

APPROVED CLAIMS

- The Board has approved claims 592535 to 592550 in the amount of \$8,524.00

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Idaho POST in the amount of \$1200 for the Sheriff's Office
- ConvergeOne in the amount of \$6642.63 for the Information Technology department
- Right! Systems Inc. in the amount of \$5723.17 for the Information Technology department
- Hess Construction in the amount of \$4875.00 for the Facilities department
- Hess Construction in the amount of \$12,180.00 for the Facilities department

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for Bryce Moore, Sergeant – CCNU; Tammy Bartlett, Sergeant – Field Service Admin; Jace Thompson, Sergeant – Inmate Control; Ray Talbot, Captain.

APPROVED CATERING PERMIT

- The Board approved an Idaho Liquor Catering Permit for Danelion Brewery to be used 3/11/23.

APPROVED MINUTES

The Board approved the minutes for the September 2022 and October 2022 terms.

MEETING WITH EIDE BAILLY TO RECEIVE THE FISCAL YEAR 2022 FINANCIAL AUDIT

The Board met today at 10:02 a.m. to receive the Fiscal Year 2022 Financial Audit from Eide Bailly. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Treasurer Tracie Lloyd, Chief Deputy Treasurer Jennifer Mercado, COO Greg Rast, Audit Supervisor Sarah Winslow, Jody Daugherty and Kailey Holt from Eide Bailly, Michael Stowell from the Ambulance District, and Deputy Clerk Monica Reeves. Controller Wagoner provided a copy of the County's annual comprehensive financial report which is on file with this day's minute entry. He spoke about the good working relationship with Eide Bailly who is the source of accurate, reliable information for governmental auditing and accounting, and said there's a reason they audit the City of Meridian, City of Nampa, City of Caldwell, Ada County, Canyon County, etc.

Jodi Daugherty began her review by recognizing that Canyon County's financial report is a high-quality product and is the best one she's had the privilege of reviewing. The following financial highlights were noted:

- Independent Auditor's report on Page 10 notes the biggest change is related to the Canyon County Ambulance District where the district needs to be brought into the County's financial statements. *The district will be included but not blended with the activity of the County.* The look of the letter is very different than it has in the past because the standards changed.
- A new standard was implemented this year related to leases.
- Noted the required supplementary information and the fact they do not give an opinion on that information. Reviewed the regular supplementary information that is in the financial statement and they do give an opinion as it relates to the basic financial statements.
- The State of Idaho requires all governments have an audit in accordance with Government Auditing Standards and the fact that Canyon County receives money from the federal government also makes it so that the County is required to have an audit in accordance with Government Auditing Standards.
- The letter on Page 121 is Eide Bailly's report in accordance with Government Auditing Standards. They are required to look at controls over financial reporting and so they look at those controls as they are auditing. They are not giving an opinion on the effectiveness of the controls, but they do look at them in relation to their testing and if they had come across something they considered to be a control deficiency then they would evaluate whether it was a significant deficiency or a material weakness. Eide Bailly did not have any control deficiencies that they came across that they needed report in the letter.
- The letter on Page 123 talks about the audit they perform over the federal programs. There are no findings with respect to their audit of the federal awards. There was a single audit of the COVID-19/Coronavirus State and Local Fiscal Recovery Funds. (The money the County received from ARPA.)

Commissioner Brooks asked if Eide Bailly looks at more in-depth internal controls. Ms. Daugherty said they not do that as part of their audit, but if the County wants an additional engagement or service provided where they bring a team in to do an in-depth dive either into the IT side of it, the finance side of it, or both, that is something Eide Bailly can provide. Kailey Holt said they look at reconciliations that are prepared by the Treasury and they look at journal entry reports to make sure there is no management override, and they look at cash reconciliations, cash disbursements, to make sure they are seeing evidence of reviews and that there are controls are in place.

Kailey Holt's review was as follows:

- Page 14 - Management's Discussion and Analysis - is the most user-friendly way to read the financial information and see major highlights and things management felt were important enough to call out specifically. It also provides a year-over-year comparison to FY2021.
- Page 26 is the Basic Financial Statements and includes the addition of the component unit for the ambulance district is new this year.
- Total assets for the County increased by \$20.7M primarily due an increase in cash and investments held by the County. The LGIP (Local Government Investment Pool) is held by the Idaho State Treasury Department and had some good interest earnings.
- Total liabilities increased by \$69M but \$45M of that is the net pension liability which is the requirement by GASB to report on the balance that's managed by PERSI. Last year it was in an asset position because the markets were doing well, but they have since taken a turn and that's where the \$45M liability came from; however, that liability amount does not represent any future commitment by the County. The requirement of the County is to continue paying the employer contributions to PERSI.
- The ending net position of the County is in a very strong position showing an overall increase from 2021 of \$5.6M.
- Page 27 is the Income Statement which shows an overall increase in revenues of \$9.7M primarily for operating grants and contributions, and about \$6M is through the ARPA money. It's nonrecurring and is a onetime grant as a result of COVID-19.
- Expenses increased by \$23.9M and a lot of that comes from the investment in the personnel. Controller Wagoner clarified that there is a distinct difference in accounting between an expense and an expenditure. The expenses we're talking about include the changes in the net pension liability and because the stock market had a brutal year what was previously an asset became a \$45M liability that also influenced expenses.
- Page 28 is the Balance Sheet of the major funds. This will be the last year the indigent fund will be reported for the County. For FY2023, public defender has been transferred to the justice fund and whatever is remaining form indigent medical is in the current expense fund.
- Page 30 is the Statement of Revenues, Expenditures, and Changes in Fund Balances and Controller Wagoner believes it's the most useful page for the County as far as what we do and what we deal with on a day-to-day basis. It represents the actuals. For our governmental funds in total, total revenues are \$105M; total expenditures are \$98M. The increase in fund balance is \$7.5M to an ending balance of just over \$66M, which is approximately 66% of what was spent for all governmental funds. The total capital outlay in 2022 was over \$9M and the majority of that was for the Fair Expo building.
- Page 32 is the Statement of Net Position for Solid Waste Management Fund and the Self-Funded Health Insurance Fund. The landfill ended in a strong positive net position of \$19.6M.
- Review of summary of footnotes:

