

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 3, 2023

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

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Xerxes Corporation in the amount of \$53,825.00 for the Solid Waste Department
- Quadient, Inc., in the amount of \$16,796.00 for the Information Technology Department
- Case Management in the amount of \$16,000.00 for the Information Technology Department

APPROVED CATERING PERMITS

- The Board approved an Idaho Liquor Catering Permit for Raising Our Bar to be used 1/7/23, 1/20/23, and 1/21/23.

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change form for Brad Holton, District 2 Commissioner; Zach Brooks, District 3 Commissioner; and Greg Rast, Chief Operating Officer.

MEETING TO CONSIDER MATTERS RELATED TO MEDICAL INDIGENCY

The Board met today at 8:54 a.m. to consider matters related to medical indigency. Present were: Commissioners Keri Smith and Pam White, Indigent Case Manager Kellie George and Deputy Clerk Jenen Ross.

Commissioner White made a motion to sign the release of lien for case no. 2010-378. The motion was seconded by Commissioner Smith and carried unanimously.

The hospital withdrew the application for case no. 2022-501 and upon the motion of Commissioner White and second by Commissioner Smith the Board voted unanimously to issue a final denial.

Commissioner White made a motion to issue an approval on case no. 2023-12 for cremation with a written decision to be issued within 30 days. The motion was seconded by Commissioner Smith and carried unanimously.

Case no. 2023-11 doesn't meet the eligibility criteria for county assistance for cremation and upon the motion of Commissioner White and second by Commissioner Smith the Board voted unanimously to issue a denial on the case.

A request has been made on case no. 2019-1419 for subordination. The applicant would like to apply for a home equity line of credit in order to consolidate debt and build a shed. By doing this it would place the HELOC in a 1st position and the indigent debt in 2nd position. The recommendation from indigent services is to allow the subordination as the HELOC and the county lien would need to be paid if/when the property is ever sold. The Board was not favorable to allowing the subordination and upon the motion of Commissioner Smith and second by Commissioner White the Board voted unanimously to deny the request.

The meeting concluded at 9:05 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 9:07 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Keri Smith and Pam White, Deputy P.A. Zach Wesley, Chief Public Defender Aaron Bazzoli, Controller Zach Wagoner, Landfill Director David Loper (left at 9:15 a.m.), HR Director Kate Rice, Bosco Baldwin, Kendra Elgin and Jennifer Allen, COO Greg Rast and Deputy Clerk Jenen Ross. The action items were considered as follows:

Consider approving County Expenditure Report for Public Defense Commission: Mr. Bazzoli explained that the document previously sent to the PDC needed some revisions and is now awaiting the Clerk's signature. At this time there is nothing that needs Board action and he will schedule another meeting once he receives the document back from the Clerk.

Public hearing to receive comments regarding the proposed increase to the on-site credit card fee for the Pickles Butte Sanitary Landfill and consider signing a resolution increasing the on-site credit card fee for the Pickles Butte Sanitary Landfill: No one appeared to offer comment. The increased fee covers county costs and nothing more. Commissioner White made a motion to sign the resolution increasing the on-site credit card fee for the Pickles Butte Sanitary Landfill with an effective date of January 3, 2023. The motion was seconded by Commissioner Smith and carried unanimously. See resolution no. 23-001.

Consider signing Pickles Butte Sanitary Landfill Gas Well Drilling Installation Agreement with SD Drilling Inc.: Director Loper said he hopes to get this project started in the spring. The Prosecutor's Office has prepared and reviewed the agreement which has been signed by contractor. Upon the motion of Commissioner White and second by Commissioner Smith the Board voted unanimously to sign the Pickles Butte Sanitary Landfill Gas Well Drilling Installation Agreement with SD Drilling Inc. (see agreement no. 23-001).

Consider signing resolution adopting revised personnel manual (employee handbook): This is a project that was assigned by the Board to Director Rice with help from Mr. Wesley at the request of the Hartwell Corp. to make sure there was an updated version in place. Mr. Wesley said there was a version that had been worked on previously but had been paused. He and Ms. Rice reviewed the changes that had been made to ensure they were sufficient and up to date with the law. Ms. Rice made some changes for recruitment purposes which she reviewed with the Board including holiday pay for employees on leave, holiday observation, vacation accrual and availability, bereavement pay and IT privacy policy. She also noted that this is a fluid document and will be continually updated as necessary. Communication regarding the new handbook will be sent to elected officials and department administrators to be filtered to employees accordingly. Commissioner White made a motion to sign the resolution adopting the revised personnel manual (employee handbook). Discussion ensued regarding the effective date and due to the vacation accrual portion, it was decided that January 9, 2023 would be the best date for the handbook to become effective. Commissioner White made a revised motion to include the revised effective date. The motion was seconded by Commissioner Smith and carried unanimously (see resolution no. 23-002).

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

CONSIDER WRITTEN DECISION FOR THE PRELIMINARY PLAT (INCLUDING GRADING/DRAINAGE) FOR FTERRA VIEWS SUBDIVISION (FORMERLY VALLEY VIEW RANCH #4), CASE NO. SD2020-0035

The Board met today at 9:37 a.m. to consider the Findings of Fact, Conclusions of Law, and Order for the Fterra Views Subdivision, Case No. SD2020-0035. Present were: Commissioners Keri Smith and Pam White, DSD Director Sabrina Minshall, DSD Planning Official Dan Lister, County Engineer Devin Krasowski, Chief Operating Officer Greg Rast, Attorney Mark Hilty, Casey Ames, Larry Leasure, Kim Yanecko, other interested citizens, and Deputy Clerk Monica Reeves. Dan Lister advised this is not a hearing because the floor was closed at the previous hearing and the matter was tabled to bring back revised information for the FCO's and make sure the plat matches the development agreement. Today Mr. Lister reviewed the revised FCO's that were provided initially with the hearing on December 21, 2022 where the Board approved the conditional rezone with a development agreement and as part of that the Board tabled a portion of the hearing to allow the applicant to revise their plat to match the requests by the Board as follows:

1. That the common lots either be removed or consolidated or modified to meet the area of intent and not have such a large size of lot; and
2. Provide information for a public water system rather than the proposed individual domestic wells; and
3. Show the hillside on the property and to show the areas that will not be developed.

Mr. Lister reviewed the updated plat and said the FCO's have been updated to reflect those changes. The DSD Engineering Division reviewed the revised plat and found it consistent with the standards of review for a subdivision plat. The proposed conditions of approval are the same as

provided at the previous hearing and staff is recommending approval with the revisions that were required at the December 21, 2022 hearing. There was discussion with Devin Krasowski regarding the notes about the irrigation system. The sloped areas will be converted to no-build zones on the cover of the final plat page. Commissioner Smith made a motion to approve the preliminary plat with the changes as mentioned on the record to the development features, removing the residential density gross and net; changing existing zoning to CR-RR; and removing the proposed zone noting that the irrigation should be referenced back to the plat notes as well as the water under those development features. The motion was seconded by Commissioner White and carried unanimously. The developers will have to submit a corrected preliminary plat and they will have two years to submit the final plat for at least Phase 1. The signed FCO's for Ftera Views Subdivision are on file with this day's minute entry. The hearing concluded at 9:51 a.m. An audio recording is on file in the Commissioners' Office.

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 4, 2023

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

APPROVED CLAIMS

- The Board has approved claims 590897 to 590959 in the amount of \$63,418.91
- The Board has approved claims 590960 to 590999 in the amount of \$66,760.89
- The Board has approved claims 591000 to 591039 in the amount of \$373,136.89
- The Board has approved claims 591106 to 591120 in the amount of \$5,600.00
- The Board has approved claim 591260 in the amount of \$5,810.39
- The Board has approved claims 591261 to 591268 in the amount of \$30,860.68

APPROVED CATERING PERMIT

- The Board approved an Idaho Liquor Catering Permit for Raising Our Bar to be used 1/27/23.

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Oxarc Inc. in the amount of \$1,999.00 for the Weed and Pest department

- Coble Co. in the amount of \$2,005.00 for the Sheriff's Office
- Curtis Blue Line in the amount of \$2,450.00 for the Sheriff's Office
- Pro Force in the amount of \$2,732.81 for the Sheriff's Office

CONSIDER SIGNING FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER FOR CASE NO. CU2022-0007-APL, SYMMS FRUIT RANCH, INC., (SYMMS RV RESORT) TO REFLECT VOTE TAKEN ON NOVEMBER 29, 2022

The Board met today at 9:02 a.m. to consider signing the Findings of Fact, Conclusions of Law and Order for Case No. CU2022-0007-APL, the appeal by Symms Fruit Ranch, Inc., (Symms RV Resort) to reflect the vote taken at the November 29, 2022 hearing. Present were: Commissioners Keri Smith, Pam White and Leslie Van Beek, DSD Director Sabrina Minshall, DSD Planner Jenna Petroll, other interested persons, and Deputy Clerk Monica Reeves. On November 29, 2022 the Board conducted a hearing and voted to deny the appeal. Commissioners Smith and Van Beek voted to deny the appeal; Commissioner White was opposed to the motion to deny. However, when the Board signed the FCO's on December 12, 2022, Commissioner Van Beek checked the box indicating a vote of "No" and Commissioner White checked the box indicating a vote of "Yes" which did NOT reflect their votes at the November 29th hearing. Today Commissioner Van Beek made a motion to amend the FCOs to show the correct vote of denial or approval by the Commissioners as recorded in the hearing. The motion was seconded by Commissioner White and carried unanimously. The signed FCO's which reflect the correct vote are on file with this day's minute entry. The meeting concluded at 9:04 a.m. An audio recording is on file in the Commissioners' Office.

