at 9:48 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH FLEET DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY AND GIVE DIRECTION

The Board met today at 10:34 a.m. with the Fleet Director to discuss general issues, set policy and give direction. Present were: Commissioners Pam White and Leslie Van Beek, Fleet Director Mark Tolman and Deputy Clerk Jenen Ross. Director Tolman updated the Board on the following:

- A commuter authorization form was signed by the Board for the Code Enforcement Officer. A copy of the form is on file with this day's minute entry.
- Preparing vehicles for auction. Discussion ensued regarding the value of trading-in vehicles vs. auction.
- Prepping emergency equipment for the Fair July 24<sup>th</sup> – 28<sup>th</sup>; it will then be taken to the Emergency Management Inter-Operation in Notus the 29<sup>th</sup> – 1<sup>st</sup>.
- Director Tolman spoke about a potential additional person and how work coming in from outside sources should pay for the salary and benefits.

The meeting concluded at 10:52 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH DIRECTOR OF HUMAN RESOURCES TO DISCUSS GENERAL ISSUES, SET POLICY AND GIVE DIRECTION

The Board met today at 11:06 a.m. with the Director of Human Resources to discuss general issues, set policy and give direction. Present were: Commissioners Pam White and Leslie Van Beek. HR Director Sue Baumgart, Deputy P.A. Mike Porter and Deputy Clerk Jenen Ross.

Director Baumgart updated the Board on the following:

- The front desk person has resigned so she will use current staff on a rotating schedule to cover the position. The rotating schedule will be in place for the summer but she will evaluate the department needs and determine what will work best for the office going forward.
- The training with Ron Price has been included in the 2020 budget at the same cost as 2019. Department Administrators have requested to continue with the training and Commissioner White said she had gotten good feedback about it.
- Nicole Ahlstrom and Jennifer Allen have been working with Department Administrators on performance evaluations.

#### EXECUTIVE SESSION – PERSONNEL MATTER AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

*A request was made to go into Executive Session as follows:*

Commissioner Van Beek made a motion to go into Executive Session at 11:23 a.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d) regarding personnel matters and records that are exempt from public disclosure. The motion was seconded by Commissioner White. A roll call vote was taken on the motion with Commissioners Van Beek and White voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Pam White and Leslie Van Beek, HR Director Sue Baumgart, Deputy P.A. Mike Porter and Deputy Clerk Jenen Ross. The Executive Session concluded at 12:15 p.m. with no decision being called for in open session.



An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

## JULY 2019 TERM

CALDWELL, IDAHO JULY 16, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale – out of the office  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

### APPROVED EMPLOYEE STATUS CHANGE FORM AND/OR KEY & SECURITY ACCESS REQUEST FORM

The Board approved a salary rate request and/or key & security access request form for Linda Ellis, Nancy Horton, Linda Vanacore, Tina Wetzels, Naida Camacho Jimenez and Jose Carranza.

### APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Norbryhn Equipment Company in the amount of \$16,785.00 for the Facilities department
- Idaho Post in the amount of \$1,200.00 for the Sheriff's Office

### MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEMS

The Board met today at 9:02 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Pam White and Leslie Van Beek, Treasurer Tracie Lloyd left at 9:05 a.m., Deputy P.A. Dan Blocksom, Weed and Pest Director AJ Mondor and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider approval/denial of Treasurer's tax charge adjustments by PIN for June 2019:*** Treasurer Lloyd explained the reasons for these monthly adjustments. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the Treasurer's tax charge adjustments by PIN for June 2019.

***Consider signing agreement for noxious weed control between Idaho Transportation Department and Canyon County:*** This is a contract that has been done for the last 15-20 years for the county to assist in clean-up of ITD ground such as major state highways in the area. Upon the motion of Commissioner Van Beek and second by Commissioner White the

Board voted unanimously to sign the agreement for noxious weed control between Idaho Transportation Department and Canyon County. Director Mondor spoke about the liability of his personnel while out spraying. Commissioner Van Beek said she would like more information on county exposure, hazmat clause and liability before she signs (see agreement no. 19-090).

EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

*A request was made to go into Executive Session to discuss records exempt from public disclosure and communicate with risk manager regarding pending/imminently likely claims. The Executive Session was held as follows:*

Commissioner Van Beek made a motion to go into Executive Session at 9:24 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (i) regarding records that are exempt from public disclosure and communicate with risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner White. A roll call vote was taken on the motion with Commissioners Van Beek and White voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Pam White and Leslie Van Beek, Weed and Pest Director AJ Mondor, Deputy P.A. Dan Blocksom and Deputy Clerk Jenen Ross. The Executive Session concluded at 9:43 a.m. with no decision being called for in open session.

At the conclusion of the executive session the following action item was considered:

***Consider signing cooperative agreement for gopher control between Idaho Transportation Department and Canyon County:*** Director Mondor said this agreement is similar to the weed spraying. They address areas of concern if they are in the area and notice an issue or get a complaint. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the cooperative agreement for gopher control between Idaho Transportation Department and Canyon County (see agreement no. 19-091).

The meeting concluded at 9:46 a.m. An audio recording is on file in the Commissioners' Office.

PUBLIC HEARING TO CONSIDER THE REQUEST BY ION & MIHAELA STANCIU FOR A PRELIMINARY PLAT AND FINAL PLAT FOR STANCIU SUBDIVISION NO. 2; CASE NO. SD2019-0001

The Board met today at 10:00 a.m. for a public hearing to consider the request by Ion & Mihaela Stanciu for a preliminary plat and final plat for Stanciu Subdivision No. 2; case no. SD2019-0001. Present were: Commissioners Pam White and Leslie Van Beek, DSD Director Tricia Nilsson, DSD Planner Jennifer Almeida, TJ Wellard, Ion Stanciu and Deputy Clerk Jenen Ross. Ms. Almeida gave the staff report stating that the subject property is zoned single

family residential (R-1) and the average minimum lot size in the R-1 zone is one acre. The property is designated as residential on the Canyon County future land use map and the property lies within Nampa's area of city impact. This project contains two residential lots and will utilize individual domestic wells and individual septic systems. The property does not have water rights. Lot 1 has frontage on South Stanford St. and lot 2 will be accessed via a 28 foot easement. An easement reduction to 28 feet was approved by the director on March 29, 2019. Keller and Associates has reviewed the preliminary plats and their comments are found in exhibit 5 as well as added to the recommend conditions of approval. No written opposition to the plat was received. The subdivision meets Idaho code and Canyon County zoning ordinance requirements for the preliminary and final plats. The planning and zoning commission recommended approval of the preliminary plat on May 16, 2019. Staff is also recommending approval of the request with the proposed conditions of approval as outlined in exhibit 1 of the staff report. There are no subdivision improvements for this project. The plat Mylar has been signed by all the necessary agencies and is ready for the Board signature. Commissioner Van Beek asked about the reduction in access from 60 feet to 28 feet. Director Nilsson said they look at how this particular street fits into the overall network in the area. It will only serve this local need, the surrounding properties have other ways to access the local system. The fire department is okay with the reduced width. Commissioner Van Beek asked for the surface irrigation water rights to be addressed. Ms. Almeida said that the lot that is being built on is 1.371 acres and you can irrigate up to a ½ acre by a domestic well which she believes is their intent.

TJ Wellard offered testimony stating that Mr. and Mrs. Stanciu are requesting to divide this existing lot in the subdivision to add an addition residence for their daughter. He addressed the access, he said it is just a driveway for the back lot, lot 2, so it would be just one residence using that driveway. There is no connection to anything behind so it is only to be used by lot 2, no other properties can use it in the future unless those property owners want to grant use to some other property. As far as water goes, they do not have surface irrigation water rights, so currently the sprinkler system is hooked up to the well to water their yard. Whatever they are legally allowed to use is what they'll do as far as watering the lawn. By the time you build a house, shop and driveway it uses up a fair amount of the acreage. Commissioner Van Beek asked the issue of weed control. Director Nilsson said there are hundreds of one acre lots around the county and they get more complaints about the larger size properties vs. the smaller ones. Commissioner White made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Commissioner Van Beek made a motion to approve the request by Ion & Mihaela Stanciu for case no. SD2019-0001 for the preliminary and final plats and sign the findings of fact, conclusions for law and order. The motion was seconded by Commissioner White and carried unanimously. A copy of the FCOs are on file with this day's minute entry.

The meeting concluded at 10:14 a.m. An audio recording is on file in the Commissioners' Office.

MEETING WITH ANNE WESCOTT TO DISCUSS FIRE AND RECREATION DISTRICT IMPACT FEES

The Board met today at 1:33 p.m. with Anne Wescott to discuss fire and recreation district impact fees. Present were: Commissioners Pam white and Leslie Van Beek, Deputy P.A. Zach Wesley, DSD Director Tricia Nilsson, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, PIO Joe Decker, Anne Westcott with Galena Consulting, Attorney Bill Gigray, Michael Stoll with Canyon County Ambulance District, Jim Bower with Marsing Fire, Chris King with the City of Nampa, Andy Petersen with the Nampa Fire Protection District, Krystal Hinkle with Kuna Fire, L.V. Buzz Beauchamp, Steve Rhodes with Wilder Fire District, Greg Timinsky with Star Fire and Rescue, Robin Ward with Star Fire and Rescue, Victor Isias with Middleton Fire, Deb Sandbogh, Tim O'Meara, Hubert Osborne and Brion Showalter and Deputy Clerk Jenen Ross.

Presentation includes 8 final reports that each district commissioner have approved and have asked to move ahead with the County prosecutor in seeking the Board's approval of collecting these fees.

**The question is: what will growth in Canyon County do to our ability to provide fire and emergency services?**

When talking about the level of service it's talked about in terms of response time minutes.

- Review of Treasure Valley target response times
  - Canyon County fire districts are currently meeting the recommended response times but growth is eroding the ability to continue to do so in the unincorporated areas of the county.
- Fire district population growth projections – 10 year forecast
  - Over the 10 year period there is a growth projection of 33,002 households for the 7 districts that are being represented.
  - As growth continues to move into Canyon County they anticipate that at the end of the 10 year period they will have revised the growth projections.
- Fire district non-residential growth projections – 10 year forecast
  - Where rooftops are built they know that other types of non-residential land use will go up.
- Increased calls for service
  - Average increase in call volume per fire district over past 10 years is 88%.
- Growth's impact on level of service
  - Significant growth is putting a strain on the districts' ability to respond to calls within the desired amount of time.
  - There are not enough stations and/or ideally located stations to provide current levels of service to new growth which could cause longer response times, increased mortality, increased property loss and insurance rates for residents.
- How can a district maintain their level of service in the midst of significant growth?
  - In evaluating district budgets the increase in costs is about even with increased revenue from property taxes generated by new growth thus not

- leaving any funds for station construction or purchase of apparatus and equipment.
  - Impact fees are a way to equitably assign the burden of the cost of growth related capital.
  - Canyon County fire districts would like to collect impact fees to support their growth related capital needs in order to maintain current service levels.
- Fee calculations
  - Equation to determine fee is: Purchase or construction to support future growth ÷ number of residential units/non-residential square fee = full cost recovery impact fee per unit.
  - Only items necessary to support growth are allowed with monies collected from the impact fee.
- Current capital assets needed for current level of service
  - To date the 7 districts being represented have \$85,208,516 in assets as far as stations and apparatus.
  - Each household has paid \$1649 into the system.
  - Most districts already have some capacity built in so they will probably never ask new growth to pay what existing residents have already paid in.
- Value of 10 year capital improvement plans by district
  - Develop a capital improvement plan based on each districts' data points – those points being what their level of service is today, amount of growth predicted for that district over the next 10 years and specific to that district what amount of capital they will need to make sure that their current response time doesn't erode due to growth.
  - For all 7 districts the total capital improvement cost due to growth is \$35,738,864.
  - The way to determine if something is growth related is to ask the question 'If you never added another house would you need to build this?' If you need to build regardless of growth then it is not impact fee eligible.
- Capital improvement plans for each district were reviewed by Ms. Wescott. The capital improvement plan amounts that are CIP eligible are as follows:
  - Caldwell/Caldwell Rural Fire District: \$10,515,798
  - Kuna Fire District: \$7,240,942
  - Marsing Fire District: \$656,000
  - Middleton Fire District: \$4,007,600
  - Nampa/Nampa Rural: \$8,720,324
  - Star Rural Fire: \$4,117,200
  - Wilder Rural Fire: \$481,000
- Proposed impact fees per fire district – per residential unit
  - Caldwell/Caldwell Rural Fire District: \$665
  - Kuna Rural Fire District: \$824
  - Marsing Rural Fire District: \$1238
  - Middleton Rural Fire District: \$849

- Nampa/Nampa Rural Fire District: \$560
- Star Rural Fire District: \$809
- Wilder Rural Fire District: \$825
- Fee comparisons
  - Impact fees will vary by jurisdiction due to differences in current assets, level of service, growth projections, growth patterns, etc.
  - Between 10,000 – 15,000 additional people demands a new station.
- Legal process
  - Fire districts have conducted their impact fee studies and developed 10-year CIPs in compliance with state statute.
  - Advisory committees made up of community members in development, real estate, lending, construction, etc. have given their unanimous recommendation to adopt the proposed fees.
  - District commissioners have reviewed these proposals and have determined they would like to pursue the adoption of fees with the cities and Canyon County.
  - The cities of Kuna and Star have already adopted fees for their rural fire districts; the cities of Middleton and Wilder have indicated their willingness to do so as well.
  - All documentation for adoption of impact fees for the respective fire districts has been developed in compliance with state statute and can be provided to Canyon County legal for review
    - Required steps
      - Approval of impact fee advisory committee membership
      - County public hearing on each fire districts capital improvement plan and resolution approving each plan.
      - County public hearing on the ordinance adopting fire district impact fees
      - County planning and zoning public hearing to amend the Comprehensive Plan to include the fire district capital improvement plans; resolution of amendment by county commissioners.
- Administration fees
  - County would assess and collect the appropriate fee at the point of building permit.
  - Revenue would be disbursed to the districts on an agreed upon schedule.
  - Districts would pay the county an administrative fee for processing.
  - District would be responsible for managing required reporting to the development impact fee advisory committee and fund/manage the required study updates at least every 5 years.

