

JUNE 2024 TERM
CALDWELL, IDAHO JUNE 3, 2024

Commissioners Holton and Brooks attending the Idaho Association of Clerks and Commissioners Annual Conference in Idaho Falls.

JUNE 2024 TERM
CALDWELL, IDAHO JUNE 4, 2024

Commissioners Holton and Brooks attending the Idaho Association of Clerks and Commissioners Annual Conference in Idaho Falls.

JUNE 2024 TERM
CALDWELL, IDAHO JUNE 5, 2024

Commissioners Holton and Brooks attending the Idaho Association of Clerks and Commissioners Annual Conference in Idaho Falls.

APPROVED CLAIMS

- The Board has approved claims 606476 to 606493 in the amount of \$23,011.57
- The Board has approved claims 606427 to 606475 in the amount of \$242,342.88

JUNE 2024 TERM
CALDWELL, IDAHO JUNE 6, 2024

Commissioners Holton and Brooks attending the Idaho Association of Clerks and Commissioners Annual Conference in Idaho Falls.

APPROVED CLAIMS

- The Board has approved claims 606202 to 606242 in the amount of \$65,669.96
- The Board has approved claims 606243 to 606253 in the amount of \$6,841.00
- The Board has approved claims 606298 to 606350 in the amount of \$233,710.12
- The Board has approved claims 606351 to 606390 in the amount of \$43,596.73

JUNE 2024 TERM

CALDWELL, IDAHO JUNE 7, 2024

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved an employee status change form for:

- Bryan Zechmann, Deputy Sheriff, add PTO pay
- Julio Ortega, Computer network tech., add on-call pay
- Kyle Wilmot, Controller, new hire
- Hailey Barr, Deputy Prosecuting Attorney I – Criminal, new hire

APPROVED CATERING PERMITS

The Board approved an Idaho Liquor Catering Permit for:

- Palace Event Center to be used 6/22/24
- Danelion Brewery to be used 6/15/24
- County Line Wine Co. to be used 6/15/24, 6/29/24 and 7/27/24
- Boise Bubbly & Taps to be used 6/15/24
- The Undiscovered Barrel to be used 6/15/24

FILE IN MINUTES

- Treasurer's monthly report for April 2024

MEETING TO CONSIDER ACTION ITEMS

The Board met today at 8:30 a.m. to consider action item. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley, Facilities Director Rick Britton and Deputy Clerk Jenen Ross. The action items were considered as follows:

Consider Addendum No. 2 to the Solicitation of Bids for the Fleet Shop HVAC Project: This addendum addresses additional questions that have been received as well as revised project dates. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign addendum no. 2 to the solicitation of bids for the Fleet Shop HVAC project.

Consider a resolution granting a new alcoholic beverage license to SuperHost Hospitality Idaho LLC dba EverHome Suites by Choice-Nampa: Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign the resolution granting a new alcoholic beverage license to SuperHost Hospitality Idaho LLC dba EverHome Suites by Choice-Nampa (resolution no. 24-122).

The meeting concluded at 8:32 a.m. and an audio recording is on file in the Commissioners' Office.

FY2025 BUDGET WORKSHOPS

The Board met today for FY2025 budget workshops for the Clerk's Office and the Coroner's Office. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Director of Indigent Services Yvonne Baker (left at 9:40 a.m.), Director of Court Operations Jess Urresti (left at 9:40 a.m.), Elections Supervisor Haley Hicks (left at 9:40 a.m.), Reordering Supervisor Emily Howell (left at 9:40 a.m.), Court Training and Development Manager Raena Bull (left at 9:40 a.m.), Sr. System Analyst Steve Onofrei, Director of Constituent Services Aaron Williams, Communications Specialist Chad Thompson, Additional Clerk's Office staff (left at 9:40 a.m.), Director of Facilities Rick Britton, COO Greg Rast, JoDee Arnold, Assessor Brian Stender (left at 9:40 a.m.), Coroner Jennifer Crawford (arrived at 9:17 a.m.) and Deputy Clerk Jenen Ross.

