

NOVEMBER 2022 TERM
CALDWELL, IDAHO NOVEMBER 1, 2022

PRESENT: Commissioner Keri K. Smith, Chair
 Commissioner Leslie Van Beek, Vice Chairman
 Commissioner Pam White – **Out of the office**
 Deputy Clerks Monica Reeves/Jenen Ross

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for Matthew Brown – Deputy Public Defender I; Trevor G. Lenz – Staff Attorney

MEETING TO CONSIDER AGENDA ITEMS

The Board met today at 9:09 a.m. to consider agenda items. Present were: Commissioner Leslie Van Beek, Commissioner Pam White via teleconference, Chief Deputy P.A. Sam Laugheed, Deputy P.A. Oscar Klaas, Deputy P.A. Zach Wesley, Landfill Director David Loper (left at 9:15 a.m.), Facilities Director Rick Britton and Deputy Clerk Jenen Ross. The agenda items were considered as follows:

Public hearing to receive comment regarding the sole source procurement for the installation of a gas well, the sole source procurement for the construction and installation of a candlestick flare and skid station and the sole source procurement construction of a skid station compressor building at the Pickles Butte Landfill: No one appeared for today's hearings to offer comment. Mr. Laugheed said that there were inquiries regarding the project but nothing that amounted to an objection. Today's action items will close out the procurement portion of the project and contracts will be brought back at a later time. Commissioner Van Beek made a motion to authorize the purchase from SD Drilling, Inc. for the installation of a gas well, the purchase from Perennial Energy to construct and install a candlestick flare and skid station and the purchase from Compressor World to construct a skid station compressor building at the Pickles Butte Landfill.

Consider signing Alarm Monitoring Agreement with StateFire for the Canyon County Expo Building: Director Britton explained this contractor is installing the fire system at the new fair expo building and in order to cover any warranty work would like to continue using this company for the next year. In future years this contract will be moved to the company that handles the rest of the county. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the alarm monitoring agreement with StateFire for the Canyon County Expo Building (see agreement no. 22-125).

The meeting concluded at 9:18 a.m. An audio recording is on file in the Commissioners' Office.

MEETING TO CONSIDER MATTERS RELATED TO MEDICAL INDIGENCY

The Board met today at 11:00 a.m. to consider matters related to medical indigency. Present were: Commissioner Leslie Van Beek, Commissioner Pam White via teleconference, Case Manager Kellie George and Deputy Clerk Jenen Ross.

Case nos. 2022-502 and 2023-1 meet the eligibility criteria for county assistance and upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to issue approvals with writing decisions within 30 days.

The meeting concluded at 11:02 a.m. An audio recording is on file in the Commissioners' Office.

NOVEMBER 2022 TERM
CALDWELL, IDAHO NOVEMBER 2, 2022

PRESENT: Commissioner Keri K. Smith, Chair
Commissioner Leslie Van Beek, Vice Chairman
Commissioner Pam White – **Out of the office**
Deputy Clerks Monica Reeves/Jenen Ross

APPROVED SICK TO VACATION LEAVE TRANSFER FORMS

The Board approved sick to vacation leave forms for Leticia Vance, Elda Catalano and Adrian Chavez

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Real Environmental Product LLC in the amount of \$47,853.53 for the Solid Waste department
- CDW-G LLC in the amount of \$70,200.00 for the Information Technology department
- Gunarama in the amount of \$5,165.00 for the Sheriff's Office
- Curtis Blue Line in the amount of \$2728.50 for the Sheriff's Office
- K. Safety in the amount of \$2,444.31 for the Sheriff's Office
- Salt Lake Wholesale Sports in the amount of \$41,738.79 for the Sheriff's Office

Detailed minutes to come at a later time

Public Hearing to consider a request by Gary Stark for a conditional rezone from an "A" (Agricultural) zone to a "CR-RR" (Conditional Rezone - Rural Residential), Case No. CR2021-0013

The Board may consider the following:

Findings of Fact, Conclusions of Law, and Order
Development Agreement
Ordinance

Meeting to review Third Party Administrator Agreement with ESIS

Action Item: Consider approving Third Party Administrator Agreement

MEETING WITH FACILITIES DIRECTOR TO REVIEW JUVENILE DETENTION CENTER GYM FLOOR

The Board met today at 1:35 p.m. with the Facilities Director to discuss the Juvenile Detention Center gym floor. Present were: Commissioners Keri Smith and Leslie Van Beek, Facilities Director Rick Britton, Assistant Director of Juvenile Detention Shawn Anderson, Controller Zach Wagoner and Deputy Clerk Jenen Ross.

Director Britton explained that the current flooring has been in place since 1992, is worn out and needs to be replaced. The gym space is used not only for activities for the juveniles but also staff trainings and over the years there have been a couple of claims due to participants being injured. Several options were explored and the rubber flooring option was decided upon which will be less labor intensive for the Facilities staff in regard to care and maintenance. A moisture test was done and came back at 96% so it was decided to go with a slightly more upgraded version of the rubber flooring which will allow for proper ventilation under the flooring. The upgraded flooring has an increased cost of \$9123.78 which can be split between the Facilities budget and the Juvenile Detention budget which will make use of cigarette tax monies; the total cost to replace the floor is \$36,331. Controller Wagoner confirmed that there are funds available to absorb this extra cost and also feels there will be cost savings in reduced maintenance hours spent on the current flooring. He appreciates the work and thoughtfulness Director Britton, Director Brown and Assistant Director Anderson have put into this project. The Board is supportive of this continuing forward.

The meeting concluded at 1:45 p.m. An audio recording is on file in the Commissioners' Office.