Commissioner Van Beek asked at what point in the collection process it allows for a station to be build. Ms. Wescott said these are calculated based on 10-year growth and being able to

recover the cost to build the station. The first monies into the account have to be spent within 8 years which can include the purchase of land, design or purchase of equipment or apparatus. They can choose to wait until they have all the money in the account or they can build the station upfront and have the impact fee revenue pay back their general fund over time. Ms. Wescott addressed the concern about the appeal process, she said they have an administrator in each district and if a developer were to come forward not wanting to pay an impact fee they could be referred over to the district administrator. Her thought is that since the county doesn't have staff who would know how fire service is related to a house that 99% of all questions from a developer would happen at the fire district.

Mr. Gigray spoke about the guideline regarding spending of the monies. There is a process allowed by statute that notice can be provided by the agency and they can get up to a 3 year extension if they cannot spend the money in the 8 year timeframe. Mr. Gigray also addressed the issue of the economy or growth not growing as fast as projected. His understanding is that the fire district would have to forecast in their budget process that they are going to use an impact fee for an eligible project in the following fiscal year. The money is placed in a trust fund so it has to be added as an additional income item. Ms. Wescott spoke about the inflationary rate stating that it could go either up or down. She spoke to what she believes Commissioner Van Beek's concerns are regarding the changes in the market and the concern that if fees are being collected but building is not happening. Ms. Wescott said that is why the statute says you have to update the plan every 5 years and the fire districts are committed to updating their plans every 2 years because things are changing so fast. They will be meeting with the advisory committee every year and if at any point things seem to be declining they can re-open the plan and adjust. They don't want the fee to be changing for any reason other than inflation. If anything in the environment has changed significantly from the studies they've done, that is where the advisory committee comes in to help gage the economic environment for development. Ms. Wescott said she evaluates the permits for every community every year and watches the COMPASS update to track that they are still reasonably in line, if not they will stop and re-do everything. With impact fees there is a correlation between growth and capital.

- Middleton Parks & Recreation District
  - Estimated CIP value is 83% making the fee amount \$3,014,420
  - Improvements include curbs, gutter, parking lots, pathways, baseball diamonds, playgrounds, community center improvements and land acquisition for fields for growth at several locations.

Ms. Wescott explained how her report shows the full dollar amount of the issue but breaks down what can come from impact fees and what portion will need to be planned to keep up the rest. Although it's not legally required to fund projects that are non-impact fee eligible, it would not be a good policy decision to take impact fees to keep the level of service going while allowing everything else to degrade. If there are any projects on the CIP that are anything but 100% or 0% it's saying that the district has to be able to pay for the remaining portion not covered by impact fees.

Zach Wesley said that he believes from the Commissioners' perspective there is a tremendous amount of information that has been presented and a lot of ground-work with detail and explanation has already been done. The fire districts and the recreation district have done a lot of work and want to remove some of that burden from the county. He said Ms. Wescott provided a lot of perspective on the annual reviews and how those are handled but as Commissioners and as a county we have to prepare for a situation where Ms. Wescott isn't involved anymore and we have to have systems in place so that we have a committee and people that are appointed by the county commissioners that are there to come in every year and make sure the annual reviews happen and then in addition we also have to plan for the potential that growth doesn't occur. Say in a rural area they predict 300 homes and in 5 years from now they only have 30 homes in that area we have to be prepared to go in there and adjust the plan, figure out where the money can be spent thru a committee, thru cooperation with that district and prepare for the potential of a refund, potential of an appeal that could go to the county commissioners, something that could go to court in the county's name. What we've discussed is putting together a committee that would meet those requirements that are required in statute by the Idaho legislature to initially look at all this information, tell the commissioners where they need to look, where there is potential liability going forward, where there is potential concern with the plans, if there are any, and give the Board a recommendation and then we can proceed much like it's laid out in Ms. Wescott's presentation. That would be the first step but that doesn't mean that all of the work that's been done is not valuable and isn't ready to go. One thing that we talked about is having all of the existing committees come in as subcommittees. You've got a group beyond the county commissioners that can get in touch with the 8 different entities. Mr. Wesley said that ultimately the fire districts want to ease the burden on the county but the county needs to look at worst case scenario. Need to plan out for what happens in 8.5 years, what happens in 10 years if a district hasn't fulfilled its responsibilities or if we don't have Ms. Wescott to rely on for advice and counsel. We need to look at building this system so it lasts beyond all of us. Commissioner Van Beek said she would like the opportunity to visit with county legal and digest the bulk of what's been done.

Mr. Gigray represents all 7 fire districts along with the greater Middleton area recreation district. He addressed a point about liability with intergovernmental agreements which they are working thru with Ada County. They are providing an indemnity to the county for the administration of the impact fee ordinance that the county has applied. That can be done by statute and if the county gets sued and end up with a big judgment then there could be a judgement levy to collect money to pay the county back; that is how it is being handled in Ada County. With regards to the committees, Ms. Wescott has worked with the committees, they've been established but they will be Board committees; when the impact fee law was amended to provide for the intergovernmental agreements in 2007 they didn't change anything else, they just provided an additional section that says you can enter into and intergovernmental agreement with fire, highway or irrigation districts for the imposition of impact fees. The advisory committee has to meet at least once a year, it's under the open meeting law and it will continue in that process and it is mandated by statute to update the capital improvement plan at least once every 5 years but it can be done more often if needed. The way the documents have been drafted, those committees are your committees, they're already in place. If the Board looking for a separate committee to be established then he



assumes the Board is looking at a separate advisory committee to advise about the law and the administration and he feels it's a needless duplication because that's what those committees are designed and intended to do. In working with Ada County, there is some interest on the part of the PA's office to combine the committees under one umbrella thru an intergovernmental agreement or thru a joint powers agreement. The reason there are so many committees now is because these didn't all start at the same time and because we're dealing with all these different jurisdictions. Only government entities with ordinance authority can do impact fees; that limits it to counties, cities and ACHD. We've tried to be meticulous in establishing the advisory committees that have functioned for each of those jurisdictions. The way this process would work is you would consider to approve the capital improvement plan, enact a resolution which would be inclusive in your ordinance that would establish the advisory committees as your committee. In order to provide synergy with each of the fire districts the fire districts board could recommend and then affirm your appointment for all of the members of those committees each year. So those committees are always fully staffed with the correct people and it's the responsibility of the administrator of the impact fee to fully staff those committees. They will have to report to the Board of Commissioners under the open meeting law. The idea is that all that administrative expense would be footed by the fire districts and in the case of the recreation district it would be footed by them thru an intergovernmental contract services agreement. If it's liability you're concerned about in the administration it can be taken care of as an indemnity provision in the intergovernmental agreement.

Commissioner Van Beek feels in the absence of one commissioner, she would want the privilege of going back and reevaluating the information that's been provided not only by Ms. Wescott but by Mr. Gigray and taking that into consideration as a Board so Commissioner Dale would need to be present. In order to reevaluate if the suggestion is that we use their appointed committee, that would be a directional change that she would want to have our legal weigh in on in light of the information that's been provided.

Mr. Wesley said we would want some indemnification in our joint powers agreement but it's important to make sure we have a checks and balances system in place. It's a lot of committees to manage in perpetuity so we need to build something simpler that can be managed, we don't want to have 8 committees that the Board has to be in charge of.

Mr. Gigray thinks the conversation about combining committees should come about after the ordinances are in place and we get started. You don't have to have different people on different committees, it can be the same people but they will have the function because each district will have their own capital improvement plan – all that work could be done by one committee and they're going to be administrators of each one of those jurisdictions, they could all be done at once. We need to work on how that would all be coordinated which he thinks could be done after the ordinance is approved.

Ms. Wescott asked the Board not to dilute the process to where they are not authentically involving the people who are intended to be on the committees, she fears it could backfire in the future.

Commissioner White said she has always been an advocate of impact fees – she believes in them and knows the value of them and how important they are. She would like to encourage everyone to know that the Board’s purpose is to communicate with the attorneys and the intent is not to dilute or undo any of the work that has been done. She understands with growth that the need is great. She would like to have the opportunity to get Commissioner Dale on the same page.

Mr. Gigray said that if the Board decided to reconfigure the advisory committee they would literally have to start completely over because the advisory committee is the committee that makes the recommendation of the capital improvement plan to the governing body which would be the Board of County Commissioners and to all of the cities. That means they would have to meet, they would have to receive the report from Ms. Wescott, and go back thru everything again and then all the fire and rec district boards would have to approve because they’ll be the recipients of the impact fees and have to administer it.

Ms. Wescott said her and Mr. Gigray would be happy to sit in on any future meetings so that there aren’t decisions made without the whole story. She works with a lot of clients who want to put in area of oversight and there are many ways to do it which she may have ideas of how to accomplish that without undue burden but still achieves the same intent.

The meeting concluded at 3:07 p.m. An audio recording is on file in the Commissioners’ Office.

#### JULY 2019 TERM

CALDWELL, IDAHO JULY 17, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

#### APPROVED CLAIMS ORDER NO. 1921

The Board of Commissioners approved payment of County claims in the amount of \$1,609,970.10 for a County payroll.

#### MEETING TO DISCUSS UPDATE ON CANYON COUNTY TEMPORARY DETENTION FACILITY

The Board met today at 8:32 a.m. for an update on the temporary detention facility. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Controller Zach Wagoner, Facilities Director Paul Navarro, Captain Daren Ward, Sheriff Kieran Donahue, PIO Joe Decker, Chief Deputy P.A. Sam Laugheed, Michael Stowell with CCAD, Rick Bugatsch and Skip

Young with Huston-Bugatsch, Jarom Wagoner with the City of Caldwell, Michael Shuey, Tom Carter and Timothy Kelly with ADS via teleconference, Clerk Chris Yamamoto arrived at 8:40 a.m. and Deputy Clerk Jenen Ross. Director Navarro updated everyone that the issue with Century Link has now been resolved. Lines were abated several years ago but left in place so the alleyway can now be vacated. He met recently with the City of Caldwell to review the Special Use Permit requirements; there are requirements for landscaping and issues with fencing but they think they've gotten the issues resolved. The fencing came in at \$46K but Director Navarro believes this is something that can be done by Facilities staff and has started the process of procuring the materials. Mr. Navarro addressed Captain Ward's concerns about having enough time for completion stating that his staff does have several projects in the works but believes they can all be managed. The site is well prepared and the utilities such as power, fiber optic, cable TV, water and sewer are in place. The logistics of the blueprints are being worked thru; it's a very complicated relationship with 3<sup>rd</sup> party inspections and obtaining the insignias thru the State of Idaho-Division of Building Safety. The City of Caldwell will need to issue another building permit along with an occupancy permit and meet with Planning and Zoning to finalize the conditions of the Special Use Permit. Plans have been submitted once to the State of Idaho and first comments have been received back. There were a lot of issues with ADA compliance but Mr. Bugatsch has worked with ADS and plans were resubmitted to the state yesterday for the second round. It's anticipated that comments should be received back within 2-4 weeks. In response to Commissioner White's question, Mr. Navarro and Mr. Bugatsch said they hope that nothing more will be found but the state does have the ability to backtrack, find something else and/or question what was submitted in response to the first round of comments. Director Navarro doesn't anticipate more issues coming back from the state which should allow ADS to continue moving forward and get the 3<sup>rd</sup> party inspection. Mr. Bugatsch explained the State of Idaho has created this process for out of state manufacturers to go thru in order for the modular units to be imported and it all has to be approved by the state before it can be submitted to the city. The code these units fall under is a combination of motorhome, mobile home, institutional and building code. A discussion was had about the outdoor rec areas and placement of some of the posts for the rec yard fencing. Sheriff Donahue expressed concern about columns being next to the structure to help carry the load of the rec yard cover; he doesn't feel there is much of a load carried there and has concerns about the placement of poles. ADS said that if there are additional requirements pushed back to drive additional posts into the asphalt beside the units that create the perimeter of the rec yard that there are some other options. Mr. Bugatsch believes that the issues of the pole placement has been adequately addressed. Based on the drawings he thinks they made it weight bearing on the edges of the trailer so he doesn't have concerns with the posts coming down inside the rec yard. He said that if something else needs to be done or the state has an issue with the calculations that were provided that they'll find a workaround because they are aware this is a correctional facility and it can't be built in a way that would facilitate someone getting out. In response to a question from Sheriff Donahue, Mr. Bugatsch said they very well could require us to resubmit again if anything needs to be revised which will push the project out further, however, Mr. Bugatsch did say they had a conversation with the planner on Monday about the plans and his initial response indicated it sounded adequate as long as it's supported with the math. Commissioner White asked about the need for both rec yards to be ADA compliant. Mr. Bugatsch clarified that the comment back from the State was that both

yards have to be accessible with either a ramp or lift provided. He said the State's take on a facility is that every portion of the facility has to be accessible by an individual without assistance. Captain Ward and Mr. Bugatsch agree that it's more of an operational concern and how personnel and the schedule is managed. It seems to come down to a matter of timeline and what you're willing to battle to get the project back on track. Sheriff Donahue said it's his position that we just need to move forward, the State is the regulatory agency and at this point has the power and the county may need to do whatever is required. Commissioner Van Beek asked about the cost of the wheelchair lifts. ADS believes the cost is about \$30-\$40K which includes hardware and installation. Director Navarro asked ADS to address timeframes. Once the approval from the state is received they anticipate the 3<sup>rd</sup> party inspection to take 1-2 weeks assuming ADS will be allowed to make any corrections as the inspection goes along; at that point the insignia is anticipated. Once the insignia is applied ADS will be able to close up the walls along with installing toilets, bunks, window assemblies, access panels and HVAC grilles. They will work to get the first 12 units closed up and then it takes 3-4 weeks for delivery. ADS will be onsite for the set-up and as those are being set-up the remaining 16 will be on their way. At this time it's looking like, if everything goes 'best case scenario', delivery would be the first couple weeks of September with the "grand opening" being in October providing all permits thru the city are able to be obtained in a timely manner. Commissioner Van Beek asked for a list of the change orders and a financial review of where the project is at. Director Navarro believes there has only been one change order and said he would provide that information. The meeting concluded at 9:10 a.m. An audio recording is on file in the Commissioners' Office.