Clerk's Office

Court Operations

Mr. Urresti reviewed a PowerPoint which covered the following topics:

- Roles and responsibilities
- Court operation functions and statistics
- Staffing/org chart
- Language access
- There are no new positions or step in grade adjustments being requested
- No 'C' budget or Capital Improvements requested
- 'B' budget has a reduction of \$4731
- FY2025 goals
- FY2024 accomplishments

The Board is supportive of accepting this initial proposal.

In response to a question from Commissioner Van Beek, Clerk Hogaboam said there really needs to be a workshop dedicated to reviewing revenues.

Elections Department

Ms. Hicks reviewed a document which covered the following topics:

- FY2024 accomplishments
- Capital requests:
 - Additional print-on-demand units
 - Larger ballot printer with increased capacity
 - Additional scanners
- Budget reduction of just over \$195,000

Discussion ensued regarding compensation placeholders within the budget during these preliminary budget workshops. The Clerk feels this should be a more in-depth discussion at a later time.

Recorder's Department

Ms. Howell provided a review of the roles and responsibilities of her department.

- Revenue is decreasing due to the interest rates and the housing market
- Review of FY2024 accomplishments
- Goals and objectives for FY2025
- As part of the 'C' budget there is a request for a new ScanPro machine to assist in the digitizing of historical records.
- No new positions are being requested for FY2025, however, there is a step-grade adjustment that is being requested for the Supervisor position.
- 'B' budget
 - IT recommendation to replace one computer
 - Office supplies has been increased
- Approximate \$8000 total budget increase as compared to FY2024 budget

Auditor's Department

Ms. Winslow provided a review of the responsibilities of her department.

- Budget is similar to FY2024 with a few exceptions where adjustments were made for inflation such as software for payroll and financial software.
- Largest change to the budget is to move County Assistance (Indigent Services) out of the Audit budget into its own budget.
- There are two equity adjustments - Sr. Audit Specialist (payroll) and Sr. System Analyst.

County Assistance (Previously known as Indigent Services)

Ms. Baker spoke about how they have combined Indigent Services and Board of Community Guardians and "re-branded" as County Assistance and provided a review of the responsibilities of her department.

- This is a revenue generating department; payments are still being received on previously approved medical indigency cases. When the initial narrative was completed, revenues were up 23%, however, it can be very unpredictable
- Burial requests/applications and approvals are up 33% so there is a request to increase that fund from \$20,000 to \$26,400
- Other requests include the IT recommendation for a new laptop, office furniture and the purchase of software for managing the expenses that are paid on behalf of BOCG clients.

The Board took a brief recess from 9:40 a.m. to 9:47 a.m.

Coroner's Office

Coroner Crawford reviewed the following with the Board:

- Requesting 2 new positions and a salary increase for one employee
 - Potential restructure to staffing the office which should reduce the need for take home vehicles/fuel costs.
- Autopsy line item has been increased by \$1600
- Association dues increased by \$100
- Uniforms increased to account for the 2 new positions, if granted, as well as maintain current staff's uniform needs
- Miscellaneous supplies increased to \$6552 for a transport cot
- Increase to computer equipment based on the recommendation from IT
- \$575 included in small office equipment for the Avaya phone system and two monitors (assuming award of new positions)
- \$8400 added to mobile radios (assuming award of new positions)

In response to a question from Commissioner Holton, Coroner Crawford is not aware of her facility having a back-up generator but, in the past, it hasn't been an issue. Mr. Rast indicated he would check into that and get back to the Board.

The meeting concluded at 10:05 a.m. and an audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION PURSUANT TO IDAHO CODE SECTION 74-206 (1) (B) AND (D) REGARDING PERSONNEL MATTERS AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Commissioner Van Beek made a motion to go into Executive Session at 11:32 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. Commissioner Holton took a roll call vote where he along with Commissioners Van Beek and Brooks voted 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, Interim TCA Benita Miller and COO Greg Rast. The Executive Session concluded at 11:51 a.m. with no decision being called for in open session.

Commissioner Van Beek motioned to adjourn the meeting.