PUBLIC HEARING - REQUEST BY CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT TO CONSIDER A PUBLIC ROAD NAME CHANGE, CASE NO. RD2022-0034

The Board met today at 9:05 a.m. to conduct a public hearing in the matter of a request by Canyon County Development Services Department to consider a public road name change from Cindy Drive to Sunset Meadow Drive, Case No. RD2022-0034. Present were: Commissioners Keri Smith, Pam White and Leslie Van Beek, DSD Director Sabrina Minshall, DSD Planner I Samantha Hammond, DSD Planner III Michelle Barron, GIS Analyst Tony Almeida, Shawnte' Lewis, Cindy Lewis, and Deputy Clerk Monica Reeves. DSD Planner Samantha Hammond gave the oral staff report. Cindy Drive is located off Emmett Road, north of Purple Sage Road and is a duplicate road name that was missed on the County's end. The request is to change Cindy Drive to Sunset Meadow Drive for emergency and EMS purposes. All property owners with frontage to the road were provided notice on November 22, 2022 and no comments were received. If approved the GIS team will readdress the applicable property owners and notice emergency services and the property owners will be responsible for the installation of the new sign within 60 days of approval. There are two Cindy Drives in the County; one is south of Nampa and the one being discussed today is north of Middleton. Both road names have been in existence for some time, but it just came to the County's attention a few months ago. Canyon Highway District has no comments or

issues with the road name change. The Board does not agree with making the property owners pay for the sign. Shawnte' Lewis lives on Purple Sage Road testified in opposition to the road name change because it was named after her mother, Cindy. Cindy Lewis is opposed to the road name change. She testified that her grandparents homesteaded in the area and that her father obtained the property after the Korean War and subdivided the property to pay for the medical care of a family member and subsequently three roads were named after his children: Connie, Cindy, and Michael. Ms. Lewis is concerned about the costs associated with changing the road name. GIS Analyst Tony Almeida testified that staff sent letters to the property owners who utilize the road and they completed a private road application and the name Sunset Meadow Drive was agreed upon. The Lewises did not receive an application because they are not directly on the road. There was Board discussion about using a different name, such as Cindy Sue Lewis Drive and Cindy Sue Street. Commissioner Smith said we need to stop allowing people to build on non-maintained roads because they do not have an adequate driving surface, and the ordinance needs to be amended to state if it's a public road not maintained by the highway district no building permits will be issued until it's either given back to a private road and brought to standards, or brought to public road standards and maintained by the highway district. Further, the Board should draft a letter saying the ordinance requires the highway district to maintain the road sign. Commissioner Van Beek agrees. The FCO's need corrected to reference the street signs, section 06-05-15(2)(b) specifically that public street signs will be maintained, and staff needs to remove the condition about road sign installation. Ms. Hammond said because there is a planned subdivision staff has discussed having an affidavit drafted and attached to the plat. A minor replat will not be required. Commissioner Smith wants to give staff one day to update the FCO's and to contact the highway district about the renaming and signage of the road. The Board prefers the road name of Cindy Sue, and Mr. Almeida will determine if it's street, drive, or lane. Commissioner Van Beek said the affidavit will accompany the change to amend the recorded document. Upon the motion of Commissioner Van Beek and the second by Commissioner White, the Board voted unanimously to continue the hearing to January 5, 2023 8:45 a.m. The hearing concluded at 9:46 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER HEARING PUBLIC COMMENT REGARDING SOLE SOURCE PROCUREMENT FOR A REMOTELY HOSTED SOFTWARE AS A SERVICE WITH AVOLVE SOFTWARE CORPORATION AND ASSOCIATED ACTION ITEM

The Board met today at 10:06 a.m. to receive public comment regarding sole source procurement for a remotely hosted software as a service with Avolve Software Corporation and associated action item. Present were: Commissioners Keri Smith, Pam White and Leslie Van Beek, Deputy P.A. Oscar Klaas, DSD Director Sabrina Minshall, DSD Engineering Coordinator Stephanie Hailey and Deputy Clerk Jenen Ross. No one appeared to offer comment and the action item was considered as follows:

Consider signing Agreement with Avolve Software Corporation for remotely hosted software as a service ("SAAS"): This software allows the DSD department to receive and process online submittals. This initial portion will be to develop the processes and has been budgeted for. Director

Minshall gave an overview of what the software will provide for her office and how it will streamline processes within DSD. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the agreement with Avolve Software Corporation for remotely hosted software as a services ("SAAS"). See agreement no. 23-002).

The meeting concluded at 10:11 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – 2022 SUPPLEMENTAL ROLL PROTEST OF VALUATION FOR MAYCOM HOLDINGS, LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:32 a.m. to conduct a 2022 supplemental roll protest of valuation hearing for Maycom Holdings, LLC., protest no. 22220/PIN 31135105 0. Present were: Commissioners Keri Smith, Pam White and Leslie Van Beek, Certified Property Appraiser Sam Stone, Certified Property Appraisal Supervisor Mike Cowan, Administrative Property Appraisal Supervisor Greg Himes, Jason Mayfield from Maycom Holdings, and Deputy Clerk Monica Reeves. Jason Mayfield offered testimony in support of the protest application. Mike Cowan and Greg Himes offered testimony on behalf of the Assessor's Office. (Commissioner Keri Smith left at 11:04 a.m.) Following testimony and Board questions, discussion and deliberation, Commissioner White made a motion to take the \$100,000 deduction that was offered with regards to the fire suppression. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 11:30 a.m. An audio recording is on file in the Commissioners' Office.

JANUARY 2023 TERM
CALDWELL, IDAHO JANUARY 5, 2023

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:

- Discount Two Way Radio in the amount of \$4,231.10 for the Juvenile Detention Center
- Poly Seal, LLC, in the amount of \$33,000.00 for the Facilities Department
- CS Techs, Inc., in the amount of \$6,509.86 for the Facilities Department
- Kenworth Sales in the amount of \$22,481.00 for the Solid Waste Department

APPROVED CLAIMS

- The Board has approved claims 591040 to 591080 in the amount of \$297,984.44
- The Board has approved claims 591121 to 591127 in the amount of \$3,872.00
- The Board has approved claims 591243 to 591259 in the amount of \$15,524.16
- The Board has approved claim 591270 in the amount of \$761.73
- The Board has approved claim 591128 to 591133 in the amount of \$1,162.00
- The Board has approved claims 591136 to 591193 in the amount of \$91,124.29
- The Board has approved claims 591081 to 591105 in the amount of \$31,701.11
- The Board has approved claims 591194 to 591242 in the amount of \$91,611.46

APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved employee status change form for Ethan Calderwood, Deputy Sheriff.

APPROVED COMMUTER VEHICLE AUTHORIZATION FORM

The Board approved commuter vehicle authorization forms for Russell Allen Donnelly and Lucas Martin.

PUBLIC HEARING – REQUEST BY CANYON COUNTY DEVELOPMENT SERVICES DEPARTMENT TO CONSIDER A PUBLIC ROAD NAME CHANGE, CASE NO. RD2022-0034

The Board met today at 8:53 a.m. to conduct a public hearing in the matter of a request by Canyon County Development Services Department to consider a road name change, Case No. RD2022-0034. Present were: Commissioners Keri Smith and Leslie Van Beek, DSD Planner Samantha Hammond, DSD Planner Michelle Barron, GIS Analyst Tony Almeida, DSD Office Manager Jennifer Almeida, Chief Operating Officer Greg Rast, Shawnte' Lewis, Devin Limb, Randall Robertson, and Deputy Clerk Monica Reeves. Commissioner Pam White arrived at 8:56 a.m. Today's hearing was continued from yesterday, January 4, 2023. DSD Planner Samantha Hammond presented updated conditions of approval that were requested at yesterday's hearing, and she added that the County will be responsible for any costs not covered by Canyon Highway District for the sign installation. DSD Planner Michelle Barron performed a site visit yesterday and said there is no street sign. She communicated with Canyon Highway District to understand the process; the roads were not brought up to highway district standards therefore they do not maintain them and their expectation is that a blue road sign, which is typically for a private road, would be installed and maintained by those who own/use the road. Ms. Barron said the road was not built to standards and she hopes that moving forward things like this would be a private road with a road maintenance agreement attached to it as opposed to dedicated to the public so that it's not considered a local road. Commissioner Smith agreed and said a future Board will have to work on

an ordinance to fix the issue. Ms. Barron said she looked at the other public road (*Connie*) that is part of the subdivision and it doesn't have a sign either. Tony Almeida said signs need to be installed ASAP for emergency services. *Cindy Drive* needs to be changed and it's his recommendation to use a name other than *Cindy* since that road name already exists. Commissioner Smith said if the highway district doesn't want to install the sign they should do the work to un-dedicate it, otherwise, she agrees with staff that signs need to be installed right away, but it's not the homeowners' responsibility when the County changed the name. There is a problem with these types of roads and we need to do something. Further discussion ensued about highway districts managing the signs for public rights-of-ways; building on a road that is subgrade and adding to the problem; potential road names; and signage for other roads. Devin Limb stated he lives on Emmett Road and his house is affected by the road name situation. The problem with the name *Cindy Drive or Cindy Lane* is that the numbers in his address are almost identical as those on the other *Cindy*, and his packages have been delivered to the wrong address. The affected property owners in this case have proposed the road name *Sunset Meadows*. He has lived in his home for almost a year and has had little success in getting people to the property because the addressing for his road are very similar to the ones on the other *Cindy* road. Another major concern is that EMS may not be able to locate the address. There was discussion about other potential names. Mr. Limb asked why other names are being considered when the homeowners on the street submitted an application with the proposed name of *Sunset Meadows*. Randall Robertson said if others want to suggest the name *Cindy Sue* or *Sue Lewis* they should submit a formal application like he had to do. Commissioner Smith pointed out that yesterday was the scheduled date/time for the road name change hearing and the only people the Board heard from asked for consideration to leave the name similar to what was on the platted subdivision. Mr. Limb said four people who live on the road submitted an application asking for it to be changed to *Sunset Meadows*. Commissioner Van Beek said she likes the proposed name, but it eliminates the history from the Lewis family so the Board is trying to consider safety, history, and concerns that packages are being delivered to the correct address. There is no disrespect for the idea that's been generated; the Board is trying to meet all three of those objectives. The Board took a break at 9:23 a.m. so that Tony Almeida could check with emergency services on the availability of *Lewis Ranch* and *Sue Lewis* as a second choice. The Board went back on the record at 9:32 a.m. at which time Mr. Almeida reported he checked with emergency services and *Lewis Ranch Street* and *Sue Lewis Street* are both available. Of the two names Mr. Limb said he prefers *Lewis Ranch*. Upon the motion of Commissioner Van Beek and the second by Commissioner White, the Board voted unanimously rename *Cindy Drive* to *Lewis Ranch Road* and to approve the amended FCO's prepared by staff. The hearing concluded at 9:35 a.m. An audio recording is on file in the Commissioners' Office.