#### **FY2020 TENTATIVE BUDGET WORKSHOP MEETINGS**

The Board met today at 9:31 a.m. for the FY2020 Tentative Budget Workshop meetings. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Michael Stowell with CCAD, Accountant Marina Mendoza, PIO Joe Decker left at 9:45 a.m., TCA Doug Tyler, Assistant TCA Benita Miller, Admin Assistant Tara Hill and Family Court Services Manager Mary Hoffman (arrived at 10:00 a.m. and left at 10:57 a.m.), Fair Director Diana Sinner arrived at 10:29 a.m. and Deputy Clerk Jenen Ross.

Review of the budgets were as follows:

#### **Public Information Officer 9:31 a.m. to 9:45 a.m.**

Major Budget Changes:

- Wages and benefits – increase of \$3,709

#### **Commissioners 9:45 a.m. to 10:15 a.m.**

Major Budget Changes:

- Staff wages and benefits – increase of \$6,682
- Office equipment – increase of \$1,500

Commissioner Van Beek said she would like to see the budget follow current trends and spoke about how she'd like to see the budget prepared.

**Trial Court Administrator 10:15 a.m. to 10:57 a.m.**

*Family Court Services*

Major Budget Changes:

- Requesting new position for admin in the Family Court Services office – increase of \$35,998 for salary and \$20,298 for benefits, total increase amount of \$56,286

Charges for services revenue budget increase is due to:

- Focus on Children class revenue previously budgeted under District Court has been moved to Family Court Services
- Fees for Focus on Children class have been increased resulting in an estimated revenue increase of \$15,000 (Fiscal year 2019 budgeted revenues for the Focus on Children class were \$56,000) – total change of increase of \$71,000

*District Court*

*Changes to wages and benefits:*

3 magistrate secretaries moved to Court Operations

1 staff attorney transferred to Payette County

New judicial marshal position: salary \$41,600, Benefits \$23,548

Budget change – decrease of \$119,641

*Changes for services revenue decrease is mostly due to:*

No longer receiving reimbursement for the staff attorney position that transferred to Payette County

Focus on Children class revenues moved to Family Court Services

Budget change - decrease of \$85,542

*Problem solving courts:*

Changes to wages and benefits – increase of \$12,253

Professional and technical services increase mostly due to increase in urinary analysis fees – increase of \$40,300

Changes for services increase from an increase in budgeted fee revenues – increase of \$63,300

Benita Miller spoke about the services they provide in each area including District Court, Family Court Services and specialty courts.

**Fair 10:58 a.m. to 11:18 a.m.**

*Changes to wages and benefits:*

Wages increased by \$7,527

Benefits increased by \$14,375 – the increase is due to a change in the workers compensation fees. During the annual financial statement audit, the workers compensation rate and code was changed for the staff in the fair department resulting in the need to increase the budget for benefits expenditures.

Total amount increase of \$21,902

Capital outlay increase due to Fair Expo building – total amount increase of \$971,225  
Increase in minor equipment is mostly due to budgeted amounts to purchase a new copier – total increase of \$8,800.

The meeting concluded at 11:18 a.m. An audio recording is on file in the Commissioners' Office.

#### FY2020 TENTATIVE BUDGET WORKSHOP MEETINGS

The Board met today at 2:02 p.m. for FY2020 Tentative budget workshop meetings. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Auditing Supervisor Shawna Larson, Accountant Marina Mendoza, Weed and Pest Director AJ Mondor, IT Director Greg Rast, Assistant IT Director Eric Jensen, Business Analyst Caiti Pendell, Don Dutton, Ryan Cronrath, Teresa Urvina, Tu-Ahn Bockenstette, Becky Brady, and other IT staff and Deputy Clerk Jenen Ross.

Review of the budgets were as follows:

#### **Weed and Pest 2:02 p.m. to 2:18 p.m.**

Major Budget Changes:

- Wages and benefits for Weed Control – increase of \$8,162
- Wages and benefits for Pest Control – increase of \$4,358 (Increase in benefits is due to a new position budgeted for in fiscal year 2019 whose initial benefits amount were included in FY 19 personal services under the new/reclassified positions expenditure line item. For fiscal year 2020, these benefits are now included under employee benefits expenditures.)

#### **Information Technology 2:18 p.m. to 2:52 p.m.**

Major Budget Changes:

- Wages and benefits – increase of \$59,792
- Professional and technical services budget decrease is due to completion of a project – decrease of \$31,000
- Minor equipment budget increase is for the purchase of computer equipment, a backup solution software, and additional OnBase licensing – increase of \$63,750
- Repurposing one PCN which changes the wage range - Telecom Analyst to Network Administrator

The meeting concluded at 2:52 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM

CALDWELL, IDAHO JULY 18, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale

Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 7/19/19

The Board of Commissioners approved payment of County claims in the amount of \$32,865.36 for accounts payable.

APPROVED CLAIMS ORDER NO. 7/25/19

The Board of Commissioners approved payment of County claims in the amount of \$56,733.87, \$100,347.03, \$9039.33, \$103,510.61 and \$68,205.15 for accounts payable.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Henriksen Butler in the amount of \$2300.00 for the Prosecuting Attorney's Office

CONSIDER INDIGENT DECISIONS

The Board met today at 8:46 a.m. to consider indigent decisions. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Customer Service Specialist Robin Sneegas and Deputy Clerk Jenen Ross. The following cases do not meet the eligibility criteria for county assistance: 2019-0991, 2019-0964, 2019-1062, 2019-1080, 2019-0963, 2019-0961, 2019-1067, 2019-0962, 2019-1099, 2019-0974, 2019-0852, 2019-0960, 2019-1071, 2019-0959 and 2019-0993. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously issue initial denials with written decisions within 30 days. The meeting concluded at 8:47 a.m. An audio recording is on file in the Commissioners' Office.

MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEMS

The Board met today at 9:02 a.m. with county attorneys for legal staff update and to consider action items. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Deputy P.A. Dan Blocksom, Deputy P.A. Zach Wesley, Lt. Ben Keyes left at 9:19 a.m., Communications Manager Roxanne Wade left at 9:13 a.m., Chief Marv Dashiell left at 9:13 a.m., Sgt. Rob Whitney left at 9:13 a.m. and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider signing Idaho Public Safety Communications Commission FY2020 Dedicated Enhanced Emergency Communications Grant Fee Fund application:*** The Sheriff's Office is looking to replace the Higher Ground recording system as it's at end of life right now. The requested amount is \$42,676.00 and no match is requirement if the grant is awarded. The application is due by the end of July and they should know by the end of October if the grant will be awarded. A description of what the system does was provided to the Board along with the reasons this system was chosen. A new system is a necessity and if the grant is not awarded it will be something that will have to be included in next year's budget. Rob Whitney spoke about the current system and that they are seeing some failures just due to the age of the system. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the Idaho Public Safety Communications Commission FY2020 Dedicated Enhanced Emergency Communications Grant Fee Fund application. A copy of the application is on file with this day's minute entry.

***Consider signing reimbursement/close-out report for match funds of the Idaho Department of Parks and Recreation Boating Safety Grant CFDA 97-012:*** This is reimbursement of \$35,299. County funds have been expended from the vessel account. This grant has a 50% match of \$17,649 which is comprised of Lt. Keyes salary. Money is used to hire seasonal deputies to patrol out on the water. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to sign the reimbursement/close-out report for match funds of the Idaho Department of Parks and Recreation Boating Safety Grant CFDA 97-012. A copy of the report is on file with this day's minute entry.

***Consider signing expert witness contract with Steve Johnson, MAI, for appraisal reports and related support services pertaining to certain self-storage facilities:*** This is a contract with an expert appraiser who has expertise in the self-storage arena and his business partner helped write the self-storage appraisal textbook. This contract is for the appraisal of five separate self-storage properties. Assessor Stender gave an overview of the necessity of hiring an outside appraiser for upcoming court cases. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the expert witness contract with Steve Johnson, MAI, for appraisal reports and related support services pertaining to certain self-storage facilities (see agreement no. 19-092).

***Consider signing legal notice of entering into personal services contract with J. Philip Cook, MAI, CRE and Steve Johnson, MAI:*** The contract with Robin Brady, MAI has not yet been signed (as noted on the agenda) so the notice is just for the agreements with J. Philip Cook, MAI, CRE and Steve Johnson, MAI. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to sign the legal notice of entering into personal services contract.

Mr. Blocksom said that the contract with Robin Brady MAI is still being negotiated so it will be rescheduled to a later date.

EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE, COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION, AND COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS



Commissioner Dale made a motion to go into Executive Session at 9:39 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (f) and (i) regarding records exempt from public disclosure, communicate with legal counsel regarding pending/imminently likely litigation, and communicate with risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Van Beek. A roll call vote was taken on the motion with Commissioners Van Beek, White and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek. The Executive Session concluded at 10:13 a.m. with no decision being called for in open session.

The meeting concluded at 10:13 a.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

#### FY2020 TENTATIVE BUDGET WORKSHOP MEETINGS

The Board met today at 10:24 a.m. for the FY2020 Tentative Budget Workshop meetings. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Auditing Supervisor Shawna Larson, Accountant Marina Mendoza, Chief Probation Officer Elda Catalano left at 10:48 a.m., Director of Misdemeanor Probation Jeff Breach left at 11:01 a.m., Director of Juvenile Detention Steve Jett, Deputy Director of Juvenile Detention Sean Brown, Juvenile Detention Training Coordinator Shawn Anderson and Deputy Clerk Jenen Ross. During a review of the budgets the following major changes were noted:

##### Juvenile Probation 10:24 a.m. to 10:48 a.m.

###### Major Budget Changes:

- Wages and benefits – increased amount of \$35,703

###### *Community Incentive Program Revenues and Expenditures:*

- Increase to Professional and Technical Services expenditures – increased amount of \$250,000
  - Increase to Charges for Services revenue – decreased amount of \$250,000
  - Total net effect is \$0
- Capital Outlay for New Ford Explorer – increased amount of \$12,000
  - Minor Equipment for Motorola Radios – increased amount of \$20,000

##### Misdemeanor Probation 10:49 a.m. to 11:01 a.m.

###### Major Budget Changes:

- Wages and benefits – increased amount of \$95,537
  - Continued implementation of the County Compensation Plan
  - Probation Officer Position - Salary \$38,915 Benefits \$22,920

- Capital Outlay mostly due to the replacement of a vehicle – increased amount of \$35,000
- Request to replace radios for \$5200 and a copier for \$8000

#### Juvenile Detention 11:01 a.m. to 11:25 a.m.

##### Major Budget Changes:

- Professional and Technical Services - increase in budgeted expenditures for the medical care contract – increased amount of \$138,000
- Capital Outlay for upgrade of the fingerprint machine – increased amount of \$13,000

The meeting concluded at 11:25 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH CLERK AND CONTROLLER REGARDING FY20 SUGGESTED BUDGET WORKSHOPS PROCESS

The Board met today at 2:02 a.m. for a meeting with the Clerk and Controller to discuss the FY20 suggested budget workshops process. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Auditing Supervisor Shawna Larson, Accountant Marina Mendoza, Prosecutor Bryan Taylor, Chief Deputy P.A. Sam Laugheed, Office Manager Melinda Longoria and Deputy Clerk Jenen Ross.

The Board met today at 2:02 p.m. for a properly noticed FY2020 Tentative Budget Workshop meeting. A request was made to amend the agenda to include a meeting to discuss the budget process due to additional questions being raised in earlier meetings. Commissioner Dale made a motion to amend the agenda. The motion was seconded by Commissioner Van Beek and carried unanimously.

Clerk Yamamoto said the intention was to set the tone of the budgets to highlight goals and accomplishments. The idea was not to have a line by line discussion but to discuss the major changes – what's gone up, what's gone down and why. This is the opportunity for the departments and offices to discuss their needs, accomplishments and goals of their own office or department. He thinks maybe it would be helpful if the roles and timelines are defined. The Board's function is the operational aspect, at the end the Board sets the taxing and budget authority. The role of the Controller and the Chief Budget Officer is the accounting portion. What he'd really like to see is that the department or office is given the opportunity to tell their story and not get into the minutia of the accounting. The suggestion is to wait until the end and then have meetings to discuss how it's all accounted for. Commissioner White's understanding is that once all the meetings with department administrators and elected officials are complete the Board, with the Clerk and Controller, will all come back together with notes and that is when there would be a more in-depth discussion. The Clerk agreed that would expedite these meetings and explained they have already met with everyone and are really in these meetings as a courtesy to assist the Board.

The Clerk stated that everyone needs to be apprised of what's really being talked about – how many dollars? Where are they going? Where are they coming from? He suggests that happens prior to the suggested budget.

Commissioner Van Beek said that the budget book was only received on Tuesday at 10:00 and she is a person who going to ask questions and for further detail which she believes is fair. She referenced pages 17 and 18 which notes revenue sourcing and a part of a complete capital improvement program. She wonders if the department head might like the opportunity to present to the Board just as they've had the opportunity to sit one-on-one with the Clerk and Controller and might be beneficial for the department administrators to field questions. She understands the Clerk is frustrated with the process but believes the questions she's asking on revenue/expense and amount of fund balance are reasonable. In her understanding of the process and the statute this is a joint process for all elected officials and department administrators but it then becomes the responsibility of the Board to set the budget and how to fund it but there has only been one meeting to discuss the capital improvements plan. Commissioner Van Beek believes that it would be beneficial for everyone to hear where the county is going with a 5-year outlay and in the absence of that using fund balance or in the absence of a capital improvements funding plan then we potentially are not strategizing and poisoning ourselves. She said that as a person trying to look at how that might work we have to value the time that we're here and she is just asking questions and she thinks they are reasonable questions. The Clerk said beyond the budget book everything in regards to budget meetings are being done just as they've always been done. He has indicated that there will not be any capital improvement monies included in his suggested to because no one has had time work look at it.