MEETING WITH HR DIRECTOR AND CLERK OF THE COURT TO CONSIDER ACTION ITEMS

The Board met today at 2:03 p.m. with the HR Director and the Clerk of the Court to consider action items. Present were: Commissioners Keri Smith and Leslie Van Beek, Commissioner Pam White via teleconference, Clerk Chris Yamamoto, Controller Zach Wagoner, HR Director Kate Rice, HR Generalist Kendra Elgin, Director of Court Operations Jess Urresti and Deputy Clerk Jenen Ross. The action items were considered as follows:

Consider signing a resolution approving changes to the job title and job description of five (5) positions in the Clerk of the Court Department (Court Support Service Clerk to Court Clerk I): Mr. Urresti spoke about how the Court Support department has historically focused on the manual "backroom" kinds of tasks but with the Odyssey program most tasks are now electronic and the job has become more of a Clerk I type position. This change was budgeted for in the FY2023 budget, the resolution just completes the transition in changing the Court Support Service Clerk to Court Clerk I titles. Ms. Elgin confirmed the compensation is consistent with the 2023 compensation plan and there are no significant changes to the min, mid and max pay scale

between the two titles; currently the employees filling these positions are at the mid-level and there will be no change to compensation. Ms. Elgin also noted that with this change the title of Court Support Service Clerk will no longer exist. Commissioner White made a motion to sign the resolution approving changes to the job title and job description of five (5) positions in the Clerk of the Court Department (Court Support Service Clerk to Court Clerk I). The motion was seconded by Commissioner Smith. A vote was taken with Commissioners Smith and White voting in favor and Commissioner Van Beek abstaining from voting. The motion carried in a 2-to-1 split vote (see resolution no. 22-221).

Consider signing a resolution approving changes to the job title, job description, and salary range of four (4) positions in the Clerk of the Court Department (Court Clerk II to Court Clerk III): Commissioner White made a motion to sign the resolution approving changes to the job title, job description, and salary range of four (4) positions in the Clerk of the Court Department (Court Clerk II to Court Clerk III). The motion was seconded by Commissioner Smith. A vote was taken with Commissioners White and Smith voting in favor and Commissioner Van Beek abstaining from voting. The motion carried in a 2-to-1 split vote (see resolution no. 22-222).

The meeting concluded at 2:14 p.m. An audio recording is on file in the Commissioners' Office.

Meeting to discuss funding source for 2022 Youth Behavioral Health Community Crisis Center

NOVEMBER 2022 TERM
CALDWELL, IDAHO NOVEMBER 3, 2022

PRESENT: Commissioner Keri K. Smith, Chair
 Commissioner Leslie Van Beek, Vice Chairman
 Commissioner Pam White – **Out of the office**
 Deputy Clerks Monica Reeves/Jenen Ross

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Young Elevator in the amount of \$1900.00 for the Facilities department

APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved an employee status change form for Warna Sears, temporary elections and early voting worker.

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 Keri Smith and Leslie Van Beek, Deputy P.A. Zach Wesley, Deputy P.A. Oscar Klaas, Controller Zach Wagoner (left at 9:09 a.m.), Chief Deputy Sheriff Doug Hart, Recording Supervisor Emily Howell (left at 9:09 a.m.), CCSO Sr. Administrative Specialist Margaret Spurgeon (left at 9:15 a.m.), CCSO Deputy Jay Warren (left at 9:07 a.m.) and Deputy Clerk Jenen Ross. The action items were considered as follows:

Consider signing Traffic Enforcement Grant Project Agreement with Idaho Transportation Department: Deputy Warren explained this is a yearly grant that CCSO regularly takes part in. These monies are granted from the Idaho Transportation Department Office of Highway Safety for specialized mobilization project. A list of FY2023 projects was provided to the Board and is on file with this day's minutes. Upon the motion of Commissioner Van Beek and second by Commissioner Smith the Board voted unanimously to sign the Traffic Enforcement Grant Project Agreement with Idaho Transportation Department (see agreement no. 22-129). *Note for the record: Mr. Wesley addressed a previous question stating that the State is the higher tier and the county is the lower tier recipient.*

Consider signing Delivery Agent Electronic Document Recording Agreement with Four Tier Software, LLC: This vendor has requested to become established as a new vendor in order to submit electronic documents. There is no cost to the county for this service – any e-recorded documents are revenue to the county. Mr. Klaas said that legal approves of the agreement. Upon the motion of Commissioner Van Beek and second by Commissioner Smith the Board voted unanimously to sign the delivery agent electronic document recording agreement with Four Tier Software, LLC (see agreement no. 22-128).

Consider signing the Federal Annual Certification Report and Annual Equitable Sharing Agreement: Ms. Spurgeon explained this is the yearly report for assured assets and by complying CCSO receives a percentage of the proceeds received from seized property. Upon the motion of Commissioner Van Beek and second by Commissioner Smith the Board voted unanimously to sign the Federal Annual Certification Report and Annual Equitable Sharing agreement (see agreement no. 22-127).

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

EXECUTIVE SESSION – PERSONNEL MATTERS, RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND TO COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

Commissioner Van Beek made a motion to go into Executive Session at 9:20 a.m. pursuant to Idaho Code, Section 74-206(1) (b), (d) and (f) regarding personnel matters, records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Smith. A roll call vote was taken on the motion by Deputy Clerk Jenen Ross with Commissioners Van Beek and Smith voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Keri Smith and Leslie Van Beek, Deputy P.A. Zach Wesley and Deputy P.A. Oscar Klaas. The Executive Session concluded at 9:40 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.

Detailed minutes to come at a later time

Public hearing to consider a request by Rachel Burgo for a conditional rezone, case no. CR2022-0008

The Board may consider the following:
Findings of Fact, Conclusions of Law, and Order
Development Agreement
Ordinance

NOVEMBER 2022 TERM

CALDWELL, IDAHO NOVEMBER 4, 2022

PRESENT: Commissioner Keri K. Smith, Chair
 Commissioner Leslie Van Beek, Vice Chairman
 Commissioner Pam White – **Out of the office**
 Deputy Clerks Monica Reeves/Jenen Ross

No meetings were held this day.

APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved an employee status change form for Sandra Ayala, Housekeeper.

APPROVED CATERING PERMITS

- The Board approved an Idaho Liquor Catering Permit for Treasure Valley Road Runners LLC to be used 11/06/22.

NOVEMBER 2022 TERM

CALDWELL, IDAHO NOVEMBER 7, 2022

PRESENT: Commissioner Keri K. Smith, Chair
 Commissioner Leslie Van Beek, Vice Chairman
 Commissioner Pam White – **Out of the office**
 Deputy Clerks Monica Reeves/Jenen Ross

APPROVED CLAIMS

- The Board has approved claims 589162 to 589164 in the amount of \$462.00
- The Board has approved claims 589165 to 589178 in the amount of \$8,369.00

- The Board has approved claims 589179 to 589223 in the amount of \$195,636.85
- The Board has approved claims 589224 to 589261 in the amount of \$65,547.09
- The Board has approved claims 589262 to 589302 in the amount of \$60,900.74
- The Board has approved claims 589303 to 589347 in the amount of \$580,105.68
- The Board has approved claims 589537 to 589546 in the amount of \$1,645.86

APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved an employee status change form for Christina Jeffes, Jury Commissioner.

APPROVED SICK LEAVE TO VACATION LEAVE TRANSFER FORM

The Board approved a sick to vacation leave transfer form for Linda Hall.

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- VSL Live in the amount of \$2200.00 for the Information Technology Department
- Carbon Networks in the amount of \$5768.00 for the Information Technology Department
- Dell in the amount of \$1475.00 for the Information Technology Department
- Dell in the amount of \$1660.24 for the Information Technology Department
- Dell in the amount of \$30,985.50 for the Information Technology Department
- Western States CAT in the amount of \$1227.21 for the Sheriff's Office
- B&H Photo in the amount of \$1783.80 for the Sheriff's Office

NOVEMBER 2022 TERM

CALDWELL, IDAHO NOVEMBER 8, 2022

PRESENT: Commissioner Keri K. Smith, Chair
 Commissioner Leslie Van Beek, Vice Chairman
 Commissioner Pam White – **Out of the office**
 Deputy Clerks Monica Reeves/Jenen Ross

APPROVED CLAIMS

- The Board has approved claims 589348 to 589393 in the amount of \$63,705.75
- The Board has approved claims 589394 to 589440 in the amount of \$135,734.44
- The Board has approved claims 589441 to 589489 in the amount of \$110,160.57

MEETING TO CONTINUE THE PUBLIC HEARING TO CONSIDER THE REQUEST BY NICK AND HAILEY BLAND FOR A CONDITIONAL REZONE, CASE NO. CR2022-0002

The Board met today at 10:03 a.m. to continue the public hearing to consider the request by Nick and Hailey bland for a conditional rezone, case no. CR2022-0002. The applicant has requested that this hearing be continued to a later date and upon the motion of Commissioner Van Beek and second by Commissioner Smith the Board voted unanimously to continue the hearing to December 6, 2022 at 10:00 a.m. The meeting concluded at 10:05 a.m. An audio recording is ion file in the Commissioners' Office.

MONTHLY MEETING WITH DIRECTORS TO DISCUSS GENERAL ISSUES, SET POLICY AND GIVE DIRECTION

The Board met today 10:05 a.m. with the Parks Director to discuss general issues, set policy and give direction. Present were: Commissioners Keri Smith and Leslie Van Beek, Parks Director Nicki Schwend and Deputy Clerk Jenen Ross. The following topics were reviewed with the Board:

- Campsite posts have been installed at Celebration Park and campsite designations are being added.
- Discussion regarding vehicles parking in the RV turnaround area; following discussion the Board is supportive of Director Schwend adding 'no parking' signs in the turnaround area, 'day use' parking signs in the appropriate areas and to speak with the BLM to see if parking signage can be added to their property.
- Working to apply for the FY24 Idaho State Parks – Waterways Improvement Fund Grant to replace an existing dock system at Celebration Park; the grant application is due January 27, 2023, notification of award will be in the summer of 2023 but any work relating to this project done in FY23 will count as match toward the grant if it is awarded. The Board is supportive of making application.
- Director Schwend and two HPC members recently attended the Idaho Heritage Conference; at the conference Ms. Schwend met Yvette Towersap who makes rabbit fur blankets, one of which she is willing to sell to the Parks department as part of the 'artifake' collection at the Crossroads Museum – the Board is supportive of this purchase.
- Director Schwend is now the Director of Programming for the Idaho Archaeological Society.
- BSU Archaeology Field School intends to return in the Summer of 2023.
- Parks Master Plan update/status – Agnew::Beck has suggested additional public comment; as an alternate the Board suggested putting the masterplan online noting that the Board will be hearing this and accepting comment either via the public hearing or by email.
- Director Schwend has been recreating several 'artifakes' that have been well loved and starting to degrade.
- They are currently at winter staffing levels and continuing to move forward with several projects.
- The MOU with the Deer Flat Wildlife Refuge is still in process but has been a bit delayed due to some personal issues on the refuge's part. Additionally, Director Schwend spoke

about how the MOU may need to be more encompassing of the county as a whole vs. just with Parks.

The meeting concluded at 10:42 a.m. An audio recording is on file in the Commissioners' Office.