- Note 1: Summary of Significant Accounting Policies. The addition of the lease payable footnote which is a result of the implementation of a new GASB 87 for the addition of leases. That's the biggest change from previous financial statements.
- Note 3: Cash and Investments
- Note 8: Capital Assets (Land, Buildings and Equipment)
- Note 9: Leases Payable - This is the new footnote as result of the new accounting standard and the lease required to be reported is the lease for the County jail trailers of \$2.8M.
- Note 14: Pension Plan is the information behind the estimates of the net pension liability amount.
- Note 17: Discreetly Presented Component Unit highlights the important footnotes that are in the ambulance district's financial statement.

Commissioner Brooks asked if it's possible next year to receive the report 3-4 weeks in advance of the meeting because there is a lot of information to review. Controller Wagoner said they are committed to providing the information as quickly and accurately as they can to the Board and they can work towards providing more time to review the information before the meeting with Eide Bailly. Ms. Holt said next year will have another major accounting standard on the horizon (GASB 96) which pertains to subscription-based technology agreements and bringing those arrangements onto the balance sheet. Clerk Yamamoto said they could come back at a later date so the Board could have more time to digest the information and formulate questions. The Clerk and Controller are scheduled to meet with the Board once a month and are happy to discuss any part of the report.

Ms. Daugherty reviewed Eide Bailly's letter dated February 22, 2023 which talks about what their responsibilities were with the audit. This is where they would communicate with the County if they had difficulties during the audit or had disagreements with management they would tell the Board but they didn't have any. There was one uncorrected misstatement pertaining to the LGIP adjustment. The letter states management decided this wasn't material in its aggregate to post. (This letter is on file with this day's minute entry.) Clerk Yamamoto expressed his appreciation to the Controller and others who have worked on the report. The meeting concluded at 10:55 a.m. An audio recording is on file in the Commissioners' Office.

ACTION ITEMS: CONSIDER A RESOLUTION ISSUING A REFUND TO RIGHT NOW HEATING AND COOLING, AND A RESOLUTION ISSUING A REFUND TO MRCT, LLC

The Board met today at 11:00 a.m. to consider a resolution issuing a refund to Right Now Heating and Cooling and a resolution issuing a refund to MRCT, LLC. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, DSD Office Manager Jennifer Almeida, COO Greg Rast, and Deputy Clerk Monica Reeves. The refunds were considered as follows:

***Right Now Heating and Cooling:*** Upon the motion of Commissioner Van Beek and the second by Commissioner Holton the Board voted unanimously to issue a refund in the amount of \$324.00 to Right Now Heating and Cooling for fees associated with a commercial mechanical permit. (Resolution No. 23-031.)

***MRCT, LLC:*** Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board voted unanimously to issue a refund of \$1,582.50 to MRCT, LLC, for fees associated with a withdrawn conditional rezone and subdivision applications. (Resolution No. 23-032.)

The meeting concluded at 11:06 a.m. An audio recording is on file in the Commissioners' Office.

RESCHEDULE PUBLIC HEARING: REQUEST BY TONY ELORDI FOR A DEVELOPMENT AGREEMENT MODIFICATION, CASE NO. DA2022-0003

The Board met today at 1:31 p.m. to go on the record to reschedule the public hearing for Tony Elordi, Case No. DA2022-0003. Present were: Commissioners Leslie Van Beek and Zach Brooks, DSD Planner I Samantha Hammond, DSD Planner III Michelle Barron, COO Greg Rast, and Deputy Clerk Monica Reeves. Samantha Hammond said staff met with the applicant to make sure they were going to move forward with the BOCC versus going back to the P&Z Commission and they have decided to move forward with the original plan to bring it to the BOCC. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to approve the request to reschedule the public hearing in the matter of the request by Tony Elordi for a development agreement modification associated with Case No. PH2016-30 to April 13, 2023 at 1:30 p.m. The meeting concluded at 1:32 p.m. An audio recording is on file in the Commissioners' Office.

MARCH 2023 TERM  
CALDWELL, IDAHO MARCH 2, 2023

APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- MinXray, Inc in the amount of \$42,250.00 for the Coroner's Office

APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved employee status change form for Tamara Lynne Meyer, Comm. Officer Dispatch.