ACTION ITEM: CONSIDER SIGNING A RESOLUTION ISSUING A REFUND TO ANNA BAYES FOR PERMIT FEES PAID TO DEVELOPMENT SERVICES

The Board met today at 9:23 a.m. to consider signing a resolution issue a refund to Anna Bayes for permit fees paid to the Development Services Department. Present were: Commissioners Keri Smith, Pam White and Leslie Van Beek, DSD Office Manager Jennifer Almeida, Chief Operating Officer Greg Rast, other interested citizens, and Deputy Clerk Monica Reeves. Ms. Almeida

presented a refund request for Anna Bayes who submitted an application for a property boundary adjustment, and a building permit relocation easement reduction. The fees total \$760. The applicant has opted to move forward with just the property boundary adjustment application with a fee of \$330, and she is seeking a refund of \$430 which is the difference between the fee they paid and the property boundary adjustment fee. Upon the motion of Commissioner Van Beek and the second by Commissioner White, the Board voted unanimously to sign the resolution issuing a refund to Anna Bayes for permit fees in the amount of \$430 as presented by staff. (Resolution No. 23-003.) The meeting concluded at 9:25 a.m. An audio recording is on file in the Commissioners' Office.

DETAILED MINUTES TO FOLLOW

MEETING TO DISCUSS CHANGE ORDER WITH HC COMPANY FOR THE FAIR EXPO BUILDING PEDESTRIAN BRIDGES

MEETING TO CONSIDER ACTION ITEMS

CONSIDER SIGNING CANYON COUNTY PUBLIC SAFETY REBROADCAST AUTHORIZATION AGREEMENT, AND CONSIDER AUTHORIZING EMERGENCY COMMUNICATIONS MANAGER TO ENTER FUTURE MOUS ON BEHALF OF CANYON COUNTY

CONSIDER SIGNING CERTIFICATES OF NONCOMPLIANCE FOR ZONING/PUBLIC NUISANCE VIOLATIONS FOR THE FOLLOWING PROPERTIES

JANUARY 2023 TERM
CALDWELL, IDAHO JANUARY 6, 2023

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

There were no meetings held this day.

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 9, 2023

PRESENT: Commissioner Brad Holton, Chair
Commissioner Leslie Van Beek, Co-Vice Chair
Commissioner Zach Brooks, Co-Vice Chair
Deputy Clerks Monica Reeves/Jenen Ross

APPROVED CLAIM

- The Board approved advance claim 591271 in the amount of \$136,894.25

APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Woodcraft of Boise in the amount of \$6,699.90 for the Facilities department

SWEARING-IN CEREMONY FOR NEWLY ELECTED AND RE-ELECTED OFFICIALS

A swearing-in ceremony took place this morning at 9:00 a.m. in the meeting room of the Canyon County Administration Building where the following County officials were sworn into office: Clerk Chris Yamamoto, Commissioner Brad Holton, Commissioner Zach Brooks, Assessor Brian Stender, Treasurer Tracie Lloyd, and Coroner Jennifer Crawford. Oaths of office were administered by Clerk Chris Yamamoto. Clerk Yamamoto's oath of office was administered by Administrative District Judge Davis Vander Velde. The ceremony concluded at 9:15 a.m. Recorded oaths of office are on file with this day's minute entry.

MEETING TO CONSIDER APPOINTING CHAIR AND VICE-CHAIR OF THE BOARD OF CANYON COUNTY COMMISSIONERS; AND CONSIDER SIGNING LETTER APPOINTING REPRESENTATIVE TO THE SOUTHWEST DISTRICT HEALTH BOARD OF HEALTH

The Board met today at 10:00 a.m. to consider appointing the Chair and Vice Chair of the Board of Canyon County Commissioners, and to consider signing a letter appointing a representative to the Southwest District Health Board of Health. Present were: Commissioners Brad Holton, Leslie Van Beek and Zach Brooks, Chief Operating Officer Greg Rast, Assessor Brian Stender, Ambulance District Director Michael Stowell, HR Director Kate Rice, Laura Holton, David Ferdinand, and Deputy Clerk Monica Reeves. Commissioner Van Beek read a statement into the record regarding the election of a Chairman and Vice Chairman noting that the titles do not convey any greater power or authority over the governing body, they only define who will preside over a meeting and who will help support the governing body. The Board is uniquely equipped with tenured public

service, institutional knowledge, and a love for good government. This Board shares a common goal of trust, transparency, respect, unity, service, and teamwork. It is with these five core values that the 2023/2024 Canyon County Board of Commissioners will faithfully discharge the duties of its office. This Board will cooperatively, with robust and civil discussion, meet the challenges it has inherited and will focus on how to best use taxpayer dollars to fund services, plan for capital needs, and streamline efficiencies. The Board recognizes the inspiring privilege of having been elected to represent the people at the highest level in County government and each Board member values public decorum, polished persuasive professionalism, as well as unbiased and well-reasoned decision-making. There is great value in representing with dignity and honor those who elected the Board to public office. Commissioner Van Beek then made a motion to nominate Commissioner Brad Holton as Chairman, and a motion to elect herself and Commissioner Brooks as Co-Vice Chairs. Commissioner Brooks seconded the motion which carried unanimously. Commissioner Holton seconded the motion to have both Commissioner Brooks and Commissioner Van Beek serve as Co-Vice Chairs. The motion carried unanimously. The meeting concluded at 10:02 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION – PURSUANT TO IDAHO CODE, SECTION 74-206(1)(B) REGARDING NAMED PERSONNEL

Commissioner Van Beek made a motion to go into Executive Session at 10:02 a.m. pursuant to Idaho Code, Section 74-206(1) (b), regarding named personnel. The motion was seconded by Commissioner Brooks. A roll call vote was taken on the motion by Deputy Clerk Monica Reeves with Commissioners Brad Holton, Leslie Van Beek, and Zach Brooks voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Leslie Van Beek, and Zach Brooks. The Board recessed at 12:02 p.m. and there was Board consensus to reconvene this afternoon at 1:15 p.m.

The Board went back on the record at 1:17 p.m. and took up the matter of the health board appointment which was listed as an action item on today's agenda. Present were: Commissioners Brad Holton, Leslie Van Beek, and Zach Brooks, as well as Deputy Clerk Monica Reeves. The item was considered as follows:

Action item: Consider signing letter appointing representative to the Southwest District Health Board of Health

Commissioner Van Beek made a motion to nominate Commissioner Zach Brooks to serve as Canyon County's representative on the Southwest District Health Board of Health and to rescind the appointment of former Commissioner Keri Smith who held the position which expires in June 30, of 2025. The motion was seconded by Commissioner Holton. Commissioner Brooks said he has attended SWDH board meetings irregularly over the last year and is also currently working with concerned citizens. The motion carried unanimously.

As part of today's ministerial items, the Board reviewed claims, purchase orders, and employee status change forms. There was Board consensus to schedule a discussion on Thursday, January 12, 2023 at 10:00 a.m. regarding employee status change forms.

Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board reconvened in Executive Session at 1:18 p.m. A roll call vote was taken on the motion by Deputy Clerk Monica Reeves with Commissioners Holton, Van Beek, and Brooks voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Chief Operating Officer Greg Rast arrived at 2:07 p.m. and left at 4:20 p.m. At 4:21 p.m., upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to adjourn the Executive Session. No decision was called for in open session. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 10, 2023

PRESENT: Commissioner Brad Holton, Chair
Commissioner Leslie Van Beek, Co-Vice Chair
Commissioner Zach Brooks, Co-Vice Chair
Deputy Clerks Monica Reeves/Jenen Ross

DETAILED MINUTES TO COME AT A LATER TIME

Meeting with County attorneys for legal staff update and action items:

- Consider signing Independent Contractor Agreement for Sign Language Interpreter Services with Sierra Mciver
- Consider signing Independent Contractor Agreements for Interpreter Services with Olcay K. Rached and Andrea Han dba Fang Yuan, Inc.
- Consider signing Request for Qualifications for Warehouse and Shelter Project
- Consider signing Legal Notice Requesting Statements of Qualifications for Warehouse and Shelter Project
- Consider signing Canyon County Historic Preservation Support Award agreements with the Historical Society of Middleton, Nampa Public Library Foundation, Melba Valley Historical Society, Warhawk Air Museum and the Canyon County Historical Society

ACTION ITEM: CONSIDER APPROVING COUNTY EXPENDITURE REPORT FOR PUBLIC DEFENSE COMMISSION

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 11, 2023

PRESENT: Commissioner Brad Holton, Chair
Commissioner Leslie Van Beek, Co-Vice Chair
Commissioner Zach Brooks, Co-Vice Chair
Deputy Clerks Monica Reeves/Jenen Ross

The Commissioners attended an IAC District III Meeting in Payette County today.