MEETING TO CONSIDER APPROVING ABATEMENT COSTS FOR 11488 W. FLAMINGO AVENUE, NAMPA (PARCEL NO. R31451)

The Board met today at 11:07 a.m. to consider approving abatement costs for 11488 W. Flamingo Ave, Nampa (Parcel no. R31451). Present were: Commissioners Keri Smith and Leslie Van Beek, Code Enforcement Supervisor Eric Arthur and Deputy Clerk Jenen Ross. Mr. Arthur explained this property has been in violation for approximately 2 years. It has been sent to the PA's Office and two notices of violation have been posted however, they continue to operate the trucking operation. Code Enforcement has requested that the contractor also abate the weeds as it is believed more trash will be found there; the trailers will not be able to be removed because they are titled property. NW Land Services has provided a bid of \$4900 for abatement. The Board is supportive of moving forward with abatement and upon the motion of Commissioner Van Beek and second by Commissioner Smith the Board voted unanimously to approve the abatement costs for 11488 W. Flamingo Ave., Nampa (Parcel no. R31451). The meeting concluded at 11:14 a.m. An audio recording is on file in the Commissioners' Office.

NOVEMBER 2022 TERM
CALDWELL, IDAHO NOVEMBER 9, 2022

PRESENT: Commissioner Keri K. Smith, Chair
 Commissioner Leslie Van Beek, Vice Chairman
 Commissioner Pam White – **Out of the office**
 Deputy Clerks Monica Reeves/Jenen Ross

APPROVED CLAIMS

- The Board has approved claims 589547 to 589590 in the amount of \$80,934.97
- The Board has approved claims 589490 to 589536 in the amount of \$335,063.23
- The Board has approved claims 589591 to 589613 in the amount of \$92,409.66

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- W2W Flooring in the amount of \$9123.78 for the Facilities department

APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved an employee status change form for Paul McGrew, Interpretive Specialist.

Detailed minutes to come at a later time

Meeting to consider transferring property to the Nampa Housing Authority

County Surplus Property Auction

NOVEMBER 2022 TERM

CALDWELL, IDAHO NOVEMBER 10, 2022

PRESENT: Commissioner Keri K. Smith, Chair
 Commissioner Leslie Van Beek, Vice Chairman
 Commissioner Pam White – **Out of the office**
 Deputy Clerks Monica Reeves/Jenen Ross

APPROVED CATERING PERMITS

- The Board approved an Idaho Liquor Catering Permit for Slicks Bar to be used 11/25/22.

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- D&B Supply in the amount of \$34,560.00 for the Solid Waste department
- Flow Serve in the amount of \$28,860.00 for the Solid Waste department
- Idaho Precast in the amount of \$47,572.04 for the Solid Waste department
- Northwest Pipe Fittings, Inc. in the amount of \$11,239.90 for the Solid Waste department
- Northwest Land Services, LLC in the amount of \$4,900.00 for the Development Services department (Code Enforcement)
- R&H Wholesale Supply in the amount of \$20,557.00 for the Facilities department
- Mountain Home Auto Ranch in the amount of \$39,202.00 for the Fleet department

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for Brad Snell, Computer Network Technician; Nina Diane Lautenschlager, Cust. Serv. Specialist – Driver's license 41003; Ariel Nicole Perez, Cust. Serv. Specialist – Records 41004; Henry Gomez, Deputy Sheriff – Courts and Transports 51002; Tamera Tilford, Hazardous Waste Screener; Sheila Warner, Juvenile Detention Officer; Debbie Root, Planner III; Maira Martinez, Clerk II; Valerie Cruz, Clerk II; Aldo Fortanelly, Clerk III; Heidi Schultz, Clerk III; Mariah Rezendes, Clerk III; Margaret Witt, CSS Clerk to Clerk I; Michael Daniels,

CSS Clerk to Clerk I; Shelby Savage, CSS Clerk to Clerk I; Anjelina Rivera-Gaspar, Housekeeper; Jacob Stuart, Maint. Tech I.

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

Consider signing Notice of Sole Source Procurement with Linear Systems for Upgrade to Digital Information Management System: Sgt. Whitney provided a review of the system which was installed in 2010 and stores all CCSO digital evidence. The company is offering a discount of nearly \$23,000 if the county continues to use them via sole source vs. going out for RFP. Sgt. Whitney provided several reasons for continuing with sole source which include the investment of county time in knowing how to properly operate the system and the data that is already stored and will need to be stored indefinitely; he is not sure data would be able to be transferred to a new system. The cost with the discount for the upgraded machine is \$69,248.80; there is also a yearly maintenance fee. Mr. Klaas said there is no legal reason not to sign. Upon the motion of Commissioner Van Beek and second by Commissioner Smith the Board voted unanimously to sign the notice of sole source procurement with Linear Systems for upgrade to Digital Information Management System.

Consider Signing Resolution Authorizing the Issuance of Quitclaim Deeds to Successful Bidders at the November 9, 2022 Auction of Surplus Property: Treasurer Lloyd said all funds were received yesterday. Commissioner Van Beek made a motion to sign the resolution authorizing the issuance of quitclaim deeds to successful bidders at the November 9, 2022 auction of surplus property. The motion was seconded by Commissioner Smith and carried unanimously (see resolution no. 22-227). Treasurer Lloyd said letters to the parties in interest will be sent in the next 30 days.

Ms. Klempel explained to the Board that there was a contract with Aumentum signed in March where the Board inadvertently signed an extra page. In order to correct this Ms. Klempel would like to just remove the extra signed page and replace it with a blank as it should be until the contract is fully executed. The Board is supportive of this course of action and Ms. Klempel said contact would be made with Aumentum to advise them of this. Once a fully executed copy is obtained the Board's records will be updated.