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

The Board met today at 9:32 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. Zach Wesley, Director of Juvenile Detention Sean Brown (left at 9:37 a.m.), Director of Facilities Rick Britton, COO Greg Rast and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider Signing Juvenile Detention Housing Agreement with Ada County:*** Director Brown said this agreement is specific to conflict of interest situations which he will work with the PA's Office on in determining. The agreement language is similar to other housing agreement contracts with other counties but is reciprocal with Ada County and fees are waived. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the Juvenile Detention Housing agreement with Ada County (see agreement no. 23-026).

***Solicitation of Interest Discussion - Canyon County Preliminary Design Roster for Architects & Engineering Services:*** Mr. Laugheed explained that this draft document was created at the request of the Board and a copy was sent out recently for review. Following discussion regarding what the statutory limits may need to be and what kinds of projects this would be used for it was decided that the threshold would remain at \$50,000. The primary purpose for this kind of solicitation is to obtain qualifications for different kinds of projects and to take away the perception of bias toward certain companies.

The meeting concluded at 10:06 a.m. and an audio recording is on file in the Commissioners' Office.

## MEETING WITH CORONER REGARDING PURCHASE OF AN X-RAY MACHINE

The Board met today at 10:30 a.m. with the Coroner regarding the purchase of an x-ray machine. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Coroner Jennifer Crawford, COO Greg Rast and Deputy Clerk Jenen Ross. Coroner Crawford explained that Canyon County has never had its own x-ray machine and has been contracting with St. Alphonsus for x-ray services. The machine she'd like to purchase is a slim portable design that she feels will work well for her office with a lifespan of 5-10 years or possibly even longer. Once the PO is received by the company they will start the build and the machine should arrive in 2-3 weeks. Commissioner Van Beek asked about sharing the cost with Owyhee County as part of the contracted services. Ms. Crawford thought this may be something to consider with the next agreement renewal. The Board is supportive of the purchase and a purchase order is on file with this day's minutes. The meeting concluded at 10:40 a.m. and an audio recording is on file in the Commissioners' Office.

### CONSIDER TAX CHARGE ADJUSTMENTS BY PIN FOR JANUARY 2023

The Board met today at 11:00 a.m. to consider tax charge adjustments by PIN for January 2023. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Treasurer Tracie Lloyd, COO Greg Rast and Deputy Clerk Jenen Ross. Treasurer Lloyd explained that the majority of the adjustments are homeowner exemptions that came in after the deadline for the Board of Equalization. The total adjustment is \$157,868.46. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign the tax charge adjustments by PIN for January 2023. The meeting concluded at 11:03 a.m. and an audio recording is on file in the Commissioners' Office.

### JOINT MEETING WITH THE P&Z COMMISSION AND DSD STAFF

The Board met today at 4:33 p.m. for a joint meeting with the Planning and Zoning Commission and DSD staff for a general workshop. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Chief Operating Officer Greg Rast, DSD Director Sabrina Minshall, DSD Planners Jenna Petroll, Samantha Hammond, Maddy Vander Veen, Ivan Kowalczyk, Debbie Root, and Michelle Barron, DSD Office Manager Jennifer Almeida, P&Z Commissioners: Miguel Villafana, Harold Nevill, Robert Sturgill, Brian Sheets and Patrick Williamson, Keri Smith, George Crookham and other interested citizens, as well as Deputy Clerk Monica Reeves. Director Minshall presented the following discussion topics for the meeting:

- Introductions
- BOCC expectations of P&Z Commission
  - What does the BOCC need from P&Z Commission?
  - Direction around evidence-based findings
  - Ex-parte communication, conflict of interest, and site visits
  - Any Feedback to P&Z Commission from request for reconsiderations and/or cases the BOCC did not follow the P&Z recommendation?
  - Changes in applications between P&Z and BOCC – process
- 2040 Comprehensive Plan Update
- P&Z Commission composition and membership

No Board action was required or taken. The meeting concluded at 5:56 p.m. An audio recording is on file in the Commissioners' Office.

MARCH 2023 TERM  
CALDWELL, IDAHO MARCH 3, 2023

APPROVED CLAIMS

- The Board has approved claims 592551 to 592594 in the amount of \$135,373.95
- The Board has approved claims 592595 to 592642 in the amount of \$229,613.52

MARCH 2023 TERM  
CALDWELL, IDAHO MARCH 6, 2023

APPROVED CLAIMS

- The Board has approved claims 592643 to 592694 in the amount of \$38,753.67
- The Board has approved claims 592742 to 592789 in the amount of \$115,246.58
- The Board has approved claims 592695 to 592741 in the amount of \$27,497.38
- The Board has approved claim 592840 US Bank in the amount of \$7,339.45
- The Board has approved claim 592841 ADV in the amount of \$2,400.00

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- American Jail Association in the amount of \$1,800.00 for the Sheriff's Office
- Curtis Blue Line in the amount of \$14,552.00 for the Sheriff's Office
- Avolve Software Corp., in the amount of \$50,329.00 for the Development Services Department

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for Fenris Anderson, P/T Interpretive Specialist.