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 12, 2023

PRESENT: Commissioner Brad Holton, Chair
Commissioner Leslie Van Beek, Co-Vice Chair
Commissioner Zach Brooks, Co-Vice Chair
Deputy Clerks Monica Reeves/Jenen Ross

APPROVED CATERING PERMITS

- The Board approved an Idaho Liquor Catering Permit for Three Girls Catering to be used 1/21/23.

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for Eric Jensen, Interim IT Director; Jordan Hammond, Sergeant – Inmate Control 51003; Marcus Gomez, Permit Technician I; Garrett McRae, Corporal – Inmate Control 51003; Russell Donnelly, Lieutenant – Security Services 51001; Jace Thompson, Sergeant – Inmate Control 51003.

APPROVED CLAIMS ORDER NO. 2308

The Board approved payment of County claims in the amount of \$2,305,058.63 for a County payroll.

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Dell in the amount of \$12,471.20 for the Information Technology department
- Dell in the amount of \$2,191.96 for the Information Technology department
- Gunarama Wholesale in the amount of \$2,050.00 for the Sheriff's Office
- Les Schwab Tires in the amount of \$2,730.00 for the Landfill department
- First Responders/Uniforms2Gear in the amount of \$2,100.00 for the Sheriff's Office
- LN Curtis & Sons in the amount of \$40,100 for the Sheriff's Office
- FBI-LEEDA in the amount of \$1,590.00 for the Sherriff's Office

MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE

The Board met today at 9:30 a.m. with county attorneys for a legal staff update. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Chief Deputy P.A. Sam Laugheed, Deputy P.A. Alex Klempel, Deputy P.A. Oscar Klaas, Deputy P.A. Zach Wesley, COO Greg Rast and Deputy Clerk Jenen Ross.

Commissioner Van Beek said she has spoken with Jay Gibbons regarding the Codr land use case which currently has a request for reconsideration. Mr. Wesley said he will be meeting with Director Minshall next week to discuss the five cases where reconsiderations have been requested. Commissioner Van Beek believes that if the question about easements and access could be answered by the highway district the request for reconsideration on this specific case may go away. Mr. Wesley said that it would be appropriate for Director Minshall to reach out to the highway district to find out if they've made an official decision.

Commissioner Holton asked about public record requests that may come directly to Board members. Mr. Laugheed explained that the previous practice has been to funnel all public record requests through PIO Joe Decker to ensure they are getting to the right Office/department for an appropriate response. Mr. Laugheed and Ms. Klempel also addressed how they have handled requests for specific commissioner information (such as calendars) in the past.

The Board has requested help from legal in developing a boiler-plate response when a constituent contacts them to discuss land use cases that may be coming before Board.

COO Rast confirmed with Mr. Laugheed that the one-hour timeframe on Tuesday and Thursdays reserved for legal staff updates should be sufficient. He also noted that Director Britton has already met with legal to start the process of developing an RFQ for architectural services to be used as a general list when services are needed. Discussion was had in regard to how legal works with Board DAs on requests; Mr. Rast feels there could be a more efficient way to determine prioritization. Commissioner Holton said he would like to see some kind of action item where official Board direction is provided on outlining the flow of how projects roll out.

Commissioner Holton said he is reluctant to make any final land use decisions without legal in the room. Discussion ensued regarding the logistics and possibility of making this happen.

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

EXECUTIVE SESSION TO CONSIDER PERSONNEL MATTER PURSUANT TO IDAHO CODE, SECTION 74-206(1)(B)

Commissioner Van Beek made a motion to go into Executive Session at 10:47 a.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d) regarding personnel matters and records exempt from public disclosure. The motion was seconded by Commissioner Brooks. Clarification was made that only subsection (b) is noted on the agenda. Commissioner Van Beek made an amended motion to enter into executive session pursuant to Idaho Code, Section 74-206(1) (b) regarding personnel matters. The amended motion was seconded by Commissioner Brooks. A vote was taken on the motion with the Board voting unanimously to enter into executive session. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, HR Director Kate Rice and COO Greg Rast. The Executive Session concluded at 12:00 p.m. with no decision being called for in open session.

ACTION ITEM: CONSIDER EMPLOYEE STATUS CHANGE FORMS FOR THE SHERIFF'S OFFICE

The Board met today at 1:30 pm. to consider employee status change forms for the Sheriff's Office. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Sheriff Kieran Donahue, Lt. Martin Flores, Captain Harold Patchett, Sheriff's Financial Manager David Ivers, Lt. Travis Engle, Sgt. Russell Donnelly, Compensation/Benefits Analyst Bosco Baldwin, and Deputy Clerk Monica Reeves. Sheriff Donahue explained the process they use for submitting employee status change forms and how they have increased salaries to help with recruitment and retention, and to shift the paradigm of personnel leaving Canyon County for other agencies who are paying higher wages. Overtime and employee burnout have been a problem for a long time but from a competitive market standpoint, CCSO salaries are now in the middle and due to salary increases they have been able to hire people away from other law enforcement agencies. Commissioner Van Beek said she's been unable to ascertain from the Auditor's Office where we were at in the process of what was approved in the final budget. The increase that was given last fall appeared to have tightened up the loss of personnel. She wants to know what criteria the Sheriff's Office is using to evaluate performances to justify salaries because there has to be a way to measure for performance and reward for that, or, if they are not performing then they do not advance. Sheriff Donahue and Lt. Flores spoke about their evaluation process which includes yearly performance evaluations where employees are evaluated on a number of areas. They do not encourage benefitting people who are not earning their way. Lt. Flores spoke about how if employees did not meet standards the step increase was withhold, but if a cost of living adjustment was authorized by the BOCC that COLA would be applied. In reviewing three employee status change forms for promotions for a corporal, a sergeant and a lieutenant, Commissioner Brooks asked how

the Sheriff's Office determines the pay and extra responsibilities and supervision that goes along with that. Bosco Baldwin explained the step program which was designed so that someone who's in a higher-level position (corporal, sergeant, captain) does not have people reporting to them that earn more than they do and historically that occurred quite frequently where people who were reporting to a sergeant or lieutenant would earn more for various reasons whether overtime or different factors. There was discussion regarding years of service and how the Sheriff's Office is now doing more one-for-one on their years of service. Commissioner Van Beek said Chief Hart expressed in a previous meeting that he did not want the Sheriff's Office to continue to be used as the funding source - when underfunding the budget to recruit what you need and saying we don't have to take 3% or new construction - that was a revelation and it needs to be fixed during the budget cycle. So you budget in a realistic way for what you can recruit for and that we don't continue to use the Sheriff's budget as the piggybank for the County. Sheriff Donahue agrees with Commissioner Van Beek's point and said he has never comfortable with the fifth quarter budget and that it was expectant upon the Sheriff's budget to help fund. Commissioner Van Beek said it's her understanding there will be no pay increases for four years. Lt. Flores said there is no step taking place come FY2024, the next one would be for FY2025, and it will be the first time people would step in the scale. Mr. Baldwin said if there is a COLA then the ranges would change and they would receive that, but there is no staircase, they will not go up for the next fiscal year. Those who have been applied into payroll are locked into that number, other than specialty pay which may go up or down. There was discussion regarding the year-over-year cost. Sheriff Donahue said employees have to realize they will not see another base pay increase until FY2025. The approved employee status change forms are on file with this day's minute entry. The meeting concluded at 2:25 p.m. An audio recording is on file in the Commissioners' Office.

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 13, 2023

PRESENT: Commissioner Brad Holton, Chair
Commissioner Leslie Van Beek, Co-Vice Chairman
Commissioner Zach Brooks, Co-Vice Chairman
Deputy Clerks Monica Reeves/Jenen Ross

APPROVED CLAIMS

- The Board has approved claims 591272 to 591320 in the amount of \$303,789.41
- The Board has approved claim 591321 Advance in the amount of \$4,413.00
- The Board has a special jury claim in the amount of \$5,751.80
- The Board has approved claims 591322 to 591353 in the amount of \$28,794.94

BOARD OF COMMISSIONERS STAFF WORKSHOP

The Board met today at 9:01 a.m. for a workshop with staff. Present were: Commissioners Brad Holton, Leslie Van Beek, and Zach Brooks, Chief Operating Officer Greg Rast, PIO Joe Decker, Deputy Clerk Jenen Ross, and Deputy Clerk Monica Reeves. Controller Zach Wagoner and Auditing Supervisor Sarah Winslow arrived at 10:15 a.m. The following topics were discussed:

BOCC Schedule Adoption

- Majority of meetings will occur on Tuesdays, Wednesdays and Thursdays; Mondays and Fridays can be used for prep time, outreach, events, etc.
- Commissioner Van Beek requested messaging be sent about the change in how the BOCC interfaces with other offices and that it would take one other Commissioner to agree to a single Commissioner meeting with another elected official and that the information would be reported back to the BOCC. There was discussion regarding a BOCC communications policy.
- Scheduling requests will be sent to BOCCscheduling email address.

Organizational Chart

Job Descriptions

- With the new compensation program HR will be reviewing all job descriptions, titles, etc., and any content changes will stay within HR to update. Only substantial changes such as salary change or title change will come to the BOCC for review.