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

EXECUTIVE SESSION – PERSONNEL MATTER, RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND TO COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

Commissioner Smith made a motion to go into Executive Session at 2:13 p.m. pursuant to Idaho Code, Section 74-206(1) (b), (d) and (f) regarding personnel matters, records exempt from public disclosure and communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Van Beek. A roll call vote was taken on the motion by Deputy Clerk Jenen Ross with Commissioners Van Beek and Smith voting in favor of the motion to

enter into Executive Session. The motion carried unanimously. Present were: Commissioners Keri Smith and Leslie Van Beek, Deputy P.A. Zach Wesley, Deputy P.A. Oscar Klaas and Deputy P.A. Alex Klempel. The Executive Session concluded at 2:50 p.m. with no decisions being called for in open session.

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

NOVEMBER 2022 TERM
CALDWELL, IDAHO NOVEMBER 14, 2022

PRESENT: Commissioner Keri K. Smith, Chair
 Commissioner Leslie Van Beek, Vice Chairman
 Commissioner Pam White
 Deputy Clerks Monica Reeves/Jenen Ross

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved an employee status change forms for Peter Donovan, Deputy Attorney I; Hayden Stauffer, Deputy Sheriff – Inmate Control 51003; Garrett McRae, Deputy Sheriff – Inmate Control 51003; Jacob King, GIS Mapping Tech; Christine Smith, GIS Land Records Supervisor; Aurora Morris, Customer Service Specialist; Stephanie Soto, Customer Service Specialist.

DETAILED MINUTES TO COME AT A LATER DATE

Public Hearing: Short plat for Dirt Road Ranch Subdivision (formerly called Rustic Acres West Subdivision), Case No. SD2022-0015

Upon the motion of Commissioner Van Beek and the second by Commissioner White, the Board voted unanimously to approve the preliminary plat and FCO's for Case No. SD2022-0015. The final plat will come back for Board consideration once the applicant the fire wise plan is completed.

Consider resolution approving alcoholic beverage license transfer for Big Smoke #102

See resolution no. 22-228

PUBLIC HEARING TO CONSIDER A REQUEST BY WESTERN CONSULTING REPRESENTING CORY AND CRISTINE CODR FOR A CONDITIONAL REZONE, CASE NO. RZ2021-0055

The Board met today at 9:04 a.m. for a continued public hearing in the matter of a request by Western Consulting, representing Cory and Cristine Codr, for a conditional rezone, Case No.

RZ2021-0055, of Parcel R37431017A from an “A” (Agricultural) zone to an “R-R” (Rural Residential) zone. The request includes a development agreement limiting future development to no more than six (6) lots.

The request was approved with a two-to-one split vote with Commissioners Smith and White voting in favor, and Commissioner Van Beek voting against the motion to approve.

NOVEMBER 2022 TERM

CALDWELL, IDAHO NOVEMBER 15, 2022

PRESENT: Commissioner Keri K. Smith, Chair
 Commissioner Leslie Van Beek, Vice Chairman
 Commissioner Pam White – **Out of the office**
 Deputy Clerks Monica Reeves/Jenen Ross

No meetings were held this day.

NOVEMBER 2022 TERM

CALDWELL, IDAHO NOVEMBER 16, 2022

PRESENT: Commissioner Keri K. Smith, Chair
 Commissioner Leslie Van Beek, Vice Chairman
 Commissioner Pam White
 Deputy Clerks Monica Reeves/Jenen Ross

APPROVED CLAIMS ORDER NO. 2304

The Board approved payment of County claims in the amount of \$2,223,038.31 for a County payroll.

APPROVED CLAIMS

- The Board has approved claims 589615 to 589645 in the amount of \$51,788.42

APPROVED CLAIM BATCHES

The Board approved the following claim batches:

- 589614 ADV in the amount of \$23,176.77
- October Jury in the amount of \$8,783.65
- Grand Jury in the amount of \$1,137.33

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Hanson Janitorial in the amount of \$14,496 for the Sheriff's Office
- Elkins Earthworks LLC in the amount of \$14,939.50 for the Solid Waste department
- Pacific Steel & Recycling in the amount of \$31,637.65 for the Solid Waste department
- Desktop Alert, Inc. in the amount of \$7500.00 for the Information Technology department
- VSL Live in the amount of \$1000.00 for the Information Technology department
- Delcom Products Inc. in the amount of \$6066.00 for the Information Technology department
- Zoho Corp. in the amount of \$4555.00 for the Information Technology department
- Carbon Networks LLC in the amount of \$5000.00 for the Information Technology department

SICK TO VACATION LEAVE TRANSFER FORM

The Board approved sick to vacation leave transfer forms for Sophie Confalone, Celia Asumendi, Gisela Moreno Ganbay and Esmeralda Romo.

APPROVED CATERING PERMITS

- The Board approved an Idaho Liquor Catering Permit for The Undiscovered Barrel to be used 11/18/22.

NOVEMBER 2022 TERM

CALDWELL, IDAHO NOVEMBER 17, 2022

PRESENT: Commissioner Keri K. Smith, Chair
 Commissioner Leslie Van Beek, Vice Chairman
 Commissioner Pam White
 Deputy Clerks Monica Reeves/Jenen Ross

SICK TO VACATION LEAVE TRANSFER FORM

The Board approved a sick to vacation leave transfer form for Eric Eskew.

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for Patrick Collins, Deputy Sheriff – Patrol 41006; Michelle Barron, Planner III.