Mr. Laugheed thinks there are really important policy decisions and policy discussions that are implicated by this that need to take place. His take away right now is that those need to happen in an orderly fashion to make sure that we are maximizing everyone's time. The way he sees the budget process is that there are 4 parts. The first part is when department/offices sit down and determine what their request is going to be and then send it to the Clerk. After the request is sent to the Clerk he and the Controller meet privately with each department/office to see if they're on the same page. Everyone then comes in front of the Board for these workshop meetings where the department/office can explain their needs and wants and the Clerk and Controller can give their thoughts on the impact to the budget. This allows the Clerk an opportunity to see if he is on the same page with the Board and/or the department/office so he can create the suggested budget and it doesn't take as much work for the Board to turn it into the tentative budget which is the third part of the process. The fourth is the final budget after the tentative budget is set where there is another version of this discussion. He looks at this as a phased project/procedure and this is point where questions about the budget requests can be asked of the department/office but generally the budget administrator doesn't know which fund the request will come out of or what the levy rate is going to be. They are just listing their needs and wants for the upcoming fiscal year. Commissioner Van Beek said she feels it's not an unreasonable expectation, being a budget decision maker, to be able ask a question and have it answered.

Mr. Laugheed believes the Clerk and Controller are willing to answer any questions but perhaps in the interest of expediting these workshop meetings the question could be tabled to be addressed at a later time.

Commissioner Van Beek expressed her frustration in sometimes having to ask a question multiple times before receiving a complete answer.

Commissioner White said that these workshop meetings are a time for the department/office to come before the Board to present their story and express the reasons for their requests.

Commissioner Dale said the other thing he heard the Clerk say is that this is not the time to discuss methodology of accounting practices. That is in the Clerk's purveyance so this is a time to hear what everyone needs and wants in order to do their job.

Clerk Yamamoto concluded by saying this is the chance for departments/offices to plead their case. The accounting side can be discussed more in-depth at a later time.

The meeting concluded at 2:25 p.m. An audio recording is on file in the Commissioners' Office.

#### FY2020 TENTATIVE BUDGET WORKSHOP MEETING FOR THE PROSECUTING ATTORNEY

The Board met today at 2:25 p.m. with the Prosecuting Attorney for a FY2020 tentative budget workshop meeting. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Auditing Supervisor Shawna Larson, Accountant Marina Mendoza, Prosecutor Bryan Taylor, Chief Deputy P.A. Sam Laugheed, Office Manager Melinda Longoria and Deputy Clerk Jenen Ross. During a review of the budgets the following major changes were noted:

##### Prosecuting Attorney

##### Major Budget Changes:

- Wages and benefits – increased amount of \$348,961
  - Continued implementation of the County Compensation Plan
  - Part-time Legal Interns (2) - Salaries:\$25,000 Benefits: \$6,250
  - Domestic Violence Investigator - Salary \$60,000 Benefits \$28,332
- Minor Equipment – increased amount of \$22,000
  - Software expenditures including the annual amount for JustWare maintenance and support.
- Capital Outlay – increased amount of \$76,000
  - Vehicle replacements and 2 new copier machines

The meeting concluded at 3:01 p.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION – PERSONNEL MATTER AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

*Note for the record: As properly noticed the Board met today at 3:14 p.m. for a meeting to discuss VitalCore Medical Services. A request was made to go into executive session as follows:* Commissioner Van Beek made a motion to go into Executive Session at 3:15 p.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d) regarding personnel matters and records that are exempt from public disclosure. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Van Beek, White and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Sheriff Kieran Donahue, Chief Deputy Sheriff Marv Dashiell, Captain Daren Ward, Controller Zach Wagoner, Chief Deputy P.A. Sam Laugheed, Deputy P.A. Mike Porter, Juvenile Detention Director Steve Jett, Deputy Juvenile Detention Director Sean Brown, Juvenile Detention Training Coordinator Shawn Anderson and Deputy Clerk Jenen Ross. The Executive Session concluded at 3:44 p.m. with no decision being called for in open session.

JULY 2019 TERM

CALDWELL, IDAHO JULY 19, 2019

PRESENT: Commissioner Pam White, Chair – District III Elected Officials meeting  
Commissioner Tom Dale – District III Elected Officials meeting  
Commissioner Leslie Van Beek – out of the office  
Deputy Clerk Monica Reeves / Jenen Ross

No meetings were conducted today.

JULY 2019 TERM

CALDWELL, IDAHO JULY 22, 2019

PRESENT: Commissioner Pam White, Chair – out of the office  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Visual Studio Live in the amount of \$3420.00 for the Information Technology department

#### APPROVED CLAIMS ORDER NO. 7/25/19

The Board of Commissioners approved payment of County claims in the amount of \$5,553.17 for accounts payable.

#### MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEMS

The Board met today at 9:01 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Tom Dale and Leslie Van Beek, Deputy P.A. Mike Porter, Elections Supervisor Haley Hicks left at 9:03 a.m. and Deputy Clerk Jenen Ross. The agenda items were considered as follows:

***Consider signing a resolution designating polling locations for the August 27, 2019 election:*** Ms. Hicks reviewed the elections that will be taking place. There are only 9 polling places for this election all of which are the same as the May election. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to sign the resolution designating polling locations for the August 27, 2019 election (see resolution no. 19-121).

***Consider signing approval/denial of a new alcohol license for G&G Investments doing business as BUD'S:*** This application meets all the requirements for approval. Commissioner Van Beek made a motion to sign the resolution granting a new alcohol license to G&G Investments dba BUD'S. The motion was seconded by Commissioner Dale and carried unanimously (see resolution no. 19-120).

The meeting concluded at 9:04 a.m. an audio recording is on file in the Commissioners' Office.

#### FY2020 TENTATIVE BUDGET WORKSHOP MEETING FOR THE HUMAN RESOURCES OFFICE

The Board met today at 11:00 a.m. to conduct FY2020 tentative budget workshop meeting for the Human Resources Office. Present were: Commissioners Tom Dale and Leslie Van Beek, Controller Zach Wagoner, Accountant Marina Mendoza, HR Director Sue Baumgart and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

##### Human Resources

##### *Major Budget Changes:*

Wages and benefits – increased amount of \$45,734

- Continued implementation of the County Compensation Plan
- Convert 2 part-time front desk positions into 1 full-time administrative specialist.

(Part-time salary \$27,625 converted to Full-time salary of \$37,542 and benefits of \$20,173)

Capital Outlay – increased amount of \$8000

- Due to a new copier

No Board action was required or taken. The meeting concluded at 11:25 a.m. An audio recording is on file in the Commissioners' Office.

FY2020 TENTATIVE BUDGET WORKSHOP MEETING FOR THE TREASURER'S OFFICE, ASSESSOR'S OFFICE AND DEVELOPMENT SERVICES DEPARTMENT

The Board met today at 1:33 p.m. to conduct FY2020 tentative budget workshop meeting for the Treasurer's Office and the Assessor's Office and the Development Services Department. Present were: Commissioners Tom Dale and Leslie Van Beek, Controller Zach Wagoner, Accountant Marina Mendoza, Treasurer Tracie Lloyd left at 2:07 p.m., Assessor Brian Stender arrived at 2:03 p.m. and left at 3:11 p.m., Chief Deputy Assessor Joe Cox arrived at 2:03 p.m. and left at 3:11 p.m., Director of Development Services Tricia Nilsson arrived at 3:04 p.m. and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

Treasurer's Office

*Major Budget Changes:*

Wages and benefits – Increased amount of \$17,368

- Continued implementation of the County Compensation Plan
  - All positions that have been funded in previous years need to continue to be funded this year

Minor Equipment – Increased amount of \$4000

- Replacement of computer equipment and a cashier station

Capital Outlay – increased amount of \$7800

- Purchase of a new copier

Miscellaneous Revenue – Increased amount of \$100,000

- Increase is in interest revenue due to higher interest rates on investments

Assessor's Office

*Major Budget Change – Motor Vehicle*

Wages and benefits – Increased amount of \$225,789

- Motor Vehicle Customer Service Positions (4) - Salaries: \$114,780 Benefits: \$75,220
- Continued implementation of the County Compensation Plan

Property Services – Increased amount of \$448,000

- Increase is mostly due to budgeted amounts to remodel the proposed South Nampa DMV estimated to be \$500,000

Capital Outlay – Increased amount of \$1,652,000

- Increase is largely due to budgeted amounts to construct a DMV in South Nampa

#### *Major Budget Changes – Reappraisal*

Wages and benefits – Increased amount of \$68,319

- Reappraisal Staff Position - Salary: \$28,965 Benefits: \$18,805
- Addition of lead and specialty pay - \$9,375

Professional and Technical Services – Increased amount of \$87,000

- Increase is due to budgeted amounts for outside appraisals to support mini-storage assessments to cost approximately \$125,000

Capital Outlay – Increased amount of \$30,000

- Increase is due to budgeted amounts for 3 new copy machines

#### Development Services Department

##### *Major Budget Changes*

Wages and benefits – Increased amount of \$79,979

- Part-time Code Enforcement Officer Salary: \$22,500

Capital Outlay – Increased amount of \$42,900

- Increase is mostly due to 2 new pick-ups for inspectors (\$70,000 for both) and a large format scanner for \$12,500

Miscellaneous Revenue – Increased amount of \$18,000

- Increase is due to anticipated increases in the Rural Community Planning Assistance Program

No Board action was required or taken. The meeting concluded at 3:38 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM

CALDWELL, IDAHO JULY 23, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross



APPROVED EMPLOYEE STATUS CHANGE FORM AND/OR KEY & SECURITY ACCESS REQUEST FORM

The Board approved a salary rate request and/or key & security access request form for Andres Figueroa.

APPROVED CLAIMS ORDER NO. 7/25/19

The Board of Commissioners approved payment of County claims in the amount of \$5994.22, \$3563.00, \$20,339.34, \$5903.10, \$65,900.71, \$2730.00, \$83,743.77 and \$160,045.00 for accounts payable.

MEETING WITH THE DIRECTORS OF FACILITIES AND INFORMATION TECHNOLOGY TO DISCUSS GENERAL ISSUES, SET POLICY AND GIVE DIRECTION

The Board met today at 8:33 a.m. with the Directors of Facilities and IT. Present were: Commissioners Tom Dale and Leslie Van Beek, Facilities Director Paul Navarro, IT Director Greg Rast, Assistant Director of IT Eric Jensen and Deputy Clerk Jenen Ross.

*Director Rast and Mr. Jensen updated the Board on the following:*

- IT is now doing ID cards for Juvenile and Misdemeanor Probation; there may be a couple more departments they'll approach to see if they're interested in the ID badges.
- There is a piece of equipment that is not working out in the print shop so they are working with BOE to find an alternative. A PO for the machine was signed and processed but a check has not actually been cut yet. The alternative machine may be an attachment for the copier which they estimate will be less expensive than the current stand-alone machine.
- They will be writing a program for the Sheriff's Office to track 'use of force' reports.
- Recently there was a meeting with IDOC and the Sheriff's Office to discuss video conferencing for pre-sentence investigations. The Sheriff's Office is looking for a place to set up the equipment.
- Commissioner Van Beek asked about the Studio Live conference; Director Rast said this is training for coding which two employees will be attending.

*Director Navarro updated the Board on the following:*

- The Fair is in full swing. They were able to repurpose some old tents into shades for some of the animal exhibits, paint has been refreshed and fans have been added. They have received several compliments on the electrical upgrades to the Charolais barn.
- Once the fair is done they will start getting ready for the Caldwell Night Rodeo along with working on remodels at the Norman property and the security office.

- The State of Idaho granted the building permit for pod 6 yesterday; the forwarded stamped plans will be sent to the 3<sup>rd</sup> party inspector and Mr. Bugatsch is heading down sometime in the next few days to get the insignias. Next steps will include working with the City of Caldwell and continuing to work on the landscaping plan. They are hoping to have the plans to the city by Friday. They are continuing to round-up materials for the fence.

The meeting concluded at 8:47 a.m. An audio recording is on file in the Commissioners' Office.

#### EXECUTIVE SESSION – PERSONNEL MATTER, ACQUISITION OF AN INTEREST IN REAL PROPERTY AND RECORDS THAT ARE EXEMPT FROM PUBLIC DISCLOSURE

*Note for the record: As properly noticed the Board met today at 9:03 a.m. for a legal staff update.*

Commissioner Van Beek made a motion to go into Executive Session at 9:04 a.m. pursuant to Idaho Code, Section 74-206(1) (b), (c) and (d) regarding personnel matters, acquisition of an interest in real property and records that are exempt from public disclosure. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Dale and Van Beek voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Tom Dale and Leslie Van Beek, Deputy P.A. Brad Goodsell, Deputy P.A. Mike Porter, Landfill Director David Loper and Deputy Clerk Jenen Ross. The Executive Session concluded at 9:35 a.m. with no decision being called for in open session.

#### FY2020 TENTATIVE BUDGET WORKSHOP MEETING FOR THE FLEET DEPARTMENT

The Board met today at 9:38 a.m. for a FY2020 tentative budget workshop meeting with the Fleet department. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Controller Zach Wagoner, Accountant Marina Mendoza, Fleet Director Mark Tolman, Sr. Administrative Specialist Dawn Pence and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

##### Fleet

##### Major Budget Changes:

Wages and benefits – Increased amount of \$70,331

- New Fleet Technician: Salary \$38,275 Benefits \$22,467
- Continued implementation of compensation plan

Charges for Services Revenue – Increased amount of \$25,000

- Increase due to analyzing revenue trends from prior fiscal years

Discussion was had regarding the use of flex cars and the savings that could be realized vs. paying mileage, management of the Fleet budget and how there should be policy in place that anything in relation to a vehicle needs to go thru the Fleet department. No Board action was required or taken. The meeting concluded at 10:50 a.m. An audio recording is on file in the Commissioners' Office.