Internal Communications

- Employee handbook (personnel manual) was recently updated but no communication was sent about its adoption. Need to improve internal communications in a timely fashion. PIO will work with HR to prepare a message to employees with BOCC approval.
- In regards to messaging, Commissioner Van Beek wants a greater involvement at the leadership level and maybe that includes taking the *Commissioners' Corner* meetings to all nine cities.

Open Government

- Replace the County Organizational Chart tab on the website with an Open Government tab that lists the 24 x 7 x 365 services that are available. It's a one-stop where people can easily access County services and important updates. Consolidate the most used services on one page.
- Display the County video tour on monitors in the courthouse lobby. (*Video was produced via a grant through NACo, at zero cost to the taxpayer.*)

Go Green - Paperless efforts /LED lighting

- Things the County is doing to reduce the carbon footprint. BOCC believes a better title would be Cost Saving and Efficiency Measures rather than Go Green.

5-Cores Values – TRUST Acronym

Transparency

Respect

Unify

Service

Teamwork

- BOCC will adopt the acronym next week via a resolution, and work with the Facilities Dept., to display a sign in the BOCC meeting room.

Miscellaneous items

- There was Board consensus to list office terms for elected officials on the website.
- There was additional discussion with staff regarding scheduling.
- Controller Zach Wagoner and Auditing Supervisor Sarah Winslow arrived at 10:15 a.m. to discuss the OnBase claims batch approval process and answer questions for the BOCC about viewing claims information in PowerPlan (OnBase).
- Commissioner Holton will talk with PIO Decker regarding precinct information.

The meeting conclude at 10:35 a.m. An audio recording is on file in the Commissioners' Office.

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 17, 2023

PRESENT: Commissioner Brad Holton, Chair
Commissioner Leslie Van Beek, Co-Vice Chairman
Commissioner Zach Brooks, Co-Vice Chairman
Deputy Clerks Monica Reeves/Jenen Ross

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

The Board met today at 9:31 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Chief Deputy P.A. Sam Laugheed, Deputy P.A. Alex Klempel, Deputy P.A. Zach Wesley, Director of Juvenile Detention Sean Brown (left at 9:34 a.m.), EOM Christine Wendelsdorf (left at 9:44 a.m.), Controller Zach Wagoner, Clerk Chris Yamamoto, Chief Deputy Sheriff Doug Hart (left at 9:44 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross. The action items were considered as follows:

Consider Memorandum of Agreement between County of Malheur, State of Oregon and County of Canyon, State of Idaho for Detention of Juveniles: This contract is to provide housing to juveniles if need be with a daily rate of \$210. Mr. Wesley explained this contract is slightly different from similar Idaho MOAs mainly relating to liability and Oregon law. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the memorandum of agreement between the County of Malheur, State of Oregon and County of Canyon, State of Idaho for detention of juveniles (see agreement no. 23-013).

Consider Subrecipient Agreements with Idaho Office of Emergency Management: Ms. Wendelsdorf explained counties get a certain amount of funds based on population to be used for equipment and projects related to emergency services. These agreements were sent directly to the previous Board while they were still in office but were never forwarded on for review and consideration so they still list Pam White as the contact. Ms. Wendelsdorf said she has updated the information in the system and can provide updated paperwork for Board signatures. Ms. Klempel recommended that the Board can approve the documents on the record and sign administratively once the updated documents are provided. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the Idaho Office of Emergency Management 2022 Subrecipient agreement 2022 EMPG and Supplemental (see agreement no. 23-014) and the Idaho Office of Emergency Management 2022 Subrecipient agreement State Homeland Security Grant Program (see agreement no. 23-015).

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

EXECUTIVE SESSION – PERSONNEL MATTERS AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Commissioner Van Beek made a motion to go into Executive Session at 9:44 a.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d) regarding personnel matters and records exempt from public disclosure. The motion was seconded by Commissioner Brooks. A roll call vote was taken on the motion by Deputy Clerk Jenen Ross with Commissioners Van Beek, Brooks and Holton voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Leslie Van Beek, Zach Brooks and Brad Holton, Clerk Chris Yamamoto, Controller Zach Wagoner, Chief Deputy P.A. Sam Laugheed, Deputy P.A. Alex Klempel, Deputy P.A. Zach Wesley and COO Greg Rast. Case Manager Kellie George joined the meeting at 9:54 a.m. Mr. Yamamoto, Mr. Wagoner and Ms. George left the meeting at 10:21 a.m. The Executive Session concluded at 10:29 a.m. with no decision being called for in open session.

The meeting concluded at 10:21 a.m. An audio recording is on file in the Commissioners' Office.

MEETING WITH COUNTY ASSESSOR REGARDING OCCUPANCY PTR EQUALIZATION

The Board met today at 10:32 a.m. with the county Assessor regarding occupancy PTR equalization. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Assessor Brian Stender, COO Greg Rast and Deputy Clerk Jenen Ross. Assessor Stender provided

the Board with a history and explanation of how the PRT program operates. This year there were 19 applications for the PTR which will be sent to the Idaho State Tax Commission for consideration. Of the 19 properties the Assessor's Office believes 13 will qualify. Commissioner Brooks made a motion to equalize the property values as noted in the report provided by Assessor Stender. The motion was seconded by Commissioner Van Beek and carried unanimously. A copy of the document signed by Assessor Stender is on file with this day's minutes.

Discussion ensued about how the community is notified about this program.

The meeting concluded at 10:46 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION – PERSONNEL MATTERS 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 11:00 a.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d) regarding personnel matters and records exempt from public disclosure. The motion was seconded by Commissioner Brooks. A roll call vote was taken on the motion by Deputy Clerk Jenen Ross with Commissioners Van Beek, Brooks and Holton voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Leslie Van Beek, Zach Brooks and Brad Holton, COO Greg Rast and Tim Osborne from ICRMP. The Executive Session concluded at 12:00 p.m. with no decision being called for in open session.

Note for the record: this meeting was agendaized to include subsection (i) to communicate with risk manager regarding pending/imminently likely claims but the motion did not include this subsection.

WORKSHOP WITH CHIEF PUBLIC DEFENDER TO DISCUSS LEGISLATIVE HB735

The Board met today at 1:49 p.m. with the Public Defender to discuss legislative HB735. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Chief Public Defender Aaron Bazzoli, COO Greg Rast and Deputy Clerk Jenen Ross. Mr. Bazzoli provided a history and background of the Idaho Public Defense Commission and Canyon County's Public Defenders' department.

A PowerPoint presentation was provided to the Board outlining the following:

- Make-up of the PDC Board members
- Regional Chief Public Defenders
- PDC – Executive Director
- Review of how Public Defense in Idaho is unique
- Issues with singular oversight and control

- Pending *Tucker* litigation

A secondary PowerPoint provided a review of individual state public defense and how that could possibly operate.

A copy of both presentations is on file with this day's minutes.

The meeting concluded at approximately 3:10 p.m. Due to issues with the recording system only a portion of this meeting was recorded.

DETAILED MINUTES TO FOLLOW

MEETING TO DISCUSS THE LOCAL ASSISTANCE AND TRIBAL CONSISTENCY FUND UNDER THE AMERICAN RESCUE PLAN ACT

Action Items: Consider designation of authorized representative and contact for the Local Assistance and Tribal Consistency Fund Certification

JANUARY 2023 TERM
CALDWELL, IDAHO JANUARY 18, 2023

PRESENT: Commissioner Brad Holton, Chair
Commissioner Leslie Van Beek, Co-Vice Chairman
Commissioner Zach Brooks, Co-Vice Chairman
Deputy Clerks Monica Reeves/Jenen Ross

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Dell in the amount of \$12,693.04 for the Information Technology department
- Dell in the amount of \$5,823.33 for the Information Technology department
- Complete Canine Training, LLC in the amount of \$1,680.00 for the Sheriff's Office

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for Patrick Collins, Deputy Sheriff – Patrol 41006; and Beady Harrington, Application Support Analyst I.

DETAILED MINUTES TO COME AT A LATER TIME

Meeting with Facilities Director for Project Status and Priorities

Workshop Meeting with Fair Director for Discussion and Direction

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 19, 2023

PRESENT: Commissioner Brad Holton, Chair
 Commissioner Leslie Van Beek, Co-Vice Chair
 Commissioner Zach Brooks, Co-Vice Chair
 Deputy Clerks Monica Reeves/Jenen Ross

APPROVED CLAIMS

- The Board has approved claims 591354 to 591399 in the amount of \$82,127.34
- The Board has approved claims 591400 to 591448 in the amount of \$67,825.60
- The Board has approved claims 591449 to 591487 in the amount of \$54,550.65
- The Board has approved claims 591488 to 591515 in the amount of \$47,322.57
- The Board has approved claims 591516 to 591553 in the amount of \$78,807.43
- The Board has approved claims 591554 to 591578 in the amount of \$46,833.31
- The Board has approved claims 591579 to 591597 in the amount of \$10,247.00
- The Board has approved claims 591598 to 591614 in the amount of \$43,197.72

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for William Robert Schorr, Deputy Sheriff – Inmate Control 51003; Cody James Alexandru Ghinghina, Deputy Sheriff – Inmate Control 51003; Gerreson David Spencer – Deputy Sheriff – Inmate Control 51003; Seth Robert Reisbeck, Deputy Sheriff – Inmate Control 51003; and Paula Lee Rhodes, Communication Officer – 41012.

APPROVED CATERING PERMITS

The Board approved an Idaho Liquor Catering Permit for 1918 Lounge to be used 1/20/23 and 2/2/23.

DETAILED MINUTES TO COME AT A LATER TIME

Meeting with County Attorneys for Legal Staff Update

Action Item: Consider a Resolution for Award of Officer's Badge and Duty Weapon

Hearing to receive public comment regarding Sole Source Procurement of 2022 SJX Jet Boat Model SJX2170 from SJX Jet Boats, Inc.