BOCC STAFF WORKSHOP

The Board met today at 9:03 a.m. for a BOCC staff workshop. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, COO Greg Rast, PIO Joe Decker, Deputy Clerk Jenen Ross, and Deputy Clerk Monica Reeves. Below is an outline of today's discussion topics:

General Discussion

- BOCC Budget Update – FY2023



- Projected “A” Budget Unspent even with BOCC salaries reinstated - \$79,233 (Budget - \$778,024)
- Projected “B” Budget if spending remains steady - \$8,847 (Budget - \$40,300)
- Upcoming Meetings
  - 03/06/2023 – Meeting with City of Caldwell (Zoning District)
  - 03/06/2023 – TRUST Resolution, Discussion, and Adoption (PIO is working on communications)
  - 03/07/2023 – Quarterly DA Meeting Updates (JJC Departments)
  - 03/07/2023 – Ada/Canyon COO Meeting (Compare Notes)
  - 03/08/2023 – CCAD / COO Meeting with Controller – ARPA
  - 03/09/2023 – Monthly DA Meeting (Led by COO – Public Administration Building Meeting Room)
  - 03/09/2023 – Quarterly DA Meeting Updates
  - 03/10/2023 – Monthly Controller Budget Status
- SWAC Update – Director Loper is contacting all the individuals and working with legal on the resolutions for the BOCC appointments.

Vehicle Use Policy – Would like to get a final draft to legal on 3/10/2023

PIO’s update:

- Demo and Discussion of County Website - Test environment
  - 2C Communications
  - Open Government

There was Board discussion regarding community input meetings which will resume in June and will be restructured to an informational format about key topics of concern such as the comprehensive plan, budget, and jail, for example. Also discussed was the Board’s desire to have the terms of office for each elected official posted on the County’s website. Mr. Decker will contact the elected officials. The meeting concluded at 10:00 a.m. An audio recording is on file in the Commissioners’ Office.

BOARD OF COUNTY COMMISSIONERS PROPOSAL TO SIGN A RESOLUTION TO ADOPT THE TRUST ACRONYM AND 5-CORE VALUE DEFINITIONS

The Board met today at 2:30 p.m. regarding the proposal to sign a resolution to adopt the TRUST acronym and 5-core value definitions. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, PIO Joe Decker, COO Greg Rast and Deputy Clerk Jenen Ross. Mr. Rast read into the record the words associated with the TRUST acronym and each of their definitions. Mr. Rast and Commissioner Van Beek each spoke about Board collaboration in creating the acronym and definitions. Commissioner Van Beek made a motion to approve the resolution and adopt the TRUST acronym and 5-core value definitions. The motion was seconded by Commissioner Brooks and carried unanimously (see resolution no. 23-033). The meeting concluded at 2:36 p.m. An audio recording is on file in the Commissioners’ Office.

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- CS Techs in the amount of \$3,496.60 for the Facilities Department
- ACCO in the amount of \$10,000.00 for the Facilities Department
- Advance Cleaning Equipment in the amount of \$25,705.68

APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved employee status change form for James Siewart, Temporary Elections worker.

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

The Board met today at 9:34 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. Zach Wesley, Deputy P.A. Alex Klempel, Clerk Chris Yamamoto, Treasurer Tracie Lloyd, Facilities Director Rick Britton, CCSO Financial Manager David Ivers (left at 9:45 a.m.), Controller Zach Wagoner, Solid Waste Director David Loper (left at 9:48 a.m.), Representatives from Desert View Construction and Showalter Construction (left at 9:41 a.m.), COO Greg Rast, Chief Deputy Assessor Joe Cox (arrived at 9:46 a.m.) and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Bid Opening for FY2023 Pickles Butte Sanitary Landfill Dust Control System Project Solicitation of Bids:***

Three bids were received for this project as follows:

- Desert View Construction, received 3/7/23 at 8:53 a.m. via email, bid amount of \$214,945.00
- Showalter Construction, received 3/7/23 at 9:11 a.m., bid amount of \$339,942.20
- Terra Co Excavation & Demo, received 3/6 at 1:40 p.m., bid amount of \$235,098.00

Each of the proposals will be sent to Director Loper to be reviewed for compliance with the solicitation.

***Consider Resolution Authorizing an Increase in the Canyon County Sheriff's Office Driver's License Division's Petty Cash Account:*** The petty cash amount will be increased from \$1700 to \$3800. A memo from Sheriff Donahue is included with the resolution providing an explanation of this request. Controller Wagoner has reviewed the request and provided his support for the change. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted

unanimously to sign the resolution authorizing an increase in the Canyon County Sheriff's Office Driver's License Division's petty cash account (see resolution no. 23-034).

***Consider Resolution Authorizing an Increase in the Canyon County Sheriff's Office Civil/Records Division's Petty Cash Account:*** The petty cash amount will be increased from \$210 to \$750. A memo from Sheriff Donahue is included with the resolution providing an explanation of this request. Controller Wagoner has reviewed the request and provided his support for the change. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution authorizing an increase in the Canyon County Sheriff's Office Civil/Records Division petty cash account (see resolution no. 23-035).

***Consider Signing Agreement for Exclusive Option to Purchase and Right of First Refusal:*** This property is proximal to the landfill and the land owners have signed an agreement stating that in exchange for \$20,000 they will not enter into any option, sale or lease with regard to the property except with the county for a term of one-year. Thereafter, the county has an exclusive right of first refusal according to terms outlined in the agreement for 19-years. Mr. Laugheed said there is no legal reason not to move forward and there are plenty of policy, financial and operational reasons to move forward. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the agreement for exclusive option to purchase and right of first refusal (see agreement no. 23-027). A claim for \$20,000 has been prepared for Board signatures in order to expedite payment.