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Curtis Blue Line in the amount of \$3686.84 for the Sheriff's Office
- Dell in the amount of \$15,997.16 for the Information Technology department

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 Keri Smith, Pam White and Leslie Van Beek, Deputy P. A. Oscar Klaas (arrived at 9:10 a.m.), Deputy P.A. Alex Klempel, Deputy P.A. Zach Wesley, Controller Zach Wagoner, Director of Indigent Services Yvonne Baker, Weed and Pest Superintendent AJ Mondor (left at 9:14 a.m.), Lead Weed Applicator Cory Flatt (left at 9:14 a.m.), Outdoor Recreation Planner Alex Eells (left at 9:06 a.m.), Elections Supervisor Haley Hicks, Elections Specialist Brandi Long, Other interested citizens and Deputy Clerk Jenen Ross. The action items were considered as follows:

Consider signing Professional Services Agreement with J-U-B Engineers: Mr. Eells explained that the Parks department would like to use J-U-B Engineers for consulting on the application process for a waterway's improvement fund grant which they plan to submit in January. The grant monies will be used for improvements to parking, boat ramps, mooring and an improved dock. Any expenses related to the engineering work done by J-U-B Engineers can be used as grant match. Ms. Klempel said there is no legal reason not to sign. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the professional services agreement with J-U-B Engineers (see agreement no. 22-133).

Consider signing FCOs for Peckham Road Trust, case no. CU2020-0001 - This matter has been vacated until the attorneys have time to gain clarification from the judge.

Consider signing Request for Proposals for Weed and Gopher Services Assistance and the Legal Notice Requesting Proposals for Canyon County's Weed and Gopher Services Assistance:

This RFP is to request proposals from companies to assist with noxious weed, gopher trapping and mowing as back-up during busy times for the Weed and Pest department. Mr. Klaas clarified that this RFP is specific to one company being able to provide all 3 services. The Board decided to continue forward with the RFP to see what kinds of bids are received. If there are no satisfactory proposals received this RFP could be vacated and broken into separate services. Commissioner Van Beek made a motion to sign the request for proposals for weed and gopher services assistance as presented with the information on record that we could potentially break out the services depending on the response to the RFP and that we sign a legal notice requesting proposals for Canyon County's Weed and Gopher Services Assistance. Commissioner White asked for additional clarification in regard to the motion. Commissioner Van Beek amended her motion to sign the RFP as presented and the legal notice. The motion was seconded by Commissioner White and carried unanimously.

Consider approving FY2022 budget adjustments: Controller Wagoner explained that FY22 ended September 30th however invoices for services performed before September 30th are still received, processed and the books remain open thru November 7th which is consistent with Idaho Code. At this point all FY2022 invoices have been processed and based on the results the below adjustments are being requested. These adjustments are covered by either underspent areas within the budget or by fee revenues; there is no change or increase to FY2022 property taxes.

Emergency Communications: \$50,000 budget increase funded by E-911 user fees to cover salaries, benefits and other operating expenses.

Consolidated Elections: \$25,000 transfer from other expenses to salaries and benefits for personnel costs resulting from elections operations.

Public Information Officer: \$1,500 transfer from other expenses to salaries and benefits for fiscal year end recognition compensation.

Public Defender: \$40,000 transfer from salaries and benefits to other expenses for evaluations and conflict counsel expenses.

Juvenile Probation: \$40,000 transfer from salaries and benefits to other expenses for juvenile justice reentry programs to ensure community safety and reduce recidivism.

Treatment Courts: \$7,500 transfer from salaries and benefits to other expenses for testing costs associated with treatment courts operations.

Canyon County Landfill: \$50,000 transfer from other expenses to salaries and benefits for fiscal year end recognition compensation.

Office/Department	FY 2022 Budget	FY 2022 Budget Adjustment	FY 2022 Amended Budget
Emergency Communications - salaries and benefits	\$ 288,576	\$ 10,000	\$ 298,576
Emergency Communications - other expenses	980,800	40,000	1,020,800
Total Emergency Communications	\$ 1,269,376	\$ 50,000	\$ 1,319,376
Consolidated Elections - salaries and benefits	\$ 267,964	\$ 25,000	\$ 292,964
Consolidated Elections - other expenses	264,550	(25,000)	239,550
Total Consolidated Elections	\$ 532,514	\$ -	\$ 532,514
Public Information Officer - salaries and benefits	\$ 100,434	\$ 1,500	\$ 101,934
Public Information Officer - other expenses	3,250	(1,500)	1,750
Total Public Information Officer	\$ 103,684	\$ -	\$ 103,684
Public Defender - salaries and benefits	\$ 5,649,182	\$ (40,000)	\$ 5,609,182
Public Defender - other expenses	1,009,200	40,000	1,049,200
Total Public Defender	\$ 6,658,382	\$ -	\$ 6,658,382
Juvenile Probation - salaries and benefits	\$ 1,990,651	\$ (40,000)	\$ 1,950,651

Juvenile Probation - other expenses	567,650	40,000	607,650
Total Juvenile Probation	\$ 2,558,301	\$ -	\$ 2,558,301
Treatment Courts - salaries and benefits	\$ 313,250	\$ (7,500)	\$ 305,750
Treatment Courts - other expenses	161,422	7,500	168,922
Total Treatment Courts	\$ 474,672	\$ -	\$ 474,672
Canyon County Landfill - salaries and benefits	\$ 2,037,441	\$ 50,000	\$ 2,087,441
Canyon County Landfill - other expenses	7,241,378	(50,000)	7,191,378
Total Canyon County Landfill	\$ 9,278,819	\$ -	\$ 9,278,819

The total change for all adjustments is \$50,000 specific to the Emergency Communications fund. Commissioner White made a motion to approve the FY2022 budget adjustments. The motion was seconded by Commissioner Smith. Commissioner Van Beek stated for the record that she is going to abstain as she believes there is a greater need for a more careful evaluation in budgeting, greater documentation/notations. While she appreciates that there are financials needs that are directly tied to fund balance, which is the county savings account, that it is a limited source and not a new source of funding for those and she will push for greater transparency to the public and that there is a way to look back historically. That is provided for in Power Plan and there are departments that are doing that – that are looking at 12-year trends in history and getting all of the line items to match back in detail to what is budgeted for. There were line items this year that did not contain that detail. She feels it makes it look like the county is coming in under budget and the reality might be that the county is over taxing citizens. That historical trend is evident. Commissioner Smith added to the record that her and Commissioner White approved a tax decrease and that everyone has been very transparent and she appreciates that effort. A vote was taken on the motion with Commissioners White and Smith voting in favor and Commissioner Van Beek abstained from voting. The motion carried in a 2-to-1 split vote. See resolution no. 22-230.