#### FY2020 TENTATIVE BUDGET WORKSHOP MEETING FOR THE FACILITIES DEPARTMENT

The Board met today at 11:01 a.m. for a FY2020 tentative budget workshop meeting for the facilities department. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Controller Zach Wagoner, Accountant Marina Mendoza, Facilities Director Paul Navarro and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

##### Maintenance

##### Major Budget Changes:

Wages and benefits – Increased amount of \$192,409

- 2 positions transferred from Parks Department
- Reclassifying Assistant Facilities Director

Professional and Technical Services – Decreased amount of \$95,000

- Decrease is due to a non-reoccurring expenditure. \$100,000 was budgeted last year under professional and technical services for matters relating to county jail needs. The budgeted amount has not been carried forward to fiscal year 2020

Director Navarro spoke about some of the increased line items with Pod 6 coming online, large ticket tools that have been requested by facilities employees and several capital improvement projects including the sidewalk at the Sheriff's entrance, roofs on the juvenile detention and CCOA buildings, necessary courtroom improvements, lighting at the DMV and crime lab buildings along with a fire alarm system and windows at the DMV, parking lot improvements at several locations and additional AED devices for the courthouse campus. No Board action was required or taken. The meeting concluded at 11:37 a.m. An audio recording is on file in the Commissioners' Office.

#### FY2020 TENTATIVE BUDGET WORKSHOP MEETING FOR THE CORONER'S OFFICE

The Board met today at 1:31 p.m. for the FY2020 tentative budget workshop meeting for the Coroner's Office. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Coroner Jennifer Crawford, Chief Deputy Coroner Steve Rhodes, Accountant Marina Mendoza, Chuck Staddick, and Deputy Clerk Monica Reeves. During a review of the budget the following major changes were noted:

Continued implementation of the compensation plan, and a request for a fulltime investigator position: +\$75,071

Replacement of radio equipment and upgrade of office computers: +\$15,700

Request for a new vehicle: +\$37,000

No Board action was required or taken. The meeting concluded at 1:55 p.m. An audio recording is on file in the Commissioners' Office.

#### FY2020 TENTATIVE BUDGET WORKSHOP MEETING FOR THE SHERIFF'S OFFICE

The Board met today at 1:58 p.m. for the FY2020 tentative budget workshop meeting for the Sheriff's Office. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Controller Zach Wagoner, Sheriff Kieran Donahue, Chief Deputy Sheriff Marv Dashiell, Captain Daren Ward, Finance Manager Dave Ivers, Accountant Marina Mendoza, Chuck Staddick, Kathy Alder and Deputy Clerk Monica Reeves. Clerk Chris Yamamoto arrived at 2:25 p.m. During a review of the budget the following major changes were noted:

##### **Sheriff and Security Administration**

Request for 6 new positions and continued implementation of the compensation plan: +\$1,334,131

Intergovernmental revenues: +\$69,800

(Increases are due to budgeted increases for High Intensity Drug Trafficking Area revenue)

##### **Waterways and Boating**

Changes to wages and benefits: +\$5,888

Property Services & Capital Outlay: -\$36,500

(Decrease is due to a grant for the acquisition of a vehicle that occurred in FY2019)

##### **Emergency Communications**

Changes to wages and benefits: +\$4,326

Property Services: -\$922,100

(Decrease is due to a budgeted decrease in services contracts expenditures related to the Spillman upgrade and prepayment of annual maintenance fees completed in FY2019)

Minor Equipment: +\$21,835

(Increase is due mostly to an increase in the budgeted amounts to purchase computer equipment

Capital Outlay: -\$368,988

(Decrease is mostly due to budget decreases to computer equipment and communications equipment expenditures)

##### **City-County Narcotics Unit**

Capital outlay: +\$7,713 for a copier

No Board action was required or taken. The meeting concluded at 3:26 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM

CALDWELL, IDAHO JULY 24, 2019

PRESENT: Commissioner Pam White, Chair – out of the office  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

CONDUCT TAX DEED HEARING AND CONSIDER SIGNING WRITTEN FINDINGS OF FACT AND CONCLUSIONS OF LAW

The Board met today at 1:31 p.m. to conduct tax deed hearing and consider signing written findings of fact and conclusions of law. Present were: Commissioners Tom Dale and Leslie Van Beek, Deputy P.A. Brad Goodsell, Treasurer Tracie Lloyd, Deputy Treasurer Tonya May, Deputy Treasurer Tara Lehman, and Deputy Clerk Monica Reeves. Treasurer Lloyd said in August of 2018 there were 749 accounts that were delinquent and in jeopardy of tax deed. In November tax bills were sent showing the delinquency, and in January a courtesy reminder was sent. In February there were 80 delinquent accounts and they ordered litigation guarantees (at cost of \$200 per account) where the title company does the research and pulls the documents related to each account. In April they sent certified mailings regarding the 63 accounts, which resulted in 960 certified mailings being sent for a cost of \$6,600. Publication costs totaled \$3,159. The Treasurer's Office is able to recoup those costs. Personal visits were made to nine different properties on Monday so that the properties could be posted. Of the original 749 accounts we are down to 7 accounts today:

Parcel No. 05033000 0  
Parcel No. 21520000 0  
Parcel No. 22426000 0  
Parcel No. 30509010A1  
Parcel No. 31077732 0  
Parcel No. 31489278 0  
Parcel No. 34482012 0

Treasurer Lloyd said after the tax deed is filed the property owners will have the opportunity to redeem the properties up until the date of the tax sale which is scheduled for November 20, provided they pay all five years' worth of taxes. No one was present to offer public comment. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to adopt the written findings of fact and conclusions of law which directs the tax collector to issue tax deeds on the seven delinquent properties. The meeting concluded at 1:40 p.m. An audio recording is on file in the Commissioners' Office.

FY2020 TENTATIVE BUDGET WORKSHOP MEETINGS

The Board met today at 2:01 p.m. for FY2020 tentative budget workshop meeting. Present were: Commissioners Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Auditing Supervisor Shawna Larson, Accountant Marina Mendoza, Parks Director Nicki Schwend and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

#### Parks Cultural and Natural Resources

##### *Major Budget Changes:*

Wages and benefits – Decreased amount of \$96,121

- 3 seasonal positions converted to 1 full-time Maintenance Coordinator: Salary \$31,454 Benefits \$21,078
- Parks Manager converted to Educational Programs Coordinator : Salary \$31,454 Benefits \$21,078
- Reclassify Programs Manager \$14,110
- Transfer 2 parks technicians to Facilities and Operations department

Capital Outlay – Increased amount of \$101,464

- Increase is due to budgeted amounts to expand the office at Lake Lowell and also to run power to the gun range

Total Revenues – Increased amount of \$20,714

- Increase is mostly due to a \$13,000 Historic Preservation grant.

No Board action was required or taken. The meeting concluded at 2:54 p.m. An audio recording is on file in the Commissioners' Office.

#### FY2020 TENTATIVE BUDGET WORKSHOP MEETINGS

The Board met today at 3:05 p.m. to conduct FY2020 tentative budget workshop meetings. Present were: Commissioners Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Auditing Supervisor Shawna Larson, Accountant Marina Mendoza, County Agent Jerry Neufeld left at 3:32 p.m., Sr. Administrative Specialist Debbie Lowber left at 3:32 p.m., 4-H Educator Carrie Johnson left at 3:32 p.m., Solid Waste Director David Loper arrived at 3:09 p.m. and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

#### County Agent

##### *Major Budget Changes:*

Wages and benefits – Increased amount of \$10,714

Professional and Technical Services – Increased amount of \$40,914

- 4-H Program Assistant is an employee of the University of Idaho with a portion of the funding provided by Canyon County through the county agents contract.

Minor Equipment – Increased amount of \$1,640

- Increase is due to budgeted amounts to purchase new computer equipment.

Capital Outlay – Increased amount of \$6,073

- Increase is due to budgeted amounts to purchase a new copy machine

#### Solid Waste (Landfill)

##### *Major Budget Changes:*

Wages and benefits – Increased amount of \$39,711

Minor Equipment – Increased amount of \$19,500

- Increase is due to budgeted amounts to purchase a diesel diagnostic tool and 2 scraper tires.

Capital Outlay – Increased amount of \$632,000

- Increase is mostly due to budgeted amounts to purchase a new dozer for approximately \$500,000 as well as purchase 20 bull fences for approximately \$110,000.

Overall budgeted revenue increase is due to an increase in building activity, increased population, acceptance of Bio-solids, and increased fees. Increased amount of \$1,416,514.

No Board action was required or taken. The meeting concluded at 4:21 p.m. An audio recording is on file in the Commissioners' Office.

#### JULY 2019 TERM

CALDWELL, IDAHO JULY 25, 2019

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

#### APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Raising Our Bar to be used 8/3/19 for a wedding.

#### APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Raising Our Bar to be used 8/17/19 for a wedding.

#### APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Raising Our Bar to be used 8/10/19 for a wedding.

#### APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Raising Our Bar to be used 8/30/19 for a wedding.

#### APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Raising Our Bar to be used 8/24/19 for a wedding.

#### APPROVED CLAIMS ORDER NO. 7/26/19

The Board of Commissioners approved payment of County claims in the amount of \$775.50 for accounts payable.

#### CONSIDER INDIGENT DECISIONS

The Board met today at 8:45 a.m. to consider indigent decisions. Present were: Commissioners Tom Dale and Leslie Van Beek, Customer Service Specialist Robin Sneegas, Case Manager Kelsee Hale and Deputy Clerk Jenen Ross. The following cases do not meet the eligibility criteria for county assistance: 2019-1033, 2019-969, 2019-970, 2019-971, 2019-1028, 2019-1100, 2019-1018, 2019-1025, 2019-1000, 2019-995, 2019-1026, 2019-1014, 2019-1013, 2019-1012, 2019-859, 2019-999, 2019-1002, 2019-1007, 2019-1016 and 2019-1086. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to issue initial denials with written decisions within 30 days on the cases as read into the record. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to place case no. 2019-1087 into suspension pending a resource. Commissioner Van Beek made a motion to issue an initial approval on case no. 2019-904. The motion was seconded by Commissioner Dale and carried



unanimously. The meeting concluded at 8:48 a.m. An audio recording is on file in the Commissioners' Office.

#### CONSIDER INDIGENT MATTERS

The Board met today at 8:52 a.m. to consider indigent matters. Present were: Commissioners Tom Dale and Leslie Van Beek, Hearing Manager Kellie George, Case Manager Kelsee Hale and Deputy Clerk Jenen Ross. Case nos. 2019-554, 2019-709 and 2019-656 meet all eligibility criteria for county assistance. Commissioner Van Beek made a motion to issue final approvals with written decisions within 30 days on the cases as read into the record. The motion was seconded by Commissioner Dale and carried unanimously. The meeting concluded at 8:53 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-655

The Board met today at 9:03 a.m. to conduct a medical indigency hearing for case no. 2019-655. Present were: Commissioners Tom Dale and Leslie Van Beek, Hearing Manager Kellie George, Case Manager Kelsee Hale, Becky Herrera for St. Alphonsus, Applicant and applicant's mother and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to approve the case. The hearing concluded at 9:09 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-577

The Board met today at 9:16 a.m. to conduct a medical indigency hearing for case no. 2019-577. Present were: Commissioners Tom Dale and Leslie Van Beek, Deputy P.A. Jim Cornwell, Hearing Manager Kellie George, Case Manager Kelsee Hale, Dahlia Torres with St. Lukes, Applicant and relatives and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to continue the case to October 10, 2019. The hearing concluded at 9:28 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NOS. 2019-686 AND 2019-713

The Board met today at 9:37 a.m. to conduct a medical indigency hearing for case nos. 2019-686 and 2019-713. Present were: Commissioners Tom Dale and Leslie Van Beek, Deputy P.A. Jim Cornwell, Hearing Manager Kellie George, Case Manager Kelsee Hale and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Van Beek and second by Commissioner

Dale the Board voted unanimously to continue the case to August 15, 2019. The hearing concluded at 9:46 a.m. An audio recording is on file in the Commissioners' Office.

#### CONSIDER MEDICAL INDIGENCY MATTERS

The Board met today at 9:45 a.m. to consider medical indigency matters. Present were: Commissioners Tom Dale and Leslie Van Beek, Deputy P.A. Dan Blocksom, Deputy P.A. Jim Cornwell, Hearing Manager Kellie George, Director of Indigent Services Yvonne Baker and Deputy Clerk Jenen Ross. Neither the hospital nor the applicant appeared for the following cases: 2019-664, 2019-542 and 2019-612. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to issue final denials with written decisions within 30 days on the cases as read into the record. The meeting concluded at 9:46 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER AN ACTION ITEM

The Board met today at 10:08 a.m. with county attorneys for a legal staff update and to consider an action item. Present were: Commissioners Tom Dale and Leslie Van Beek, Deputy P.A. Brad Goodsell, Landfill Director David Loper and Deputy Clerk Jenen Ross. The action item was considered as follows:

***Consider signing ongoing wood waste removal from Pickles Butte Sanitary Landfill request for proposals addendum no. 1:*** Four questions were received from a potential vendor and this addendum will address those. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to sign addendum no. 1 for ongoing wood waste removal at Pickles Butte Landfill. Hard copies of the addendum will be sent to the two vendors who showed for the walk-thru, it will also be posted on the website.