Action Item:

Consider Authorizing Execution of 2022 SJX Jet Boat Model SJX2170 from SJX Jet Boats, Inc. Sales Agreement after opportunity for public comment

Action Item: Consider Treasurer's Tax Charge Adjustments by PIN for December 2022

CONSIDER RESOLUTION TO REINSTATE COMMISSIONERS SALARIES

The Board met today at 11:02 a.m. to consider a resolution to reinstate Commissioners' salaries. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, COO Greg Rast, HR Director Kate Rice, Compensation/Benefits Manager Bosco Baldwin, Sheriff Kieran Donahue, Chief Deputy Sheriff Doug Hart, Controller Zach Wagoner, Trial Court Administrator Jamie Robb, several employees from the Sheriff's Office, a member of the media, and Deputy Clerk Monica Reeves.

The Board voted unanimously to reinstate Commissioners' salaries.

MEETING WITH DIRECTOR OF DEVELOPMENT SERVICES DEPARTMENT TO DISCUSS GENERAL ISSUES SET POLICY, AND GIVE DIRECTION

The Board met today at 1:33 p.m. for a meeting with the Director of the Development Services Department to discuss general issues, set policy, and give direction. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Zach Wesley, DSD Director Sabrina Minshall, DSD Office Manager Jennifer Almeida, DSD Planning Official Dan Lister, COO Greg Rast, and Deputy Clerk Monica Reeves. Director Minshall gave a PowerPoint presentation titled *Workshop #1 - Development Application Process and Future Workshop Planning*, a copy of which is on file with this day's minute entry.

Topics

- Values and Goals
- Quantity, challenges/concerns, and in-progress improvements
- Suite of solutions
 - Options and pros/cons
 - Board direction
 - "Findings" and building the record/conditions/development agreements

- Constituent questions - how to handle inquiries or concerns, site visits, timelines and feedback
- Direction Needed
- Resource manual and content
- Final plat and FCO process for signature
- Introduce: Decision requirements and parameters
- Planning and Zoning Commission and membership (add)?/joint meeting - trainings

Direction Needed

- Timelines for notices and BOCC hearings, staff report and draft findings process/public input and application revisions (late exhibits)
- General direction on role of P&Z, approach to significant changes, 2nd hearings and timings
- External communication and implementation of timeline for changes
- Process, timeline and expectations for constituent/applicant inquiries
- Feedback on workshop topics proposed
- What information would the Board like in a resource manual. Hard copy or electronic?
- General direction on approach for acceptance of final plats, approval of findings (if not at hearing)

Applications

136 public hearing cases

- 10 at BOCC
- 10 at P&Z
- 116 in Review; of those
 - 40 applicant action
 - 25 engineering review
 - 27 final plats
 - 20 planner review
 - 3 removed

Challenges/Concerns

- Quantity of applications and review/hearing time
- Staffing and capacity of team - training and expertise
- Decorum, structure, and civility at hearings
- Very large packets to P&Z and BOCC; late exhibits and changes at hearing
- Transparency and public access to timely information at milestones
- Process between P&Z and BOCC
 - Input “loops” for public comment due to changes and delays

- P&Z use as practice -changes from applicants after P&Z negotiation and new information at BOCC
- Staff report and BOCC draft findings aren't able to consider new information/written comments
- Public input limited quality as new information, changes occur and lack of available documents
- A lot of formal public information requests
- Discussion and decisions (at P&Z and BOCC) not structure or adhering to criteria in code/state law
- Quality of findings "FCO's"

In Progress Improvements

- Improved Customer Service
 - Public office hours adjusted
 - Rotating "counter" planners
- Public Office hours to consider team need for team training, team case review, long range planning, etc.,
- Communication to applicants on status of submittal and any missing information and deadlines (12/30)
- Completeness reviews prior to acceptance
- Agency notice timelines and process on applicable public hearing cases
- Streamlined project management and accountability for case documentation
 - Monday.com and CAPS
 - Testing period for online payment for select permits
 - Project DOX online submittals
- County Engineer PE License, Keller to supplement
- Continued assessment of staffing and focus on training

Suite of Solutions

- Hearing schedule and notifications
- Staff report and presentations
 - Timing and use of staff expertise
 - "Findings" and building the record
- Late exhibits
- What constitutes "significant changes - requiring additional hearing (BOCC or back to P&Z as amended application)
- Use of P&Z Commission - Coordination
- Other?

Proposed Schedule

- Staff review Goal of 45-60 days
- February 1st -Hearing dated selected (P&Z or BOCC)
- February 6th - Notice
- February 22nd - Deadline for written comment
- February 23rd -March 5th - Packet prepared
- March 6th Packet to P&Z or BOCC
- March 16th - Hearing date
- FCO's same meeting after decision is rendered: OR if Board makes changes at meeting, FCO's return within 30 days to be approved or signed

Constituent Questions

- How to handle inquiries or concerns
- Timelines and feedback to BOCC
- Site visits
- BOCC standard response when receiving inquiries/concerns

Proposed Workshop Topics

- Priority/interest level (1-10): 10 is high
- Specific questions or issues by topic
- Order and scheduling
- P&Z Attendance
- External agency coordination
- What is missing?

Next steps

- What is the priority level for each Commissioner on meeting/workshop topics?
- Open training workshops to P&Z Commission?
- Joint meeting with the P&Z Commission and the BOCC

A roundtable discussion followed on the topics noted above. The meeting concluded at 3:42 p.m. An audio recording is on file in the Commissioners' Office.

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 20, 2023

PRESENT: Commissioner Brad Holton, Chair
 Commissioner Leslie Van Beek, Co-Vice Chair
 Commissioner Zach Brooks, Co-Vice Chair

APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Park Place Technologies in the amount of \$8,953.36 for the Information Technology department

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. A copy of the completed tour/inspection form is on file with this day's minute entry.

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 23, 2023

PRESENT: Commissioner Brad Holton, Chair
 Commissioner Leslie Van Beek, Co-Vice Chair
 Commissioner Zach Brooks, Co-Vice Chair
 Deputy Clerks Monica Reeves/Jenen Ross

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for Helena Thompson, Administrative Analyst; Chet Teats, (Lead) Heavy Equipment Operator.

APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Smith's Lawnmower in the amount of \$17,540.00

DETAILED MINUTES TO COME AT A LATER TIME

BOCC Staff Workshop

Executive Session to consider a personnel matter, pursuant to Idaho Code, Section 74-206(1)(b)

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 24, 2023

PRESENT: Commissioner Brad Holton, Chair
Commissioner Leslie Van Beek, Co-Vice Chair
Commissioner Zach Brooks, Co-Vice Chair
Deputy Clerks Monica Reeves/Jenen Ross

APPROVED CLAIMS

- The Board has approved claim 591616 ADV in the amount of \$30,784.59
- The Board has approved claim 591711 in the amount of \$584.25

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Uplift Desk in the amount of \$1,356.00 for the Trial Court Administrator
- Canyon County Fleet in the amount of \$3,213.00 for the Solid Waste department
- Priority Dispatch in the amount of \$1,825.00 for the Sheriff's Office

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for Heather Coatney, Clerk II; and Allie Cimolino; Clerk II.

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

The Board met today at 9:31 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley (left at 9:41 a.m.), Deputy P.A. Oscar Klaas (left at 9:38 a.m.), Director of Juvenile Detention Sean Brown (left at 9:35 a.m.), EOM Christine Wendelsdorf, COO Greg Rast and Deputy Clerk Jenen Ross. The agenda items were considered as follows:

Consider Juvenile Detention Housing Agreement with Owyhee County: The is the standard form agreement that is signed annually; there are no changes from last year. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the Juvenile Detention Housing Agreement with Owyhee County (see agreement no. 23-018).

Consider public official bonds and crime insurance as to form and legal sufficiency: These bonds are just for Commissioners Brooks and Holton as the other elected officials signed theirs in December of 2022. Per Mr. Wesley, elected officials are required by statute to be bonded. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to approve the official bonds and crime insurance as to form and legal sufficiency. The signed and recorded documents are on file with this day's minutes.

Meeting to discuss changing the Canyon County Local Emergency Reporting Authority (LERA) from the Caldwell Fire Chief to the Canyon County Emergency Manager: Ms. Wendelsdorf provided some background information about the LERA stating that about 30 years ago Canyon County gave LERA authorization to the Caldwell Fire Chief. There has since been a change in personnel and the Caldwell Fire Department is supportive of moving this back to the county and the emergency operations manager. Ms. Wendelsdorf said there will be no additional liability with this change, it's more about notification related to hazardous material incidents in unincorporated Canyon County. The Board is supportive of moving this back to the county but did request that Ms. Wendelsdorf work with COO Rast and/or legal to prepare a resolution in order to memorialize the action.

The meeting concluded at 9:44 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 1:36 p.m. to consider matters related to medical indigency. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Director of Indigent Services Yvonne Baker, Case Manager Kellie George, COO Greg Rast and Deputy Clerk Jenen Ross.

Commissioner Van Beek made a motion to approve the lien releases for case nos. 2022-494 and 2022-499. The motion was seconded by Commissioner Brooks and carried unanimously.

Case no. 2023-13 meets the eligibility criteria for county assistance for cremation and upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to approve case no. 2023-13.

Director Baker provided a review of assignments of cases approved by the County indicating the percentage based on the amount the county paid and percent the catastrophic fund paid. She requested that the Board approve acknowledgement of the assignments. Commissioner Van Beek made a motion to approve the Canyon County Indigent Services Idaho Catastrophic Healthcare Cost Program Reimbursement Assignment as presented by Director Baker. The motion was seconded by Commissioner Brooks and carried unanimously.