APPROVED CLAIMS

- The Board has approved claims 606254 to 606297 in the amount of \$131,269.70
- The Board has approved the May Elections claim in the amount of \$43,865.00
- The Board has approved claims 606391 to 606426 in the amount of \$86,319.52

FY2025 BUDGET WORKSHOPS

The Board met today at 8:31 a.m. for FY2025 budget workshops. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Director of Constituent Services Aaron Williams, Communications Specialist Chad Thompson, Cpt. Ray Talbot, Lt. Martin Flores, COO Greg Rast, Cpt. Harold Patchett (joined at 8:55 a.m.), Chief Deputy Sheriff Doug Hart (joined at 9:30 a.m.), CCSO Financial Manager David Ivers (joined at 9:30 a.m.), Cpt. Chuck Gentry (joined at 10:25 a.m.), Steve Burton and Deputy Clerk Jenen Ross.

Commissioners

Mr. Rast said that the Board met on May 22nd to discuss their budget and since that time there have been no changes. A summary was provided as follows:

- Requested FY25 budget decreased by \$54,000 from FY24; decrease is due to shift of the Communications Specialist PCN from the Commissioners' Office to Constituent Services budget.
- A hospitality line has been added

The Board has accepted this initial budget proposal.

Constituent Services

Mr. Williams reviewed a PowerPoint presentation which covered the following items:

- Roles and responsibilities
- Goals
- A Budget
 - Shift Communications Specialist PCN from the BOCC budget to Constituent Services budget
 - Proposed pay grade adjustment for the Communications Specialist; moving from grade 13, range 3 to grade 14, range 2 which would be an \$8388 increase.
 - Additional Policy Analyst position
- B Budget
 - Would like to hire a professional consultant to assist in developing a CIP - \$85,000
 - Software to manage public information requests – \$23,186.25 start-up and \$10,490 annually
 - Push notification software - \$18,400 start-up and \$12,000 annually

Discussion ensued regarding the benefits of having FOIA software in place and the role a Policy Analyst would play county-wide.

In response to a question from Clerk Hogaboam, Mr. Williams spoke about the \$20,000 included in the part-time line item which he feels could be used to possibly hire college interns.

The Board has accepted this initial budget proposal.

The Board recessed from 9:23 a.m. to 9:30 a.m.

Sheriff's Office

At the request of Commissioner Holton, Chief Hart spoke to some of the highlights in their budget as follows:

Field Services:

- Adjustment in anticipated revenues in comparison to prior years; FY2025 is projected to be \$3,033,137 vs. FY2024 at \$2,482,135
- Project 1 of the strategic plan - request for four (4) additional PCNs for Patrol
- Requesting one (1) new position at Driver's License (document showing the analysis and necessity of this position is on file with this day's minutes)
- Budget is approximately \$1.1M over last year; computer equipment (project 40) is somewhat expensive this year but after this year is should be caught up and will continue on the 5-year rotation as targeted.

Security Services:

- \$1.3 for new and reclassified positions
- \$1.9M for the inmate housing lease which is the contractual buy-out of Pod 6

Dispatch:

- There has been a reduction to expenses as compared to prior years

Emergency Communications:

- Decrease of approximately \$71,000 in expenses as compared to prior years

CCNU:

- This budget was slightly decreased in comparison to prior years

Emergency Management/Communication:

- Slight increase to budget mainly due to project no. 37 in the 3-year strategic plan which is to develop a cache of radios in case of emergency

- There will be a request coming forward to change the second PCN in this division from a Sr. Administrative Specialist to a Sr. Radio Communications Engineer to better suit the need

Waterways/Boating Safety:

- Hope to have the boat that was ordered in 2022 delivered in August of this year; there have been supply chain issues causing a backlog of orders.
- There is a slight increase to boat repair supplies and some miscellaneous supplies
- The Waterways portion of the budget is identical to the FY24 budget

The Board is supportive of accepting this initial budget request.

Chief Hart said that later this summer he will be requesting time in front of the Board to discuss some additional projects such as newer technology body cameras, finish out the weapons platform project, the need for new fingerprint analysis software among several others.

The meeting concluded at 10:31 a.m. and an audio recording is on file in the Commissioners' Office.