The meeting concluded at 10:12 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH CLERK'S OFFICE FOR A PRESENTATION BY HART

The Board met today at 1:33 p.m. with the Clerk's Office for a presentation by HART. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, PIO Joe Decker, Sr. System Analyst Steve Onofrei, Elections Supervisor Haley Hicks, Elections Specialist Bianca Cuenca, Elections Specialist Brandi Long, Elections Tech Kylie Marks, Davi Bosch with HART, John Mullen with HART, Representatives from HART and Deputy Clerk Jenen Ross. HART representatives gave a demonstration of

their product, spoke about security protocols and efficiencies. The Board asked questions about processes currently being used by the elections department and the benefits of this product. The meeting concluded at 3:07 p.m. An audio recording is on file in the Commissioners' Office.

#### JULY 2019 TERM

CALDWELL, IDAHO JULY 26, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

#### APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Western Building Supply in the amount of \$1103.74 for the Facilities department

#### APPROVED CLAIMS ORDER NO. 7/25/19

The Board of Commissioners approved payment of County claims in the amount of \$126,564.74 for accounts payable.

#### APPROVED CLAIMS ORDER NO. 8/10/19

The Board of Commissioners approved payment of County claims in the amount of \$41,315.60 for accounts payable.

#### MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEMS

***Consider signing Idaho Parks and Recreation grant agreement form for the Lake Lowell west end upper dam fishing dock:*** Monies for this grant come from the Cutthroat license plate fund and is restricted to use benefitting fishermen. The amount applied for is \$19,214 with \$4525 in match. The match amount will come from the purchase of an ADA gangway that was already budgeted for this particular dock. Director Schwend discussed the items they would be addressing with the grant monies. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the Idaho Parks and Recreation grant agreement form for the Lake Lowell west end upper dam fishing dock (see agreement no. 19-093).

***Consider signing Canyon County Fair entertainment agreement with Danza Azteca Tonatiuh/Erika Garcia:*** This is a 30 minute show that will take place on Sunday for the Latino Fair-fest. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to sign the Fair entertainment agreement with Danza Azteca Tonatiuh/Erika Garcia (see agreement no. 19-094).

The meeting concluded at 9:12 a.m. An audio recording is on file in the Commissioners' Office.

#### DETENTION CENTER INSPECTION CONDUCTED

The Board conducted a quarterly inspection of the detention center. The Board evidenced proper care and security and the inmates' welfare throughout the facility. General grievances were filed and have been processed in accordance with standard procedures.

#### FY2020 TENTATIVE BUDGET WORKSHOP MEETING

The Board met today at 11:04 a.m. for a FY2020 tentative budget workshop meeting with the Public Defender. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Accountant Marina Mendoza, Auditing Supervisor Shawna Larson, Chief Public Defender Aaron Bazzoli, Assistant Public Defender Scott James and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

##### Public Defender

##### Major Budget Changes:

Wages and benefits – Increased amount of \$270,115

- Continued implementation of the County Compensation Plan
- Legal Support Specialist I: Salary: \$37,524 Benefits: \$20,173
- Deputy Public Defender: Salary: \$60,480 Benefits: \$25,557

Capital Outlay – Decreased amount of \$21,000

- Decrease is due to a decrease in other improvements expenditures that are not needed for fiscal year 2020.

No Board action was required or taken. The meeting concluded at 11:59 a.m. An audio recording is on file in the Commissioners' Office.

## FY2020 TENTATIVE BUDGET WORKSHOP MEETING FOR THE CLERK'S OFFICE

The Board met today at 1:30 p.m. for the FY2020 tentative budget workshop meeting for the Clerk's Office. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Director of Operations Denise Kennel, Raena Bull, Taryn Peterson, Yvonne Baker, Camille Tilden, Emily Howell, Rachel Gray, Shawna Larson, Marina Mendoza, Julie Meyers, Haley Hicks, Kandice Taylor, Davi Bosch and Drew Maffei from HART, other interested persons, and Deputy Clerk Monica Reeves. During a review of the budget the following major changes were noted:

### **Court Operations:**

Changes in wages and benefits:     +\$437,214  
(4 new court clerks: Salaries \$155,617, Benefits \$83,821  
Transfer of 3 employee positions from the TCA budget; and  
continued implementation of the County Compensation Plan)  
Capital Outlay:             +\$150,000  
Increases are due to demolitions, remodels, and work stations.

### **Auditor's Office:**

Changes in wages and benefits:     -\$3,767  
Capital Outlay:             +\$8,000  
(Increase due to the purchase of a copier)

### **Recorder's Office:**

Changes in wages and benefits:     +\$20,341  
Supplies expenditures             :             +\$5,000  
Minor Equipment Expenditures:     - \$8,500  
Capital Outlay Expenditures:         \$20,000

### **Elections Office:**

Changes in wages and benefits:     \$11,979  
Property Services Expenditure:     \$49,300  
Supplies Expenditures:             \$37,000  
Capital Outlay:                     \$3,508,000  
(Increase due to budgeted requests for elections equipment and a new copier)

### **Indigent**

Changes to wages and benefits:     + \$31,988  
(Continued implementation of the compensation plan)  
Other services and fees:             - \$405,000  
(The amount needed for involuntary mental commitments has decreased  
\$400,000 from FY2019. Year-over-year involuntary mental commitment spending  
is down 6% and they are trying to accurately align budget and actuals)

### **Language Access:**

Clerk Yamamoto and Taryn Peterson spoke about the language access program for interpreters and the difficulty in managing it. The state is supposed to take the management of the interpreter program but it's not known when or how that will occur. The Clerk referred to a chart created by Ms. Peterson which lists the 20+ languages served during the fiscal year for the state and it also shows the events have increased 25% while the increase in dollars was almost 21%. The budget will be increased by \$15,000 to \$135,000. Discussion ensued regarding the process for scheduling interpreters. Currently there are 40 interpreters on contract. Ms. Peterson said they do not have a lot of state support. The state is currently testing their scheduling system with three counties and they plan to expand in the next few months and it's likely they will take over in a couple of years. In closing Clerk Yamamoto said they are fine with the work and the nuanced complexity, but what they are not okay with is the absolute sabotage they are seeing within the system.

No Board action was required or taken. The meeting concluded at 3:15 p.m. An audio recording is on file in the Commissioners' Office.

#### JULY 2019 TERM

CALDWELL, IDAHO JULY 29, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

#### MEETING TO DISCUSS NEW RETAIL ALCOHOL LICENSES

The Board met today at 9:49 a.m. to discuss new retail alcohol license. Present were: Commissioners Tom Dale and Leslie Van Beek and Deputy Clerk Jenen Ross. The licenses were considered as follows:

***Consider approval/denial of a resolution granting a new retail alcohol license to Amano:*** Commissioner Van Beek has a question on the application as one of the applicants is not a US citizen and she wonders about the liability of on and off premises consumption. She would like to hear from legal staff before she will sign off on this one.

***Action Item: Consider approval/denial of a resolution granting a new retail alcohol license to Los Panchos Tortilleria:*** Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to sign the resolution granting a new license to Los Panchos Tortilleria (see agreement no. 19-122).

At the request of Commissioner Van Beek, Commissioner Dale gave the background and purpose of the Treasure Valley Partnership.

The meeting concluded at 9:59 a.m. An audio recording is on file in the Commissioners' Office.

PUBLIC HEARING – REQUEST BY LEROY ATWOOD ON BEHALF OF MONARCH HOLDINGS, LLC, FOR A PRELIMINARY PLAT, AND AN IRRIGATION AND DRAINAGE PLAN FOR ARBOR LANDING SUBDIVISION, CASE NO. SD2018-0023

The Board met today at 2:00 p.m. to conduct a public hearing in the matter of a request by Leroy Atwood on behalf of Monarch Holdings, LLC, for a preliminary plat, and an irrigation and drainage plan for Arbor Landing Subdivision, Case No. SD2018-0023. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, DSD Director Tricia Nilsson, DSD Planner Debbie Root, Leroy Atwood, and Deputy Clerk Monica Reeves. Debbie Root gave the oral staff report. The proposed development contains 15 residential lots on approximately 21 acres of "R1" (Single Family Residential) zoned property. They are proposing individual wells, individual septic systems, and public streets. The property is located south of 12502 Smith Avenue in Nampa and is in an area that's designated residential on the future land use map. The P&Z Commission forwarded this case with a recommendation of approval on June 6, 2019. Leroy Atwood testified that he is the managing partner of Monarch Holding Company which has owned this property for nine years. The proposal is to develop the property into 15 single-family lots. The project has been fully approved by the health department. Mr. Atwood gave testimony regarding the character of the area as well as their plans for the irrigation system. Upon the motion of Commissioner White and the second by Commissioner Dale, the Board voted unanimously to close the public hearing. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to approve the findings of fact, conclusions of law and order, and the irrigation and drainage plan for Leroy Atwood on behalf of Monarch Holdings on Case No. SD2018-0023. The hearing concluded at 2:14 p.m. An audio recording is on file in the Commissioners' Office.

MEETING TO RECEIVE THE CLERK'S SUGGESTED FY2020 BUDGET

The Board met today at 3:31 p.m. to receive the Clerk's suggested FY2020 Budget. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Accountant Marina Mendoza, Assessor Brian Stender, Director of Court Operations Denise Kennel, Court Training and Dev. Manager Raena Bull, PIO Joe Decker, Captain Daren Ward, Chief Deputy Sheriff Marv Dashiell, Sheriff's Financial Manager Dave Ivers, Landfill Director David Loper, Trial Court Administrator Doug Tyler, Assistant Trial Court Admin. Benita Miller, TCA Admin. Assistant Tara Hill, Misdemeanor Probation Supervisor Jeff Breach, Ambulance District Director Michael Stowell, other interested persons, and Deputy Clerk Monica Reeves. Controller Wagoner reported on the top priorities:

**PRUDENT FINANCIAL MANAGEMENT**

- Suggested property tax request is \$4.424 million below the maximum allowable amount
- Ongoing mandated expenditures are appropriately funded
- Capital needs are prioritized and suitably realized
- Charges for services and other fee revenues are maximized to mitigate property taxes

#### MEET GROWTH RELATED DEMANDS

- Continued implementation of the county compensation plan
- New and refunded positions are targeted in specific areas of rapid expansion
- Service levels and methods are evaluated to increase efficiencies

#### NEEDS vs. WANTS

- Operational activities are focused on needs not wants
- Personnel and other operating budgets are established on core needs
- Amounts budgeted reflect a sensible needs-based approach
- Providing essential services in the most economical manner is priority

#### INVESTMENT IN HUMAN CAPITAL

- County government is a service-oriented enterprise and function
- Adequate, skilled, trained staff provide quality services
- Employee retention decreases training and associated opportunity costs

Once the property tax amount is fixed it is set and we take the responsibility to suggest/recommended a property tax levy amount very seriously. Over the past 11 years Canyon County has left \$72 million in property taxpayers' pockets and that says a great deal about our mindset and how we view our property tax request, to be as conservative as we can while still preserving appropriate levels of fund balance to make sure the County has adequate cash to respond to any emergent needs. For FY2020 the county has the authority to levy just over \$60 million in property tax. The suggested levy amount is \$55,682,926 which is \$4.4 million less than our allowable levy authority. Based on current information it's projected that our levy rate would decrease by 8% with that property tax request and the levy rate would be at .0036, down from .004 from FY2019, and it would be the lowest levy rate over the past 10 years.

The Clerk's suggested FY2020 expenditure budget is \$104,251,356. \$68.4 million is budgeted for salaries and benefits; \$35.8 million is budgeted for other operating expenditures which is an increase of \$9,010,652 over last year's budget:

\$ 2,560,168	Compensation plan
\$ 1,465,045	New and refunded positions
\$ 1,643,000	Inmate medical services professional contract
\$ 3,500,000	Improved voter experience and election efficiency
\$ 1,100,000	Landfill equipment and facilities investments
\$ 977,000	County fair capital projects
\$ 297,880	Operating supplies and minor equipment
\$ 501,135	Various professional services
\$ 300,000	County parks and court clerk's facilities and properties investments



- \$ 280,000 PERSI required employer contributions
- \$(1,344,576) Spillman server upgrade, data migration, and ongoing maintenance project
- \$(1,036,000) Unfunded positions
- \$ (450,000) Reserves
- \$ (400,000) Involuntary mental commitments
- \$ (383,000) Inmate medical professional services

Commissioner Van Beek had questions regarding new position and reclassification requests and the landfill equipment investment (a dozer) and why we are not looking at leasing a piece of equipment that's not dedicated for a number of hours as opposed to having a million dollars in capital outlay.

David Loper responded said they're always looking at the best value, the cheapest overall operating costs, especially on equipment they use on a daily basis, a lease is more expensive to the taxpayer than a purchase, but if the Board wants him to look into a used lease situation he will. Commissioner Van Beek also had questions about the voting equipment for the Elections Office and how the initial cost estimate was \$2 million but now it's nearly double that amount. She expressed concern that a no funds have been allocated for public safety, a long-term permanent facility, or a permanent long-term strategic capital improvement. Controller Wagoner said there is money budgeted for ongoing jail functions, but nothing for a jail facility. Commissioner Van Beek has concerns about the annual maintenance agreement fee of \$84,000 on the voting equipment and although she understands they are challenged with some outdated equipment it is double the anticipated cost. Clerk Yamamoto said the \$2 million cost for the equipment was an estimate and it was before they were aware of the new equipment they had coming online. Commissioner Van Beek had questions regarding the fair expo building and the sale of the property on Highway 20-26 for \$1.6 million. Controller Wagoner said the \$1.6 million is still sitting in the county fair fund being held for when we are ready to proceed with the building. There was a discussion regarding the funds for the Parks Department's \$120,000 building expansion project. Commissioner Van Beek asked why we wouldn't use their fund balance instead of raising property taxes to fund their building. Controller Wagoner said we could use their fund balance to pay for their building but we want to maintain an appropriate level of fund balance in each fund and we feel that would be pushing fund balances to possibly a level that is uncomfortable. Commissioner Van Beek said the department head would be in favor that and it would still leave them approx. \$250,000 in fund balance against a \$1.5 million levy authority. They also have the potential to generate revenue from their museum and potential revenue from the gun range. She wants to take that out and allow them to do that project because of the savings the facilities staff can do. There was discussion regarding the amount of reserves the County has. Commissioner Van Beek asked if anything has been done with the Assessor's request for a facility. Controller Wagoner said they have not included any dollars for a new facility for motor vehicles; however, two additional positions have been included. Controller Wagoner reviewed the offices/department budget highlights as follows: Assessor's reappraisal – the A budget changes due to the compensation plan and in the B budget more monies are budgeted for professional appraisal services.