The meeting concluded at 1:44 p.m. An audio recording is on file in the Commissioners' Office.

CONSIDER RESOLUTIONS FOR ALCOHOLIC BEVERAGE LICENSES FOR EL RICO PAN BAKERY, AND EL PATRON EVENT CENTER

The Board met today at 1:53 p.m. to consider resolutions for alcoholic beverage licenses for El Rico Pan Bakery and El Patron Event Center. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, COO Greg Rast and Deputy Clerk Jenen Ross. Commissioner Brooks made a motion to approve the resolutions for alcoholic beverage licenses for El Rico Pan Bakery and El Patron Event Center. Commissioner Van Beek seconded the motion noting that the Board reviewed the paperwork and did not find any reason not to sign. The motion carried in a unanimous vote. The meeting concluded at 1:54 p.m. An audio recording is on file in the Commissioners' Office.

ACTION ITEM: MEETING WITH FACILITIES DIRECTOR TO PROVIDE DIRECTION ON CAPITAL PROJECTS

The Board met today at 3:33 p.m. for a meeting with the Facilities Director to provide direction on capital projects. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Facilities Director Rick Britton, Jodi Edwards from the Facilities Dept., and Deputy Clerk Monica Reeves. PIO Joe Decker arrived at 3:40 p.m., and left at 3:52 p.m. COO Greg Rast arrived at 3:41 p.m. Director Britton reported on the following future projects:

- ***New warehouse building*** – Increase square footage from 10,000 sq. ft. to 12,500 sq. ft. by adding another bay to the back of the structure toward the railroad tracks instead of building up. Another 2,500 square feet can be added with minimal cost to redesign the blueprints. To date the County has spent \$80,000 for A&E fees. The County has signed the CM/GC to move forward with the warehouse and animal shelter project at the same time because it will save \$750,000 to \$1M. This project was handed to him three-quarters of the way done. Commissioner Holton has concerns about the building being undersized; he wants to build square footage for storage and have it service the County for the next 10 years. Commissioner Brooks agrees with the extract 2,500 square footage. Commissioner Van Beek asked about increasing the size to a total of 15,000 square feet. Director Britton said extending it by that much would result in a full redesign. He could look at doing an awning, and he noted that his staff can do the fencing portion of the project. He will obtain a quote for a heated floor to keep it above freezing (not to heat the structure), plus an overhead shop unit. (2,500 feet out on the north, and 2,500 feet with an awning to the west.) We have ARPA funding in the amount of \$37+M, and he would like wants to get the warehouse project and animal shelter going and see what we have left for the other projects. Project cost estimate: \$2M to \$2.5M
- **Animal shelter re-roof** - We have exceeded the 20-year life expectancy of the canvass roof which was built in 2001. There is no insulation and energy efficiency is lacking. The project

will go another six feet up to an awning style roof and do a hard roof with acoustical sound boards to help tamper some of the barking, and to have an exhaust return air above as well. The holding areas do not currently have anything for cooling. This process started 2-years ago and he has stamped prints completed. Last year his department spent \$30,000 to finish the stamped set of blueprints, and this year the County reduced the shelter's amount of \$100,000 down to \$60,000 because we knew the shelter would be re-roofed this year. There was discussion regarding the need for an inhouse HVAC journeyman; the Board agrees and wants to bring the salary to a competitive level because in the long run, having the expertise inhouse will be a cost savings. Project cost estimate: \$1.5 to \$2M.

- **New Elections building** - 12,000 to 15,000 square feet. The current space is 4,700 square feet. Commissioner Holton thinks the facility should be 15,000 square feet, and he said it would be helpful to get the passports division back into that facility, but we need to check with the Clerk about that. We need to forego the drive-up window due to expense; he would be nice to have a lane that has an overhang to keep people out of the rain and snow. There needs to be a workshop with the BOCC and Clerk Yamamoto and his staff soon to talk about the costs and moving forward. It will require an RFQ process.
- **Sheriff's Administration Building - 110,000 to 112,000 square feet; and the annex jail demolition (laundry, hydronic loop pipe, dispatch generator, main switch gear west side courthouse, arraignments and Clerk storage)**

There will be two floors of parking garage, 2 floors of administrative office space, and they would look at moving the dispatch center into this facility. The jail annex demolition is on the list of projects. If we move Dispatch that would be a huge starting point for the annex building because it frees up a generator and gets some of the power needs out of there even though we still have a power cabinet that runs the west side of the courthouse. CCSO has space needs. He would like to hire an owner's representative in the facilities department; he needs more space, maybe he could utilize the CCSO current space for maintenance/facilities. Perhaps we could move the Public Defender as well. The BOCC needs space as well. We need to have a workshop with Sheriff and his staff. There will be secure parking for the judges, and it will open space for the Fleet Shop. There are a lot of space needs and we have funding so we need to prioritize what we want to move forward with. The BOCC will have a workshop with the Sheriff; Director Britton would like to ask Brad Daniels from the City of Nampa to attend as well. Commissioner Van Beek said it's important we develop a staged capital improvements plan. Director Britton agreed there needs to be a plan, but we are in a different circumstance here with the funding that has to be used by 2024. Greg Rast said instead of doing the ala carte approach he would like to see a full-on plan of the improvement project and providing information to the community. Commissioner Holton said the old jail annex has walls that range from 1-foot to 3-foot and it cannot be removed overnight so there needs to be planning on how it will

be done. We need to do our own inhouse workshop and get our heads together and then bring in technical resources and roundhouse this again because it's going to take experience and depth greater than what's here to think it through. Director Britton said it will require conversations with structural, mechanical, and electrical engineers. Commissioner Holton is concerned the footprint is too small and the goals of having green space and landscape space are impeding what we need to do. Director Britton will try to meet with Steve Fultz from the City of Caldwell and see what he can come up with. Commissioner Brooks think it's an easy sell, especially after a recent jail tour and what they learned about how it will take the dismantle the annex. A well-marketed staged approach is an easy sell to the public once they understand the scope of what we are dealing with.

- **Research market value and properties for sale from 13th Avenue to 15th Avenue, from Chicago Street to the railroad tracks to assist with campus growth.** Assessor Stender is helping with the research market value for each home and to see if any are for sale. Director Britton wants to purchase properties along Albany Street for parking, and he plans to speak with officials from the City of Caldwell. He has \$570,000 in his budget for property acquisition. The BOCC is okay with Director Britton doing the background and coming back with a formal presentation that can be scheduled for a decision. He will also ask the City of Caldwell if they support County plans to locate a jail in this area. The BOCC would be willing to meet with the city as well.

The meeting concluded at 4:56 p.m. An audio recording is on file in the Commissioners' Office.

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 25, 2023

PRESENT: Commissioner Brad Holton, Chair
 Commissioner Leslie Van Beek, Co-Vice Chair
 Commissioner Zach Brooks, Co-Vice Chair
 Deputy Clerks Monica Reeves/Jenen Ross

APPROVED CLAIMS

- The Board has approved claims 591712 to 591713 in the amount of \$1,675.95

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved an employee status change form for Chuck Gentry, Captain – Field Services Admin 41007.

MEETING TO CONSIDER THE IDAHO DEPARTMENT OF PARKS AND RECREATION WATERWAYS IMPROVEMENT FUND GRANT APPLICATION FOR 'CELEBRATION PARK SNAKE RIVER BOATER IMPROVEMENTS'

The Board met today at 10:00 a.m. to consider the Idaho Department of Parks and Recreation Waterways Improvement Fund Grant Application for 'Celebration Park Snake River Boater Improvements'. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Parks Director Nicki Schwend, Outdoor Recreation Planner Alex Eells, Assistant Parks Director Laura Barbour, COO Greg Rast and Deputy Clerk Jenen Ross.

Director Schwend said that this application is due by January 27th and needs a signature from the Waterways Committee. Canyon County does not have a Waterways Committee so in that case signatures would need to come from the Board of Commissioners. She explained that funds for this grant come from a percentage of the state gas tax and provided pictures to the Board of the area they would like to renovate. Mr. Eells has been working with J-U-B to create drawings and a budget to submit with the application which can also be used as part of the grant match dollars. In addition to the J-U-B fees, a project to renovate the parking lot and the purchase of 3 dock sections for a total of \$81,632.09 will be used as grant match; the requested grant amount is \$377,637.68 with a match of \$81,632.09 for a total amount of \$459,269.77. Commissioner Van Beek made a motion to approve and authorize the chairman to sign the Idaho Parks Department of Parks and Recreation Waterways Improvement Fund Grant Application for 'Celebration Park Snake River Boater Improvements'. The motion was seconded by Commissioner Brooks and carried unanimously. A copy of the grant application document is on file with this day's minutes.

Commissioner Van Beek would like to schedule a meeting to review the recently signed MOU with the Deer Flat National Wildlife Refuge. Discussion ensued regarding the gun range, work that has been done there and possible security options. The Board directed Director Schwend to compile some additional information and possible solutions to closing the liability exposure. As there continue to be conversations about what to do with the gun range Commissioner Holton wants to make sure there is community input on the subject.

The meeting concluded at 10:40 a.m. An audio recording is on file in the Commissioners' Office.