DETAILED MINUTES TO COME AT A LATER TIME

Public Hearing: Request by Middleton 187, LLC, and TBC Land Holding, LLC, for a Conditional Rezone, and a Preliminary Plat for Farmington Hills Subdivision

The request is to conditionally rezone approximately 217 acres from an "A" (Agricultural) zone to "CR-R1" (Single Family Residential) zone to be provided with municipal sewer and water subject to a pre-annexation agreement with the City of Middleton and subject to a development agreement with Canyon County. Also requested is approval of a preliminary plat, phasing plan, landscape plan, irrigation plan, grading and drainage plan, and a hillside development plan for Farmington Hills Subdivision.

****THE BOARD VOTED UNANIMOUSLY TO DENY BOTH CASES****

JUNE 2024 TERM

CALDWELL, IDAHO JUNE 11, 2024

APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Boise Bubbly & Taps to be used 6/21/24
- The Curb Bar & Grill to be used 8/17/24

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Dell in the amount of \$5804.31 for the Information Technology department (PO #6043)

- BOE in the amount of \$6044 for the Information Technology department (PO #6044)

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

The Board met today at 9:30 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, Deputy P.A. Laura Keys, Facilities Director Rick Britton (left at 9:32 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross. The action item was considered as follows:

Consider signing addendum no. 1 to Request for Qualifications for Architecture/Engineering Services for the George Nourse Gun Range Four-year Phased Construction Plans: Director Britton explained this addendum addresses questions that have been received regarding the project. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign addendum no. 1 to the request for qualification for architecture/engineering services for the George Nourse Gun Range four-year phased construction plans.

Commissioner Holton asked about herd district vs. open range. Mr. Wesley explained that all of Canyon County is a herd district and that there is no open range along with providing an explanation of how the ordinance came to be many years ago (ordinance was signed on December 10, 1982).

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

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

Commissioner Van Beek made a motion to go into Executive Session at 9:34 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (f) regarding records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Brooks. Commissioner Holton took a roll call vote where he along with Commissioners Van Beek and Brooks voted 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, Deputy P.A. Zach Wesley, Deputy P.A. Laura Keys and COO Greg Rast. The Executive Session concluded at 10:14 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.

JUNE 2024 TERM
CALDWELL, IDAHO JUNE 12, 2024

APPROVED CLAIMS

- The Board has approved claims 606495 to 606540 in the amount of \$181,988.64

APPROVED JUNE 14, 2024 PAYROLL

- The Board approved the June 14, 2024 payroll in the amount of \$2,340,423.75

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved an employee status change form for:

- Melissa Kershaw, Livestock Show Office Assistant - County Fair
- Jessica Rodriguez, Legal Assistant I (Underfill) Criminal Division of Prosecutor's Office

FY2025 BUDGET WORKSHOP FOR THE TREASURER'S OFFICE

The Board met today at 9:32 a.m. for a FY2025 budget workshop with the Treasurer's Office. Present were: Commissioners Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Treasurer Tracie Lloyd, Chief Deputy Treasurer Jennifer Watters, Banking and Finance Manager Melissa Tucker, COO Greg Rast and Deputy Clerk Jenen Ross.

Treasurer Lloyd reviewed the following with the Board:

- Interest earnings are projecting higher but she cautioned that they can be very volatile; a copy of the graph provided to the Board is on file with this day's minutes.
- Largest increase in the budget is to salaries
 - There will be a change in leadership in the next fiscal year and Treasurer Lloyd wants to give latitude to the incoming person to make adjustments as they feel necessary.
 - The Chief Deputy has been in that position for 8 ½ years and has not yet reached the salary mid-point; this may be a reasonable adjustment.
 - Banking and Finance Manager came in below mid-point but has several years of experience that was not factored in.
 - An adjustment has been made to a Deputy Treasurer position; would like to increase this position past the \$18.00 minimum as the responsibilities for the position warrant an increased salary.
- Increase of \$20,000 in miscellaneous professional services just related to increased costs
- Tax deed expenditures increased \$5000
- Armored car service – currently paying \$1900/monthly but recently the service has been lacking as they've moved to a new AI dispatch system. Treasurer Lloyd is evaluating other options which may provide a cost savings to the county.

The Board is in favor of accepting this initial budget proposal.