The meeting concluded at 9:22 a.m. An audio recording is on file in the Commissioners' Office.

NOTE FOR THE RECORD: After the conclusion of the meeting Commissioner Van Beek provided addition written comments via email. A copy of the email is on file with this day's minutes.

MEETING WITH THE HR DIRECTOR TO DISCUSS RESOLUTION FOR PART-TIME EMPLOYEES AND CONSIDER AN ACTION ITEM

The Board met today at 10:02 a.m. with the HR Director to discuss a resolution for part-time employees and associated action item. Present were: Commissioners Keri Smith, Pam White and Leslie Van Beek, HR Director Kate Rice, Assessor Brian Stender, Controller Zach Wagoner (arrived at 10:14 a.m.), Deputy P.A. Alex Klempel (arrived at 10:15 a.m.), Deputy P.A. Zach Wesley (arrived at 10:15 a.m.) and Deputy Clerk Jenen Ross. The action item was considered as follows:

Consider signing a resolution accepting recommendations from the HR Director regarding the minimum hourly wage for all Canyon County part-time positions: Director Rice said that for some, this was assumed as part of the original request but for others it was not specifically laid out, so today's resolution is the request to move the part-time minimum salary to \$18/hour the same as

has been done for fulltime employees. Along with the resolution a spreadsheet has been provided which indicates the annual cost if all the part-time employees worked the maximum 19.5 hours per week for a full calendar year would be \$18,475.08. She has had some elected officials as well as department administrators make this request individually but rather than doing it piece-meal one at a time thought it would be better to do them all at once. Assessor Stender said he has one part-time employee at the DMV and historically they have paid the person in the part-time position the same as entry level employees. He explained that during the budget process his interpretation was that the base minimum wage throughout the county was going to be \$18/hour, Commissioner Smith confirmed that was her understanding also. The only time he heard a differential between fulltime and part-time employees was in regard to the appreciation/retention pay. Director Rice confirmed with Assessor Stender that his part-time employee maintains the same responsibilities as the full-time counterparts. There are 17 people that would be affected by this change. There are 2 people not included in the list, one is a volunteer and the other is a very part-time person working in Juvenile Detention, however that is a unique situation that is very different than other part-time employees. Commissioner Smith expressed her concern about this particular person not being included in the resolution and asked if there was any input from legal. Director Rice said she had not yet spoken to legal in regard to this specific situation.

Commissioner Van Beek said she appreciates all the information that has been provided by Director Rice but for her it is a source of frustration that this was not vetted more carefully. She feels that there have been multiple requests for changes since the final budget hearing in August. She feels that it is unfortunate that there is not a new source of revenue, fund balance is a saving account, it is not an ongoing source of revenue to pick up the number of requested increases that are ongoing; there is no projected impact to the 2024 budget. Commissioner Van Beek spoke about how this is not a hearing where citizens could make comment. She feels there is a significant impact post the budget hearing that citizens did not get to weigh in on. This change does not take tenure, performance or any of those things into consideration. It is just a blanket covering that in fairness and protection of the taxpayer she objects to. She looked at the most recent payroll report and said there will be an analysis over the last 4-years of the increases and submits that the private sector is not experiencing that and the expectation that they can fund the kind of proposal that was approved by 2 Commissioners is unsustainable.

In response to Commissioner Van Beek's comments, Commissioner Smith noted that this was a legally noticed meeting and anyone from the public is welcome to attend. She recognized Commissioner Van Beek's lack of support for equitable wages for county employees has been duly noted along with the assumption that her and Commissioner White did not follow a legal process that is sustainable for this county. She feels that Commissioner Van Beek's continued non-recognition of the lack of retention that this office had because of low wages and continued non-signing of all these types of documents is a dereliction of duties in her opinion. She noted that prior to the start of the meeting, Director Rice provided statistics of how she believes the increased salaries have contributed to retention and recruitment. Commissioner Smith said that her and Commissioner White did the right thing and the county is seeing employees stay and new hires applying.

Commissioner White stated she was also under the impression that part-time employees were included in the original adjustment to bring all employees up to \$18/hour.

Director Rice apologized for presenting another adjustment to the Board and confirmed that it will not happen again. As these issues have been brought to her attention she has done her best to correct the missteps that have occurred. She explained that part-time employees were provided with a 9% COLA but no increase to their hourly wage.

Discussion ensued in regard to backdating the wages to the start of the fiscal year and the logistics of that being able to happen. Mr. Wesley said that he doesn't see a legal issue either way as it was not communicated in writing to anyone or included in any formal process. Ms. Rice noted for the record that part-time employees do not receive any holiday pay so when offices are closed they receive no remuneration for holiday pay.

Commissioners White and Smith confirmed that since they were both under the impression that change had already take place they are supportive of the change.

Commissioner Smith asked legal about the two employees that will remain below the \$18 hourly wage even with this change and at the request of Mr. Wesley the Board went into an executive session as follows:

EXECUTIVE SESSION – PERSONNEL MATTER, RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND TO COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

Commissioner Smith made a motion to go into Executive Session at 10:25 a.m. pursuant to Idaho Code, Section 74-206(1) (b), (d), and (f) regarding personnel matters, records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner White. A roll call vote was taken on the motion by Deputy Clerk Jenen Ross with Commissioners Van Beek, White and Smith voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Keri Smith, Pam White and Leslie Van Beek, Deputy P.A. Zach Wesley, Deputy P.A. Alex Klempel and HR Director Kate Rice. Controller Wagoner and Assessor Brian Stender participated from 10:25 a.m. to 10:37 a.m. The Executive Session concluded at 10:52 a.m.