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

EXECUTIVE SESSION – ACQUISITION OF AN INTEREST IN REAL PROPERTY AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Commissioner Van Beek made a motion to go into Executive Session at 9:48 a.m. pursuant to Idaho Code, Section 74-206(1) (c) and (d) regarding acquisition of an interest in real property and records exempt from public disclosure. The motion was seconded by Commissioner Brooks. A vote was taken on the motion 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. Alex Klempel, Clerk Chris Yamamoto, Treasurer Tracie Lloyd, Facilities Director Rick Britton, Controller Zach Wagoner, COO Greg Rast and Chief Deputy Assessor Joe Cox. The Executive Session concluded at 10:33 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.

MEETING TO CONSIDER MATTERS RELATED TO MEDICAL INDIGENCY

The Board met today at 10:35 a.m. to consider matters related to medical indigency. Present were: Commissioners Leslie Van Beek and Zach Brooks, Case Manager Kellie George and Deputy Clerk Jenen Ross.

Ms. George spoke about case no. 2023-55 which is a request for cremation. In the course of the investigation of assets by Indigent Services a bank account and a vehicle were discovered. The lowest possible value for the vehicle would be \$575 but they were not able to verify the amount in the bank account. Social Security benefits were paying \$1422 and the nursing home the decedent passed in was receiving payment from Medicaid; it is unknown where the social security monies are or went. A letter was received from the adult child of the decedent stating they did not have the funds to pay for the cremation or funeral home fees but failed to provide requested documentation to the Indigent Services office after multiple requests. Discussion ensued regarding options for probate or public administration either of which would have to be initiated by the funeral home or family of the decedent. Commissioner Van Beek made a motion to deny the case. The motion was seconded by Commissioner Brooks and carried unanimously.

The meeting concluded at 10:48 a.m. An audio recording is on file in the Commissioners' Office.

#### QUARTERLY MEETING WITH THE DIRECTOR OF JUVENILE DETENTION TO DISCUSS GENERAL ISSUES, SET POLICY AND GIVE DIRECTION

The Board met today at 1:34 p.m. for a quarterly meeting with the Director of Juvenile Detention to discuss general issues, set policy and give direction. Present were: Commissioners Zach Brooks and Leslie Van Beek, Juvenile Detention Director Sean Brown, Juvenile Probation Director Elda Catalano, COO Greg Rast, and Deputy Clerk Monica Reeves. Commissioner Brad Holton arrived at 1:40 p.m. The discussion topics were as follows:

##### Population/Staffing/Training

- The center has 25 kids with 3 DJC, 1 Gem County, and 1 Malheur County
- In the last three months they have housed up to 37 kids
- Down 2 positions with a 3<sup>rd</sup> coming soon
- Hiring procedures and time length
- 4 employees are at POST which ends March 24
- 3 employees are going to ILEETA training March 20-24
- Teamwork training May 9 and 12

##### School

- Rob King has worked with over 50 16/17-yr.-olds in developing action plans upon release which he shares with probation
- Working with probation department to help with 90-day follow-up
- Guest speakers from CWI, Life's Kitchen, Dept of Labor, and Express Employment

- GED testing. Last year 18 took the test and 16 passed. This year 4 have taken the test and 4 have passed.
- Working with CWI to get the GED study guides on APEX.
- Mikayla Bishop, social worker for Caldwell Schools, is meeting with kids to make their transitions to schools better. She also teaches groups.

#### Programs

- Garden is going well, starting seeds under light. Crookham Seed Company donated 200 sweet corn seeds, and Zamzows donated fertilizer.
- Advocates Against Family Violence, and Caldwell Fine Arts (w/Mayor Wagoner) will be attending March 16. Wise Guys.

#### Information

- State inspection March 28
- PREA Audit May 15-18
- Boards/Committees Director Browns sits on: Chair of the standards committee, Vice President of Detention for Idaho Assoc. of County Juvenile Justice Administrators
- Plans to put his name in for the Juvenile Training Council as a voting member for the juvenile detention administrator open position.
- IT is working on a calendar project for the department
- Full review of policy and procedure
- FTO title change

#### Senate Bill S1121

- Rule of 80 for supervisors
- Me Too Movement

No Board action was required or taken. The meeting concluded at 2:07 p.m. An audio recording is on file in the Commissioners' Office.

#### QUARTERLY MEETING WITH THE DIRECTOR OF JUVENILE PROBATION TO DISCUSS GENERAL ISSUES, SET POLICY AND GIVE DIRECTION

The Board met today at 2:10 p.m. for a quarterly meeting with the Director of Juvenile Probation to discuss general issues, set policy and give direction. Present were: Commissioners Zach Brooks, Brad Holton, and Leslie Van Beek, Juvenile Probation Director Elda Catalano, COO Greg Rast, and Deputy Clerk Monica Reeves. The discussion topics were as follows:

#### Juvenile Probation Mission Statement

To reduce the risk that juvenile offenders continue to violate the law by holding them accountable and providing opportunities for competency development while protecting the community.