Buildings and Grounds (facilities) – the salaries and benefits budget has increased due to the transfer of 2 positions from parks to facilities.

Dispatch fund – there is a position that will be re-funded in the dispatch function.

Clerk, Auditor, Recorder budget change is reflective of over \$3.5 million for elections equipment

Clerk of Court salaries and benefits budget increased and is reflective of 3 positions that were transferred from the TCA budget, and four new court clerk positions.

Coroner's budget includes a new position and the purchase of a vehicle.

Fair budget - the majority of the \$1 million increase is reflective of the inclusion of the fair expo bldg.

Fleet budget increase includes an additional position.

Weed control budget decreased because of the dark fiber project.

County agent requested a 4-H program assistant to assist with STEM activities, but it was not included in the suggested budget. We talked about a possible match, a partnership, but it didn't materialize. It would have been a University of Idaho position paid for by county taxpayers and 100% of the cost would have been borne by Canyon County.

DSD budget remains largely unchanged.

E911 fund decreased because the Spillman upgrade project was completed in FY2019.

General department budget reduction is related to the accounting change for the amount budgeted for reserves and contingencies.

HR budget is reflective of 2 part-time positions being transferred to one full-time administrative front desk position.

Historical society budget reflects the historic preservation commission's recommended amount of \$99,810.

Indigent budget decreased because the involuntary mental commitment line item was decreased by \$400,000.

Justice contingent budget was decreased by \$100,000.

Juvenile detention B budget increase is related to the inmate medical services contract.

Juvenile probation budget reflects an increase in other expenses is the community incentive re-entry and mental health program and that increase needs to be shown on the expenditure side, it's offset by grant revenue on the revenue side.

Landfill budget shows an overall increase around \$1.1 million, largely for capital projects including fencing, well monitoring, and tarp cover. Also included is \$500,000 for the dozer.

Misdemeanor probation includes a new misdemeanor probation officer position and a vehicle purchase.

Motor vehicles budget includes two new customer service positions.

Parks and recreation budget shows a decrease in salaries and benefits budget, which is reflective of two positions that were transferred out to the facilities budget and the increase on the other expenses includes building addition and a land purchase. Commissioner Van Beek said the land purchase needs to be discussed.

Prosecuting Attorney budget includes two replacement vehicles and two summer interns and an investigator, a part-time position that is being converted to a fulltime position.

Public Defender budget includes two new positions - one attorney and one legal support specialist.

Security department – this is a new department that has been included in the budget and it includes a security director position and an administrative assistant for half a year. Clerk

Yamamoto said he is uncomfortable with that program because he doesn't know what the program is and he thinks there is a lot of work to do. It's included in the budget but he's not happy about it.

Sheriff's budget includes four new positions and changes on the other expenditures budget represent the change with the inmate medical services contract.

Problem solving courts increase is related to testing fees. (There are no property tax dollars allocated for this, the funds come from state monies and fees.)

Trial Court Administrator budget shows a decrease in salaries and budgets related to the three positions that were transferred to the court clerk's budget.

Waterways budget shows a decrease related to a truck that was purchased in FY2019.

Commissioner Van Beek asked what the average increase is for the employees on the compensation plan and the cost of living. Controller Wagoner said the average increase is 4%, and the cost of living increase included in the compensation plan is 2%. Commissioner Van Beek asked what it would do to the requested compensation if we built the budget on a 2% increase. Controller Wagoner said if it was just 2% of salaries it would change the compensation number to around \$1.2 million. Commissioner Dale said because of the way the compensation plan is structured to be fair and equitable throughout the positions it varies according to position how much of an increase they get based on their experience, training, and certifications. A lot of things go into that to making it equitable, it's not just an across the board of 4% or anything like that. Controller Wagoner said cost of living applies to the position and range, not directly to the person. Each position has a salary range, the 2% shifts the range up 2%, it's not tied to a person but rather a range of a position. As people are improving, learning new tasks, they also are credited where appropriate for an additional year of experience. That's how you get the 4% average, those two factors. Clerk Yamamoto said the retention program is working and while we're not at the top of the range we are trying to find the place where we are taking care of the taxpayers but also retaining good people. Commissioner Van Beek asked if the \$2.56 million includes the allocation for equity. That estimate is \$400k this year.

Controller Wagoner said over \$47 million has been budgeted for public safety. There was a review of the expenditures by function and it was noted that a key figure to look at is \$8.7 million; that is the 2020 budgetary use of fund balance. To strictly balance the budget we are utilizing \$8.7 million of funds that are already in the bank. We don't fund the expenditure budget at 100% of new revenues. We are relying on \$8.7 million of existing cash to balance the budget. We have consistently seen offices and departments come in under budget so that money in the past has not actually been spent.

In response to Commissioner Van Beek's question about the 3% inflationary factor, Controller Wagoner said they are looking to 2020 and making an effort to project what's going to happen so in our B budget, other operating expenditures, based on actual spending, we are factoring in a 3% increase in actual spending tied to inflationary factors. Also included is in the compensation plan and the 17 new fulltime positions and 6 re-funded positions. We include those three factors and we anticipated expenditure increase of \$4.3 million. On the revenue side to offset that we are factoring in a 3% inflationary factor for our revenues, sales tax revenues, development revenues, and general revenues. On our property tax revenues we are including the new construction increase, a 3% increase, and \$120,000 for prior years' property tax reductions. The grand total for the revenue changes is \$4.3 million. The thought process is to estimate actual spending increases, actual revenue

increases and make sure they offset each other. They are projecting over \$1.5 million remaining from the FY2019 funding for inmate overcrowding. They budgeted \$2.3 million in 2019 for overcrowding and we are estimated to spend \$600,000 for out of county housing, plus \$109,000 for modifications to Pod 6, projecting a balance of \$1.5 million. That balance will be applied to the 2020 Pod 6 lease.

The Board will meet again on July 31<sup>st</sup> at 9:30 a.m. for a discussion regarding the FY2020 Budget. Another meeting is scheduled for August 1<sup>st</sup> at 3:00 p.m. to finalize the tentative budget. On August 12<sup>th</sup> the Board is scheduled to approve the tentative budget for publication. The meeting concluded at 5:06 p.m. An audio recording is on file in the Commissioners' Office.

## **JULY 2019 TERM**

**CALDWELL, IDAHO JULY 30, 2019**

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

## **APPROVED PURCHASE ORDER**

The Board approved the following purchase order(s):

- Hanson Janitorial in the amount of \$2899.40 for the Sheriff's Office

## **MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER ACTION ITEMS**

The Board met today at 9:02 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Leslie Van Beek, Tom Dale and Leslie Van Beek, Chief Deputy Sheriff Marv Dashiell, Captain Daren Ward, Lt. Dale Stafford, Deputy P.A. Dan Blocksom left at 9:13 a.m., Deputy P.A. Mike Porter, Chief Juvenile Probation Officer Elda Catalano left at 9:13 a.m., Parks Director Nicki Schwend left at 9:18 a.m., Juvenile Detention Deputy Administrator Sean Brown, Deputy P.A. Zach Wesley arrived at 9:08 a.m. and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider signing Status Offender Service Grant application for the Juvenile Probation department:*** Ms. Catalano explained she is applying for a grant requesting \$55K from the Idaho Department of Juvenile Corrections. There are no matching funds for this grant and would specifically serve the status offender population which are juveniles who are primarily runaways. Ms. Catalano spoke about how the grant monies would be used. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the Status Offender Service Grant application. A copy of the application is on file with this day's minutes.

***Consider signing vendor license agreement with Ride the Water:*** Director Schwend explained this company would like to rent paddleboards at Lake Lowell. They are essentially requesting to use a parking spot which will be on a first come - first serve basis, their van will not be left overnight and no power is required. At this time the agreement will be done on a seasonal basis. The standard vendor indemnification and insurance language has been used and has been set up like a vendor agreement similar to ones used for the Fair. Upon the motion of Commissioner White and second by Commissioner Van Beek the Board voted unanimously to sign the agreement with Ride the Water (see agreement no. 19-096).

***Consider signing an agreement between Canyon County and VitalCore Health Strategies, LLC for Inmate Healthcare Services:*** Mike Porter reviewed the steps that have been taken thru the RFP process up to this point naming VitalCore as the selected company. A discussion has been had between the county and VitalCore and all the requested changes have been accepted with the exception of one regarding transportation but he jail has reviewed and deemed it acceptable. The agreement has been run thru the county insurance company to make sure it meets their criteria. The agreement is for a one-year period with four one-year auto renewals. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the agreement with VitalCore Health Strategies for Inmate Healthcare Services (see agreement no. 19-095).

The meeting concluded at 9:26 a.m. An audio recording is on file in the Commissioners' Office.

PUBLIC HEARING - REQUEST BY TJ WELLARD ON BEHALF OF RON AGUIRRE FOR A CONDITIONAL REZONE, CASE NO. CR2019-0002

The Board met today at 10:02 a.m. to consider a request by TJ Wellard on behalf of Ron Aguirre for a conditional rezone from Agriculture to CR-Rural Residential, Case No. CR2019-0002. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, Deputy P.A. Zach Wesley, DSD Director Tricia Nilsson, DSD Planner Deb Root, Ron Aguirre, TJ Wellard, Jill Seamands, Carol Green, other interested citizens, and Deputy Clerk Monica Reeves. Debbie Root gave the oral staff report. The request is to conditionally rezone a 7.7 acre parcel from "A" (Agriculture) to "CR-RR" (CR-Rural Residential) for the purpose of obtaining one residential building permit. The rezone would allow for placement of restrictions on the property to a two-acre area where structures would be built. The conditions don't set in stone where the two acres might be placed, but it is conditioned that four acres will remain in agricultural production. There is opposition to the request. Staff is recommending approval as conditioned. TJ Wellard testified the applicant is requesting to build one residence on the 7.7 acre parcel. They held a neighborhood meeting and tried to explain that the request is not for a subdivision development; it will only allow for one house, it will not be divided any further. According to Mr. Wellard the neighbors are concerned about water availability. The property is an awkward shape and it's difficult to make a profit on land with short rows. Mr. Aguirre's proposal is make better use of the property as a hobby-type farm.

Carol Green testified in opposition to the request noting that at an earlier meeting Mr. Wellard said the ground is bare and difficult to farm, but that is not accurate. She is concerned about the wells and the dangerous traffic conditions on Red Top Road. The Greens owned the land for 20 years and when her husband could no longer take care of it they leased it and renters grew hops and corn on it. During rebuttal testimony Mr. Wellard said the highway district has required access be taken from Rodeo Lane, not Red Top Road. He also said Mrs. Green's testimony on leasing it or cutting it for their own hay proves a point that it's not economically feasible. He said the property has been farmed and was in corn this last fall. It is currently being farmed. All speculation about wells, is purely that – speculation. According to Mr. Wellard, he performed the surveying for the Greens when they divided the property three previous times and this last time he worked through their realtor and the Greens and provided them with options on dividing the property. They knew they had the option of doing a rezone or conditional rezone to get a residence on it, but they decided to split it off as a nonconforming use and sell it as such so that that the buyer could go through that process if they wanted to, or they could buy it at a lower price and keep it as agricultural ground. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to close the public comment. Commissioner Van Beek spoke about how the ground was sold without restriction. Commissioner White noted that 1.5 acres will be for right-of-way and four (4) acres shall remain in agricultural production as crop land or pasture. There will be one single-family dwelling and outbuildings. The request is straightforward and comes with a recommendation of approval from the P&Z Commission and staff. Commissioner Dale said the request is reasonable and the development agreement restricts what can be done on the property. He is satisfied it meets the need and intent of our land use policies and ordinances. Commissioner White made a motion to approve the request for the conditional rezone, Case No. CR2019-0002 and to approve of the findings of fact, conclusions of law and order. The motion was seconded by Commissioner Dale and carried unanimously. The development agreement and the ordinance will be signed on Friday, August 2<sup>nd</sup>. The hearing concluded at 10:47 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH REPRESENTATIVE RUSS FULCHER

The Board met today with Representative Russ Fulcher. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek (Commissioner White left the meeting at 1:37 p.m.), Representative Russ Fulcher, Mike Huntington with Mr. Fulcher's Office and Deputy Clerk Jenen Ross. Discussion topics included Lake Lowell, national healthcare, boarder security, indigent populations, and prescription drug costs. The meeting concluded at 1:51 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM  
CALDWELL, IDAHO JULY 31, 2019

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Slicks Bar to be used 8/3/19 for a class reunion.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Capital City Event Center to be used 9/21/19 for a wedding.

MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE

The Board met today at 8:32 a.m. with county attorneys for a legal staff update. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Brad Goodsell and Deputy Clerk Jenen Ross. Mr. Goodsell explained that the date to sign the notice of intent to award the Ongoing Wood Waste Removal project was scheduled for August 7<sup>th</sup> but since there will not be a quorum that day it will be moved to August 6<sup>th</sup> which also moves up the date for protest by one day. Notice of the date changes will be forwarded to the two vendors who submitted proposals and posted to the county website. Commissioner Van Beek made a motion to adjust the dates as noted by Mr. Goodsell. The motion was seconded by Commissioner Dale and carried unanimously.

EXECUTIVE SESSION – ACQUISITION OF AN INTEREST IN REAL PROPERTY

*A request was made to go into Executive Session as follows:*

Commissioner Van Beek made a motion to go into Executive Session at 8:35 a.m. pursuant to Idaho Code, Section 74-206(1) (c) regarding acquisition of an interest in real property. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Van Beek, Dale and White voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Brad Goodsell and Deputy Clerk Jenen Ross. The Executive Session concluded at 8:52 a.m. with no decision being called for in open session.