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 26, 2023

PRESENT: Commissioner Brad Holton, Chair
 Commissioner Leslie Van Beek, Co-Vice Chair

Commissioner Zachary A. Brooks, Co-Vice Chair
Deputy Clerks Monica Reeves/Jenen Ross

APPROVED CLAIMS

- The Board has approved claims 591617 to 591643 in the amount of \$22,678.81
- The Board has approved claims 591644 to 591667 in the amount of \$64,230.35

DETAILED MINUTES TO COME AT A LATER TIME

Public hearing to consider a request by Tony Elordi for a development agreement modification associated with case no. PH2016-30

This hearing will be tabled to a later date

Action item: Consider the final plat for Lakhota Subdivision, Case no. SD2021-014

Action Items: Consider Resolutions for Alcoholic Beverage Licenses
Cappuccino Cowgirl Bistro (New)
OVG Hospitality (Transfer)
OVG Hospitality (Transfer)

Executive session pursuant to Idaho Code Section 74-206 (1)(b) regarding personnel matter

MEETING WITH DIRECTOR OF DEVELOPMENT SERVICES DEPARTMENT TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 1:34 p.m. with the Director of Development Services to discuss general issues, set policy and give direction. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, DSD Director Sabrina Minshall, DSD Office Manager Jennifer Almeida, DSD Planner Michelle Barron, DSD Planner Debbie Root, COO Greg Rast and Deputy Clerk Jenen Ross. Director Minshall reviewed her PowerPoint presentation as follows:

Direction needed

- Confirm support for approach to changes and expectation to applicants and public input
- Confirm new process and schedule
- Confirm applicability and schedule
- Confirm Board processing of “administrative actions” such as FCOs, final plats, refunds, etc.
- Future workshops
- Joint P&Z meeting
- Approach to P&Z membership
- Approach to economic development

Review of the discussion and Board direction had at previous meetings

- The Board would like a reference manual – needs to be determined what that content will look like
- The Board would like training and guidance from DSD and legal regarding building the record and decision parameters by type; decision parameters (by type) and quality findings; constituent/applicant contact and site visits
- Reduce late exhibits and changes
- Completeness review vs. pre-application meeting (charges and time)
- Standard response and process to constituent questions related to applications or DSD processing and policies
- Access to dashboard of status of applications
- Desire to work collaboratively with P&Z and clarification of roles
- Processing efficiency and quality vs. need to update ordinance of the planning and entitlement flow.
- Conditional rezone vs. rezone
- Zoning relationship with comprehensive plan designation
- Process, and flow of entitlement steps between comprehensive plan, rezones, plats, development agreement
- How it has been vs. options for future processes
- Conditional use permits and process/timeline
- Next workshops – 3-4 sessions, need to keep a linear and future focus

Review of desired outcomes

- Predictability, consistency and fairness
- Transparency for process – both the applicant and public
- Quality of proposals increased
- Quality of public comments
- Reduce lengthy hearings at BOCC (caused by new negotiation at hearing)
- Reduction of new information late in the process – *discussion ensued on possible ways to prevent participants from submitting late exhibits at the time of hearing and potential ways to handle the situation.*
- Staff report and draft findings are more comprehensive
- BOCC discussion connected to decision parameters of findings
- Findings and written decisions are clear and tied to decision parameters
- Reduce requests for reconsideration regarding process concerns or quality of findings

Types of applications/process

- A review was provided of the handout which outlines case types and the hearing process for each

Proposed process/schedule

Applicability and upcoming hearings

Theoretical example of applicant changes

Direction needed

- Confirm support for approach to changes & expectation to applicants and public input
- Confirm new process and schedule
- Confirm applicability and schedule
- Confirm Board processing of “administrative actions” (FCO, Final plat, refunds, etc.)
- The Board is in consensus of the above noted items.
- Future workshops
- Joint P&Z meeting – *Commissioner Holton would prefer to have the meeting in the Commissioner’s meeting room and wants to make sure it’s clearly defined as a workshop between the BOCC and the P&Z Board vs. a regular P&Z Board hearing.*
- Approach to P&Z membership
- Approach to economic development

The meeting concluded at 2:49 p.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 3:01 p.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Chief Deputy P.A. Sam Laugheed, Deputy P.A. Zach Wesley, Deputy P.A. Oscar Klaas, Deputy P.A. Alex Klempel (left at 4:03 p.m.), Landfill Director David Loper (left at 3:07 p.m.), Clerk Chris Yamamoto (left at 3:42 p.m.), Director of Indigent Services Yvonne Baker (left at 3:42 p.m.), Indigent Services Case Manager Kellie George (left at 3:42 p.m.), COO Greg Rast, Election staff Haley Hicks and Brandi Long (left at 3:10 p.m.), HR Director Kate Rice (left at 3:59 p.m.), Fair Director Diana Sinner (participated from 4:35 p.m. to 4:55 p.m.), Deputy Clerk Jenen Ross. The action items were considered as follows:

Consider FY2023 Pickles Butte Sanitary Landfill Dust Control System Project Solicitation of Bids:

Director Loper explained this project was put out to bid in 2022 but only one bid was received that he thought was a little high. This will be a 2nd try to see if more bids are received or if bids come in at a different price point; there will also be another opportunity to address any questions. Discussion ensued regarding the tank size noted in attachment 1 – it is documented as 10,000 gallons but is actually 15,000 gallons – the change will be noted in the paperwork. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted

unanimously to sign the FY2023 Pickles Butte Sanitary Landfill Dust Control System Project Solicitation of Bids.

Consider Resolution Classifying Records of the Canyon County Clerk and Authorizing Destruction of Certain Records: Ms. Hicks explained how the documents to be destroyed meet all the requirements and some exceed the required timelines. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution classifying records of the Canyon County Clerk and authorizing destruction of certain records (see resolution no. 23-010).

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

EXECUTIVE SESSION – PERSONNEL MATTERS AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Commissioner Van Beek made a motion to go into Executive Session at 3:10 p.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d) regarding personnel matters and records exempt from public disclosure. The motion was seconded by Commissioner Brooks. A roll call vote was taken on the motion by Deputy Clerk Jenen Ross with Commissioners Van Beek, Brooks and Holton voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Chief Deputy P.A. Sam Laugheed, Deputy P.A. Zach Wesley, Deputy P.A. Oscar Klaas, Deputy P.A. Alex Klempel (left at 4:35 p.m.); Clerk Chris Yamamoto, Director of Indigent Services Yvonne Baker and Case Manager Kellie George participated from 3:10 p.m. to 3:42 p.m.; HR Director Kate Rice participated from 3:10 p.m. to 3:59 p.m.; Fair Director Diana Sinner participated from 3:59 p.m. to 4:30 p.m.; DSD Director Sabrina Minshall participated from 4:35 p.m. to 4:55 p.m. The Executive Session concluded at 4:55 p.m. with no decision being called for in open session.

At the conclusion of the executive session the following action item was taken up:

Consider the requests for reconsideration for Case No. RZ2021-0055: Commissioner Van Beek made a motion to uphold the decision regarding the Codr conditional rezone, RZ2021-0055, and adopt the amended FCOs. The motion was seconded by Commissioner Brooks and carried unanimously.

The meeting concluded at 4:56 p.m. An audio recording is on file in the Commissioners' Office.

PUBLIC DEFENDER CONTRACT APPROVAL WITH MOLITOR & ASSOCIATES, LLC

The board met today at 5:01 p.m. for a Public Defender contract approval with Molitor & Associates, LLC. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Chief Public Defender Aaron Bazzoli, COO Greg Rast and Deputy Clerk Jenen Ross. Mr. Bazzoli explained that Ms. Molitor is a professional lobbyist that has been worked with over the past year regarding state public defense. Last year she was employed with the Idaho Association of Criminal Defense Lawyers as a lobbyist. Ms. Molitor has been instrumental in maintaining contact with the governor's office and coordinating to meet with the governor's group as well as working with

different legislators. Due to Ms. Molitor no longer being employed with IACDL a number of counties and individuals are contributing funds in order to contract with Ms. Molitor. This contract would be very issue specific, to assist in working on state public defense this year only, Mr. Bazzoli feels that \$5000 should be sufficient to concentrate on this issue alone. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to approve the Molitor and Associates, LLC expenditure of \$5000 for a lobbyist as presented by Director Bazzoli to present at the state legislature to assist with the public defense issue.

The meeting concluded at 5:11 p.m. An audio recording is on file in the Commissioners' Office.

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 27, 2023

PRESENT: Commissioner Brad Holton, Chair
 Commissioner Leslie Van Beek, Co-Vice Chair
 Commissioner Zachary A. Brooks, Co-Vice Chair
 Deputy Clerks Monica Reeves/Jenen Ross

DETAILED MINUTES TO FOLLOW

BOCC STAFF WORKSHOP

ACTION ITEM: MEETING TO AUTHORIZE / RATIFY ACCEPTANCE OF LATCF FUNDS

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 30, 2023

PRESENT: Commissioner Brad Holton, Chair
 Commissioner Leslie Van Beek, Co-Vice Chair
 Commissioner Zachary A. Brooks, Co-Vice Chair
 Deputy Clerks Monica Reeves/Jenen Ross

Commissioners attending IAC Midwinter Legislative Conference at the Riverside Hotel in Boise, Idaho.

JANUARY 2023 TERM

CALDWELL, IDAHO JANUARY 31, 2023

PRESENT: Commissioner Brad Holton, Chair
Commissioner Leslie Van Beek, Co-Vice Chair
Commissioner Zachary A. Brooks, Co-Vice Chair
Deputy Clerks Monica Reeves/Jenen Ross

Commissioners attending IAC Midwinter Legislative Conference at the Riverside Hotel in Boise, Idaho.

THE MINUTES OF THE FISCAL TERM OF JANUARY 2023 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 _____, 2023.

CANYON COUNTY BOARD OF COMMISSIONERS

Commissioner Leslie Van Beek

Commissioner Brad Holton

Commissioner Zach Brooks

ATTEST: CHRIS YAMAMOTO, CLERK

By: _____, Deputy Clerk