### Current Workload

- IDJC youth 8
- Probation & IA 231
- Diversion 97
- COR 39
- Average # of youth referred the last three months: 77
- Agreement with United Way to be fiscal agent for the Truancy Event in August
  - Director Catalano will ask the PA Civil Division to review agreement in April and put on the agenda for consideration. Event is 8/12/23. Griffiths Park
- Contract Renewal with DocuSign
  - Being reviewed by PA Civil and should be put on the agenda. Budget \$3,200, for renewal
- Partnership with Hispanic Cultural Center of Idaho
  - Grant application to address gang issues. Contributions will be guidance and stats
- Schools
  - Setting up meetings with PA, SRO's and schools to discuss Mediation services.
- Senate Bill no. 1121 Amends membership to Rule of 80
  - Did not receive a "do pass" in Senate yesterday and sent back for a rewrite
- Juvenile Justice Stakeholder Meeting in Canyon County
  - There has not been a meeting in years to collaborate. Issues Director Catalano has seen in court and requested a meeting with PA, PD, and Court. No date set yet.

At 2:41 p.m., Commissioner Van Beek requested the Board go into Executive Session, which was held as follows:

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

Commissioner Van Beek made a motion to go into Executive Session at 2:41 p.m. to discuss records exempt from public disclosure, pursuant to Idaho Code, Section 74-206(1) (d). The motion was seconded by Commissioner Holton and carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Juvenile Probation Director Jeff Breach, and COO Rast. The Executive Session concluded at 2:51 p.m. with no decision being called for in open session.

No Board action was required or taken. The meeting concluded at 2:51 p.m. An audio recording of the open portion of this meeting is on file in the Commissioners' Office.

## QUARTERLY MEETING WITH THE DIRECTOR OF MISDEMEANOR PROBATION TO DISCUSS GENERAL ISSUES, SET POLICY AND GIVE DIRECTION

The Board met today at 2:53 p.m. for a quarterly meeting with the Director of Misdemeanor Probation to discuss general issues, set policy and give direction. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Misdemeanor Probation Director Jeff Breach, COO Greg Rast, and Deputy Clerk Monica Reeves. The discussion topics were as follows:

Department Leadership

Organizational Chart

Hiring Update for 2 Vacant PO Positions

- Working to fill these positions for the past 6 months
- Limited number of applicants
- Applicants have limited qualifications and education
- 4 applicants have failed the background investigation

Impacts of the 2 Vacant Positions

- The Director and Assistant Director are now carrying caseloads
- The 6 remaining PO's have also absorbed additional defendants, court coverage, and treatment provider coverage
- Assistant Director is also absorbing court coverage

Weekly Court Coverage Requirements

- Judge Michaelson – Monday afternoon
- Judge Schelstrate – Monday afternoon
- DUI Court – Monday afternoon
- Veterans Court - Monday afternoon
- Judge Gulstrom – Tuesday afternoon
- Judge Bever – Wednesday afternoon
- Judge Burrows – Wednesday afternoon
- Judge Orr – Wednesday afternoon
- Judge Dowell – Thursday morning
- Judge Sullivan – Thursday afternoon
- Judge Thompson – Thursday afternoon

2022 Probation Offender Population

3 Largest Categories of Offenses

- Driving Under the Influence (DUI)
- Domestic Violence Related Offenses

- Reduced Felonies

Demographics of Offenders who Entered Probation in 2022 by Gender and Race

2022 Probation Completion Status Types

Community Service Program Participant Numbers of 2022

2022 Community Service Completion Status

Supervision Strategies

- Define success as recidivism reduction
- Tailor conditions of supervision
- Focus resources on higher risk offenders
- Frontload supervision resources
- Implement earned discharge
- Supervise offenders in their communities
- Engage partners to expand intervention capacity
- Assess criminal risk & need factors
- Balance surveillance & treatment
- Involve offenders in the supervision process
- Engage informal social controls
- Use incentives & rewards
- Respond to violations with swift & certain sanctions

Department Project/Issues

- Continuing to increase Sr. PO responsibilities.
- FTO Manual re-write completed.
- Revision of the Department policy manual/handbook is underway.
- Rule of 80 for supervisors has been introduced into Senate Committee.
- Continuing paperless push
- Receiving subpoena duces tecum's from the Public Defender's Office on all probation violations.
- SCOAP with Nampa Police Department.
- I'm on the Grant Review Council.
- I'm working on a subgroup of the Administrators Association for statewide standards.
- Medicaid Expansion at the Statehouse

Upcoming Trainings for Department Staff

- Interstate compact refresher
- First Aid



- LSI-R Refresher
- Motivational Interviewing refresher
- IJJA Conference
- 2 Days in June (domestic violence conference)
- We're preparing ourselves for a possible transition to a mandatory 20 hours of annual training to maintain POST certification

#### Cost of Supervision Revenue

- FY23 Projected: \$420,000
- FY23 YTD Actual: \$224,976

No Board action was required or taken. The meeting concluded at 3:21 p.m. An audio recording is on file in the Commissioners' Office.

MARCH 2023 TERM

CALDWELL, IDAHO MARCH 8, 2023

#### APPROVED CLAIMS

- The Board has approved claims 592822 to 592839 in the amount of \$48,166.91
- The Board has approved claims 592790 to 592821 in the amount of \$72,971.89
- The Board has approved claim 592845 ADV in the amount of \$42,250.00

#### APPROVED PAYROLL MARCH 10, 2023

The Board approved the March 10, 2023 payroll in the amount of \$2,299,380.20.

#### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for Tate Jensen, P/T Interpretive Specialist; and Justin Donovan, Misdemeanor Probation Officer.