An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

CONSIDER FINAL PLAT FOR MABRY SUBDIVISION, CASE NO. SD2019-0024

The Board met today at 9:01 a.m. to consider the final plat for Mabry Subdivision, Case No. SD2019-0024. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, DSD Director Tricia Nilsson, DSD Planner Jennifer Almeida, Dan Lardie, and Deputy Clerk Monica Reeves. Jennifer Almeida said the subdivision contains three residential lots and one agricultural lot, and is located north of Ustick Road and east of Prescott Lane in Nampa. Each lot will utilize individual well and septic. The final plat meets the requirements of the Canyon County Zoning Ordinance and Idaho Code. The pressurized irrigation system has been installed and certified. The internal road and storm drainage system have been installed and certified. There are no other required improvements and there is no need for a bond to be in place for this development. The final plat has been signed by the required agencies as well as Keller and Associates. Staff is recommending approval and it's ready for Board's signature. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to authorize the chairman to sign the final plat for Mabry Subdivision. The meeting concluded at 9:05 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD DISCUSSION REGARDING THE FY2020 BUDGET

The Board met today at 9:32 a.m. for a discussion regarding the FY2020 budget. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Chief Deputy Sheriff Marv Dashiell, and Deputy Clerk Monica Reeves. Commissioner Van Beek is proposing a 2% cost of living increase that would cut the salaries amount out of the budget down to \$1.2 million. She has presented on multiple times a request to have the budget balanced at the beginning so we'd look at only new construction that's taken to make that happen, that's a 3.5% increase in the amount of over last year. She proposes the removal of the 3% allowable increase in property tax and just operate on the new construction and development increase. That's going to increase our amount of foregone revenue which could potentially help us in the funding for a jail if we need that down the line. She is suggesting the removal of approximately \$1.6 million. This is service-oriented organization but statutorily we are not and have not met the need for public safety and not included in this budget are any revenues allocated for a capital improvements fund to help the crisis that we're in. We have money for Pod 6 but we still have to have a meeting with all department heads and elected officials to talk about revenue sourcing. If we look at the \$2.3 million that was allocated last year for jail overcrowding, once that pays out we could potentially stream that as a payment source into a capital improvements fund. The City of Caldwell is collecting revenue from the taxing districts in excess of the amount of the bond payment, and the city is talking about a new revenue allocation area and the retirement of that. Their new revenue allocation area includes Pond Lane, and that should be an ongoing part of our discussion.

Commissioner Dale said when you start urban renewal there is zero money there because it takes time to build that up so there is not \$2 million that would come from a new urban renewal district. Commissioner Van Beek said that is correct – there are two different conversations – she is talking about the sunset of the revenue allocation area in 2023. Clerk Yamamoto said he and the Controller met with the urban renewal team and the Assessor a



couple of days ago and it became abundantly clear that Caldwell Urban Renewal has no plans of remitting any of that money to the County. Commissioner Van Beek said she's spoken to Alan Dornfest from the state tax commission about this issue. She has heard that Caldwell wants to use the funds, but it's not theirs, it belongs to the taxing districts and so we need to continue to look for clarification. The amount of revenue returning to that taxing district is in excess of the bond payment. Commissioner Dale said it's true that once urban renewal district sunsets then whatever money has been diverted to the district from the County will come back to the County, but the money they have collected during the life of the urban renewal district is the urban renewal board's prerogative on how to spend that. They do not have to give that back to the local taxing districts. Clerk Yamamoto said they can spend that on any project as long as they do not acquire new debt and it's his understanding that they plan on spending it on projects. They talked about shutting it down early, which he and the Controller lobbied for and said let's shut this down and disperse that money to all taxing districts, but they said that's not going to happen. They're going to take it to the very end which would be 2023. Controller Wagoner said that money is Caldwell Urban Renewal's and they plan on using that money for improvement-type projects. It's their money from now until 2023 to do with as they see fit. Clerk Yamamoto said we should get in line for a project even if it's something small such as re-doing sidewalks. Or, should we take this to a public vote on a public building, and get in line for our portion of the money which is somewhere over \$2 million. Commissioner Dale said the project has to be within the urban renewal district. We could not take that money and apply it to a DMV building in Nampa, for example, it would have to be something within this area. Commissioner Van Beek said we need to put our heads together and say this is our project and we would like our fair share. She said in 2023 when they open and retire that revenue allocation area it's going to return at a percentage as new construction for Canyon County and she's heard estimates of \$450 million which would equate to about \$1.8 million for the County. Controller Wagoner said yes, that would be the new construction, the increase we could potentially take in property taxes. Commissioner Van Beek proposes we establish a plan, get funding sources identified because at some point the fund balance in there is going to be great enough that we can go to a bank and say we have voter approval to identify this revenue and here's the projects we would like to do and here is our amortized payment amount and here's how we'd like to go. Commissioner White said when you have a capital improvement fund it doesn't have to be just for public safety, it's for capital expenditures. If we're going to start building a jail account then it will be like the landfill fund where it's only for jail because you cannot use it for operations. Commissioner Van Beek said the proposal was that if we started construction in the fall of 2021 and it was a two-year project and you had an identified revenue source so 2023 you get a year to wait with interest only and then start making payments. The timelines could work but it has to be staged. Commissioner Dale addressed the comments that have been made regarding the compensation plan. When he took office five years ago raises had been put off and we were losing employees at a rate of 25% per year and that's an untenable situation because the cost of replacement and retraining is far more than the cost of retention. A committee spent a year or two studying the compensation plan to try to come up with a long term strategy in a comprehensive compensation plan that takes care of the people that are our biggest asset. The compensation plan, as it has been developed, is defensible and sustainable and he is concerned that if we say let's not do the compensation plan then we are abandoning all that work that was put into place and we are guaranteeing

that at some point we'll have a big hole to fill and it will be much more painful. He said we need to keep with the plan as it has been outlined and care for our employees. Commissioner Van Beek said in 2016-2017 and 2017-2018 the County gave increases in the compensation plan that were not commensurate with the current market and some of those were at 20% and she doesn't know anybody in the private sector who's doing that. She proposes allowing a 2% cost of living adjustment. She said our greatest asset is our citizen base and she objects to taking money out of their pockets so we can pay ourselves more. Commissioner Dale disagrees with the statement that the salary increases went way beyond market. The reason the large increases occurred 3-4 years ago was because of the hole that had been dug and it was to catch up to the market rate. We did not even come up to market on a lot of those positions, they are still slightly below and if we allow that to fall behind we are not taking care of our employees. The philosophy that was embarked upon in the compensation plan was to take care of the people who take care of our citizens and we need to continue with that or we will have to make what appears on the surface to be huge increases. Commissioner Van Beek said she's spent a number of hours with committee members studying the plan; she is not disrespecting the plan, or the strategy, she is saying we better stand with the citizens and if everybody else has to tighten their belts it means we do too. Controller Wagoner said the compensation plan for FY2020 is a 2% cost of living adjustment. That is a 2% increase in the pay range, also included for individuals who qualify for an additional year of experience, year in position, they move one step forward on the pay scale. If a position starts at \$30,000, a 2% cost of living adjustment moves it to \$30,600. As we fill positions we need to offer a salary that's competitive and equitable with the market. Clerk Yamamoto said this has been a good discussion and we need to continue it. The meeting concluded at 10:02 a.m. An audio recording is on file in the Commissioners' Office.

PUBLIC HEARING - REQUEST BY JOSEPH TAGUE FOR A COMPREHENSIVE PLAN AMENDMENT AND REZONE, CASE NOS. OR2019-0004 & RZ2019-0010

The Board met today at 10:05 a.m. to conduct a public hearing in the matter of a request by Joseph Tague for a comprehensive plan amendment and rezone, Case Nos. OR2019-0004 & RZ2019-0010. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, DSD Director Tricia Nilsson, DSD Planner Dan Lister, Joseph Tague, and Deputy Clerk Monica Reeves. Dan Lister gave the oral staff report. The request is for a comprehensive plan map amendment from an agricultural designation to residential designation, and also a rezone request from an "A" (Agricultural) zone to an "R-1" (Single Family Dwelling) one-acre minimum lot size zoning. This is part of what's been approved as Kestrel Estates Subdivision in 2007. Right after the subdivision was approved the applicant divided it without approval and created a one-acre lot so today they are here to clean that up through a comprehensive plan amendment and rezone. The future land use map shows that area to be residential except a three-acre portion that is designated as commercial. Nampa's plan shows it to be medium density residential. This is a residential growth area. Both staff and the P&Z Commission have recommended approval. Joseph Tague testified in favor of his request. He is seeking a building permit. When the property was divided he wasn't aware it was illegal. The ground is useless for farming, it's on a hillside and it has lava rock. He wants to get the property ready to be sold. Commissioner White believes the request is straightforward and

compatible with the area. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to close the public hearing. Upon the motion of Commissioner Van Beek and the second by Commissioner Dale, the Board voted unanimously to approve the comprehensive plan amendment from Commercial to a Residential designation. Upon the motion of Commissioner Van Beek and the second by Commissioner Dale, the Board voted unanimously to approve the rezone from "A" (Agricultural) to "R1" (Single Family Residential). Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to approve the Findings of Fact, Conclusions of Law and Order. (See Resolution No. 19-123 and Ordinance No. 19-031.) The hearing concluded at 10:18 a.m. An audio recording is on file in the Commissioners' Office.

PUBLIC HEARING - REQUEST BY TREVOR SOGGS FOR A CONDITIONAL REZONE, CASE NO. RZ2019-0009

The Board met today at 1:31 p.m. to conduct a public hearing in the matter of a request by Trevor Soggs for a conditional rezone, Case No. RZ2019-0009. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, DSD Director Tricia Nilsson, DSD Planner Debbie Root, Deputy P.A. Zach Wesley, Trevor Soggs, and Deputy Clerk Monica Reeves. Debbie Root gave the oral staff report. The request is for a conditional rezone from "A" (Agricultural) to "CR-R1" (Single Family Residential) for the purpose of further developing lot 1, block 1 of Rustic Acres Subdivision, a 7.5 acre parcel. The lot is platted as a larger rural residential lot and the applicant wants to develop five lots and he chose to enter into a development agreement to provide the comfort that he's not going to develop more than what he's proposed in his concept plan and allow the opportunity to provide conditions as required for the development. The area is developing as residential, and the lot has been vacant for quite a while, not developed since 2006. There is some opposition to the application by the adjacent neighbors about having built fence lines which encompass the easements on the property. That will have to be worked out depending the access Mr. Soggs chooses to use. The easement is not sufficient for the required road block and they are negotiating with the neighbors. There is also the possibility of extending Blessinger Road to this property. The applicant does have legal access to the property. Ms. Root has not had any communication from the owners of the nearby airstrip. Trevor Soggs testified in support of his request. He spoke about the property elevation. There's no viable flight path above his property to the airport and when he spoke to the pilot he said the actual concern was noise complaints from people in the area and not anything to do with flying airplanes. He is willing to put in a clause about no complaints. The bottom left of his property has a 6% grade and the top right is much higher and is subject to the hillside development statutes. There is one house he plans to put there and the other four will go on the flatter areas which slope gently. He's met with the Wagemans three times. There is no fence on the easements, but there is a gate. When he filed his application they were worried about getting gates up so they put in two gates, one that stops access from Willis Road and another one to the right which is how he accesses his property. They are concerned that if they wanted a pasture in the future this would make it difficult, but as of right now there is no fencing or pasture. As

far as extending the right of way, he has a letter of support from the neighbor to the east, Curtis Bodenbender, saying he would like to see this go through. Rustic Court is not a preferred access method, he prefers Blessinger Road as it's more direct. He is willing to put fencing similar to what exists between the two neighbors' properties which would be barbed wire and hog wire. The neighbor wants upgraded fencing but he doesn't think that's relative to this discussion. Two large lots to the west have a rezone application in process and he's spoke with the owner who indicated they dedicated 80 feet of right-of-way in preparation for their rezone hearing. Mr. Soggs has a general contractor's license and he will be the developer of the property. The new private road labeled at the southern portion will stay the same, it almost touches Blessinger, either way Blessinger will eventually go through. He has two possible accesses from his property and if they have already dedicated the 80 feet whether they move forward or not maybe it will be that he uses that dedicated right-of-way to put Blessinger Road to the edge of his property. Regardless of the access the new private road will remain the same. Lots 1, 2, and 3 will look substantially the same but where the drainage kiddy corners through, lot 3 won't have anything on the north side of the drainage to keep them from trying to build anything across it. Lot 4 will go across and take that triangle and Lot 5 will go across where there was a crossing previously. They will be substantially the exact same shape except Lot 4 which will have a little triangle across the drainage. Mr. Soggs said there are 160 lots within a one mile radius that are less than 2 acres; 50 of those are less than one acre and more in keeping with an R-2 designation. With regard to septic and well criteria, Mr. Soggs said the health department has been on site and he has dug five test holes and he has been approved. He is limiting himself to five residences. Upon the motion of Commissioner Van Beek and the second by Commissioner Dale, the Board voted unanimously to close the public testimony. All three Commissioners indicated they are support of the request. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to approve the Findings of Fact, Conclusions of Law, and Order as well as the conditions of approval which will be enumerated in the development agreement for Case No. RZ2019-0009. The development agreement and ordinance will be considered on August 2 at 8:30 a.m. The hearing concluded at 2:13 p.m. An audio recording is on file in the Commissioners' Office.

THE MINUTES OF THE FISCAL TERM OF JULY 2019 WERE READ AND APPROVED AND FOUND TO BE A PROPER RECORD OF THE PROCEEDINGS OF THE BOARD OF CANYON COUNTY COMMISSIONERS, CANYON COUNTY IDAHO.

DATED this 3<sup>RD</sup> DAY OF DECEMBER, 2019.

CANYON COUNTY BOARD OF COMMISSIONERS

Tom Dale

Pam White

ATTEST: Chris Yamamoto, Clerk

M. Reeves, Deputy