At the conclusion of the executive session, Commissioner Smith explained there needed to be some further revisions made to the resolution and Director Rice will work with Mr. Wesley on those which will be brought back to the Board at a later time. She said this meeting will be continued to 1:30 p.m. today.

The meeting concluded at 10:53 a.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

NOTE FOR THE RECORD: After the conclusion of the meeting Commissioner Van Beek provided addition written comments via email. A copy of the email is on file with this day's minutes.

DETAILED MINUTES TO FOLLOW:

PUBLIC HEARING - REQUEST BY OREGON TRAIL CHURCH OF GOD FOR A REZONE FROM AN "A" (AGRICULTURAL) ZONE TO A "C-1" (NEIGHBORHOOD COMMERCIAL) ZONE, CASE NO. RZ2022-0009

The Board met today at 1:35 p.m. to conduct a public hearing in the matter of a request by Juanita Glaubitz, representing Oregon Trail Church of God, for a rezone of an 8.21-acre parcel, R34536, from an "A" (Agricultural) zone to a "C-1" (Neighborhood Commercial) zone. The subject property is located at 23057 Old Hwy 30, Caldwell. *The request was unanimously approved by the Board.*

NOVEMBER 2022 TERM

CALDWELL, IDAHO NOVEMBER 18, 2022

PRESENT: Commissioner Keri K. Smith, Chair
 Commissioner Leslie Van Beek, Vice Chairman
 Commissioner Pam White - **Out of the office**
 Deputy Clerks Monica Reeves/Jenen Ross

No meetings were held this day.

NOVEMBER 2022 TERM

CALDWELL, IDAHO NOVEMBER 21, 2022

PRESENT: Commissioner Keri K. Smith, Chair
 Commissioner Leslie Van Beek, Vice Chairman
 Commissioner Pam White
 Deputy Clerks Monica Reeves/Jenen Ross

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Monday.com Work Management in the amount of \$1,920.00 for the Development Services Department
- Dell in the amount of \$26,069.74 for the Information Technology Department

- Right! Sytems, Inc., in the amount of \$12,254.80 for the Information Technology Department
- SANS Institute in the amount of \$6,480.00 for the Information Technology Department
- ManageEngine/Zotto in the amount of \$12,114.00 for the Information Technology Department
- Tri-Tech Forensics, Inc., in the amount of \$1,378.00 for the Sheriff's Office

APPROVED SICK TO VACATION LEAVE TRANSFER FORMS

The Board approved sick to vacation leave forms for Victor Holliday and Terrence Martinez.

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for Mikayla Barrera - Clerk III and Katherine Fortuna - Deputy Attorney I.

DETAILED MINUTES TO FOLLOW:

PUBLIC HEARING - REQUEST BY DONALD GULLEDGE FOR A CONDITIONAL REZONE FROM AN AGRICULTURAL ZONE TO A CONDITIONAL REZONE – RURAL RESIDENTIAL ZONE, CASE NO. RZ2022-0014

The Board met today at 9:05 a.m. to conduct a public hearing in the matter of a request by Donald Gulledge for a conditional rezone of Parcel R20804 from an "A" (Agriculture) zone to a "CR-R-R" (Conditional Rezone - Rural Residential) Zone. Present were: Commissioners Keri Smith, Pam White and Leslie Van Beek, DSD Planning Official Dan Lister, DSD Planner Cassie Lamb, Donald Gulledge, and Deputy Clerk Monica Reeves. *The Board voted unanimously to approve the rezone request.*

NOVEMBER 2022 TERM

CALDWELL, IDAHO NOVEMBER 22, 2022

PRESENT: Commissioner Keri K. Smith, Chair
Commissioner Leslie Van Beek, Vice Chairman
Commissioner Pam White
Deputy Clerks Monica Reeves/Jenen Ross

NOVEMBER 2022 TERM
CALDWELL, IDAHO NOVEMBER 23, 2022

PRESENT: Commissioner Keri K. Smith, Chair
Commissioner Leslie Van Beek, Vice Chairman
Commissioner Pam White
Deputy Clerks Monica Reeves/Jenen Ross

NOVEMBER 2022 TERM
CALDWELL, IDAHO NOVEMBER 28, 2022

PRESENT: Commissioner Keri K. Smith, Chair
Commissioner Leslie Van Beek, Vice Chairman
Commissioner Pam White
Deputy Clerks Monica Reeves/Jenen Ross

NOVEMBER 2022 TERM
CALDWELL, IDAHO NOVEMBER 29, 2022

PRESENT: Commissioner Keri K. Smith, Chair
Commissioner Leslie Van Beek, Vice Chairman
Commissioner Pam White
Deputy Clerks Monica Reeves/Jenen Ross

NOVEMBER 2022 TERM
CALDWELL, IDAHO NOVEMBER 30, 2022

PRESENT: Commissioner Keri K. Smith, Chair
Commissioner Leslie Van Beek, Vice Chairman
Commissioner Pam White
Deputy Clerks Monica Reeves/Jenen Ross

DRAFT

THE MINUTES OF THE FISCAL TERM OF NOVEMBER 2022 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 _____ day of _____, 2022.

CANYON COUNTY BOARD OF COMMISSIONERS

Commissioner Leslie Van Beek

Commissioner Keri K. Smith

Commissioner Pam White

ATTEST: CHRIS YAMAMOTO, CLERK

By: _____, Deputy Clerk