DETAILED MINUTES TO FOLLOW

ACTION ITEM: CONSIDER BALLOT FOR CONFIRMATION OF APPOINTMENT OF GEM COUNTY BOARD OF HEALTH MEMBER TO THE SWDH BOARD OF HEALTH

DISCUSS PROPOSAL FOR A MINOR REMODEL OF THE FACILITIES DEPARTMENT OFFICE SPACE

CONTINUATION OF PUBLIC HEARING REGARDING THE APPEAL BY MATT AND CHRISTY PERRY OF THE HEARING EXAMINER'S APPROVAL OF CASE NO. CU2022-0029

The Board met today at 1:32 p.m. for a continuation of the public hearing in the matter of the appeal by Matt and Christy Perry of the Hearing Examiner's approval of a conditional use permit (CUP) to allow for a telecommunications facility. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Deputy PA Zach Wesley, DSD Director Sabrina Minshall, DSD Planner I Maddy Vander Veen, DSD Planner III Michelle Barron, Christy Perry, Chief Operating Officer Greg Rast, and Deputy Clerk Monica Reeves. The Board held a public hearing on February 22, 2022 and voted unanimously to approve the appeal by Matt and Christy Perry and overturn the Hearing Examiner's approval of a CUP for Case No. CU2022-0029. The record was closed and staff was directed to prepare amended FCO's to be considered by the Board on March 8, 2023. Today Deputy PA Wesley gave a recap of the Board's basis for its decision to overturn the Hearing Examiner's decision. He reviewed the amended FCO's and noted the addition of the evidence in the discussion, as well as the removal of certain language contained in the draft FCO's that were submitted at the previous hearing. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to approve the appeal and overturn the decision by the Hearing Examiner for Case No. CU2022-0029, and deny the request for a conditional use permit which would allow a telecommunications tower on tax parcel R29681122B subject to conditions of approval. The hearing concluded at 1:45 p.m. at which time Commissioner Holton said the Board would recess and reconvene in a few minutes. An audio recording is on file in the Commissioners' Office.

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

Commissioner Van Beek made a motion to go into Executive Session at 1:47 p.m. pursuant to Idaho Code, Section 74-206(1) (d) and (f) to discuss records exempt from public disclosure and attorney-client communication, and to communicate with the legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Brooks and carried unanimously. The motion carried unanimously. Present were: Commissioners Brad Holton, Leslie Van Beek and Zach Brooks, Deputy P.A. Zach Wesley, DSD Director Sabrina Minshall, and COO Greg Rast. The Executive Session concluded at 2:59 p.m. with no decision being called for in open session.

### APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Architectural Glass in the amount of \$8,565.00 for the Facilities Department

### DETAILED MINUTES TO COME

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

### MEETING WITH CODE ENFORCEMENT OFFICER TO PRESENT CERTIFICATES OF NON-COMPLIANCE

### EXECUTIVE SESSION PURSUANT TO IDAHO CODE SECTION 74-206 (1) (D) AND (I) RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, AND TO COMMUNICATE WITH COUNTY'S RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

### EXIT INTERVIEW WITH RON AMAREL

The Board met today at 1:30 p.m. for an exit interview with Ron Amarel. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Ron Amarel, and Deputy Clerk Monica Reeves. Mr. Amarel recently resigned from the P&Z Commission and wanted to meet with the Board and discuss his service on the Commission as well as thoughts and concerns he has with regard to site visits for land use applications. Discussion ensued about policy, communication, and state statute pertaining to site visits. He also had comments regarding the comprehensive plan. The meeting concluded at 2:18 p.m. No Board action was required or taken. An audio recording is on file in the Commissioners' Office.

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

The Board met today at 2:33 p.m. for a weekly meeting with the Director Development Services to discuss general issues, set policy, and give direction. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, DSD Director Sabrina Minshall, DSD Planning Official Dan Lister, Deputy PA Zach Wesley, COO Greg Rast, Matt Wilke, April Wilke, and Deputy Clerk Monica Reeves. Director Minshall said there is a time sensitive need to respond to and engage with the City of Nampa on their most recent request to increase their area of city impact. They have two (2) sub-area plans they have adopted and Director Minshall said as we are having a broader

conversation about how to address areas of city impact in comprehensive planning and how to work with the cities it would be good to have a dialogue and follow-up work sessions. Deputy PA Wesley prepared a presentation on the state law and how it applies to us so we know what parameters we are operating under. The PowerPoint presentation was as follows:

#### Idaho Code 67-6526(d)

- ▶ Existing areas of impact are fixed until both governing boards agree to renegotiate.
- ▶ Renegotiations shall begin within thirty (30) days after written request by the city or county and shall follow the procedures for original negotiation provided in this section.
- ▶ “Original negotiation” procedure:
  - ▶ Agree on area of impact terms.
  - ▶ Both governing bodies adopt agreed upon a map, plan and ordinance through regular zoning hearing process.

#### Idaho Code 67-6526(e)

- ▶ Prior to renegotiation of areas of city impact, plan, and ordinance requirements, the governing boards shall submit the questions to the planning, zoning, or planning and zoning commission for recommendation.
- ▶ Each commission shall have a reasonable time fixed by the governing board to make its recommendations to the governing board.

#### Nampa Area of Impact Ordinance

- ▶ CCO 09-11-27.
- ▶ Procedure agreed upon in 2005 to amend map and ordinance:
  - ▶ Either governing body may request to renegotiate in writing. (March 1, 2023).
  - ▶ Within thirty (30) days of written an initial meeting between the two (2) jurisdictions should occur.
    - ▶ Nampa requested joint meeting between BOCC and City Council.
    - ▶ Regular agenda item for both governing bodies.
  - ▶ If agreement is reached, both governing bodies adopt agreed upon a map and ordinance through regular zoning hearing process.

#### I.C. 67-6526(b)/CCO 09-11-27(1)

- ▶ If agreement is not reached:
  - ▶ Either governing body can make a written demand “Committee of Nine” procedure.

- County Commissioners (3)
- Three elected city officials designated by Mayor, confirmed by City Council (3)
  - City has 30 days to select members from date of demand.
- Three city or county residents selected by County Commissioners and City members (3)
  - City/County Six have 30 days to select citizen members from date of City Council confirmation of City members.
- “Committee of Nine” has 180 days from selection of citizen members to make recommendation on map, plan, ordinance to governing bodies by majority vote.
- City/County has 60 days to “act upon” recommendation, which would have to go through regular zoning hearing process to be adopted.

I.C. 67-6526(b)

- Factors to be considered in evaluating area of impact:
  - (1) trade area;
  - (2) geographic factors; and
  - (3) areas that can reasonably be expected to be annexed to the city in the future.

I.C. 67-6526(b)

- If recommendation is not adopted by either governing body:
  - Either party can ask the District Court to set map, plan and ordinance by judicial review/declaratory judgment.
- Star:
  - County made a demand pursuant to I.C. 67-6526(b) to establish initial area of impact.
  - “Committee of Nine” recommendation was adopted by both governing bodies.
  - New Star area overlapped with existing Middleton area invoking I.C. 67-6526(c):
    - Cities to negotiate.
    - If can’t reach agreement cities ask County Commissioners for recommendation.

- ▶ If either city objects to County recommendation then electors in overlapping area determine which area of impact controls.
- ▶ Election result is binding.

There was discussion regarding the City of Nampa's impact area request as well as their sub-area plans where they are planning for different comprehensive plan designations. Director Minshall referred to their impact area update map and the future land use map. (The letter and the two maps are on file with this day's minute entry.) A joint meeting with the City of Nampa will be scheduled to talk about their intent, why the city is looking at certain areas, and talk about the comprehensive plan designations. Planning Official Lister said the city is requesting a boundary change on the southwest, they are not asking for an amended agreement at this point, although they want to do that. There was further discussion about fully understanding what the changes will look like for the County; the need for discussion and negotiation with the cities; protecting agricultural ground; looking at the sub-areas and determining who can service the areas; the balancing of property rights; and long-range planning. Director Minshall said the City of Caldwell is going to submit an area of impact expansion primarily because the urban renewal district they are planning on servicing through sewer and water is outside of their current area of impact, and so regardless of the bill that is proposed by Senator Todd Lakey there is a workaround because even if it's not about area of impact, the County could still do an overlay and have a joint agreement about how development is going to be processed. The County has the ability to require the cities to show their capital improvements plans of how they are going to service the area before it's approved. Planning directors have expressed to her a willingness to consider pulling back areas of impact if they cannot be serviced. Because the County needs to meet with Nampa, we need to focus on adding their area and what does that mean and then be able to say in a broader context how can we work together in the future about a sub-area plan and keep those things going. Commissioner Van Beek proposed the idea of the Board touring the areas and looking at what is proposed so there can be informed decision-making. Commissioner Holton likes that idea. Next week Director Minshall should have Nampa's capital improvement plan and she suggested a city planner be invited to the tour to narrate what they are thinking. The Nampa planning director told her they could pull back their request and resubmit if the County needs additional time although the statutory requirement could be met given that Director Minshall and Planning Director Ashby have already met. Perhaps the County should start arranging meetings with all of the cities in Canyon County, including the City of Star, so the Board can have an overview of what the cities have going on. Director Minshall will coordinate the meetings. The meeting concluded at 3:29 p.m. An audio recording is on file in the Commissioners' Office.

APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved employee status change form for John Brandel, Shop Technician.

APPROVED CATERING PERMIT

- The Board approved an Idaho Liquor Catering Permit for Parma Ridge Wine & Spirits Co., LLC dba Parma Ridge to be used 3/11/23.

DETAILED MINUTES TO FOLLOW

BUDGET STATUS UPDATE MEETING

MARCH 2023 TERM  
CALDWELL, IDAHO    MARCH 13, 2023

MARCH 2023 TERM  
CALDWELL, IDAHO    MARCH 14, 2023

MARCH 2023 TERM  
CALDWELL, IDAHO    MARCH 15, 2023

MARCH 2023 TERM  
CALDWELL, IDAHO    MARCH 16, 2023

MARCH 2023 TERM  
CALDWELL, IDAHO    MARCH 17, 2023

MARCH 2023 TERM  
CALDWELL, IDAHO MARCH 21, 2023

MARCH 2023 TERM  
CALDWELL, IDAHO MARCH 22, 2023

MARCH 2023 TERM  
CALDWELL, IDAHO MARCH 23, 2023

MARCH 2023 TERM  
CALDWELL, IDAHO MARCH 24, 2023

MARCH 2023 TERM  
CALDWELL, IDAHO MARCH 27, 2023

MARCH 2023 TERM  
CALDWELL, IDAHO MARCH 28, 2023

THE MINUTES OF THE FISCAL TERM OF MARCH 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

DRAFT