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

MEETING TO CONSIDER MATTERS RELATED TO INDIGENT SERVICES

The Board met today at 1:30 p.m. to consider matters related to Indigent Services. Present were: Commissioners Brad Holton and Zach Brooks, Director Yvonne Baker, Case Manager Kellie George, COO Greg Rast, Other interested citizens and Deputy Clerk Jenen Ross.

Ms. George said that case nos. 2006-988, 2006-17, 2006-367, 2013-464 have all met their obligation to the county and are requesting releases of liens. Upon the motion of Commissioner Brooks and second by Commissioner Holton the Board voted unanimously to sign the release of liens for the cases read into the record.

Case no. 2024-26 is an application for cremation and following an investigation by Indigent Services the decedent meets the criteria for county assistance. Upon the motion of Commissioner Brooks and second by Commissioner Holton the Board voted unanimously to approve the case.

Director Baker provided a background on case no. 2011-138 which was approved on 8/24/11. The approved amount paid out was \$16,268.65 with monthly reimbursement payments set at \$100; since 2011 no payments have been made on the account. At the time services were rendered the obligated parties were married but separated; they have since divorced. The ex-wife of the patient was unaware of the obligation until recently when a title search was run in order for her to purchase a home with her daughter. The purchase will be made with an FHA loan so there can be no debt or liens tied to the purchasers. A request is being made of the county to allow a partial release of the lien in order for the loan to go thru. Options for a partial release of the lien is at the discretion of the Board but options range from a partial release for the ex-wife with zero payment to requesting half the debt be paid. A lien would still be in place for the patient (husband) who actually received the medical care. The Board would like some additional information such as can the release of lien be recorded in conjunction with the loan funding to ensure the house is indeed purchased and/or if a partial payment could be rolled in with the mortgage. Ms. Baker indicated Indigent Services is scheduled to meet again with the Board on Friday and she anticipates having more information for the Board at that time.

The meeting concluded at 1:47 p.m. and an audio recording is on file in the Commissioners' Office.

MEETING TO CONSIDER ACTION ITEMS

The Board met today at 1:49 p.m. to consider action items. Present were: Commissioners Brad Holton and Zach Brooks, Office Manager Jennifer Almeida (left at 1:53 p.m.), Facilities Director Rick Britton, HR Business Partner Jennifer Allen, COO Greg Rast and Deputy Clerk Jenen Ross. The action items were considered as follows:

Consider a resolution granting a refund to Scott Swanbeck for an unnecessary Director Decision Variance, Case no. AD2024-0018: Ms. Almeida explained that the applicant applied for setback variance but following a review of the case it was determined that using the City of Nampa setbacks would be applicable and the variance would be unnecessary. Staff is recommending a refund of \$420. Upon the motion of Commissioner Brooks and second by Commissioner Holton

the Board voted unanimously to sign the resolution granting a refund to Scott Swanbeck for an unnecessary Director Decision Variance, Case no. AD2024-0018 (resolution no. 24-125)

Consider a resolution adopting changes to the job title of three (3) positions in the Weed and Pest department: This resolution will change one (1) Sr. Weed and Pest GIS Coordinator to one (1) Sr. Weed and Pest Technician; one (1) Sr. Weed and Gopher Applicator to one (1) Sr. Weed and Pest Technician; and one (1) Sr. Weed and Gopher Applicator to one (1) Sr. Weed and Pest Technician. There are no fiscal impacts with any of the changes. Upon the motion of Commissioner Brooks and second by Commissioner Holton the Board voted unanimously to sign the resolution adopting change to the job title of three (3) positions in the Weed and Pest department (resolution no. 24-124).

The meeting concluded at 1:56 p.m. Due to a glitch in the system, there is no audio available for this meeting.

FY2025 BUDGET WORKSHOP FOR THE PROSECUTOR'S OFFICE

The Board met today at 2:02 p.m. for a FY2025 budget workshop with the Prosecutor's Office. Present were: Commissioners Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Auditing Supervisor Sara Winslow, Prosecutor Bryan Taylor, Chief Deputy P.A. Doug Robertson, P.A. Office Manager Melinda Longoria, P.A. Lead Victim/Witness Coordinator Denise Himes (left at 3:09 p.m.), Lt. Martin Flores, Cpt. Harold Patchett (left at 2:39 p.m.), Director of Court Operations Jess Urresti, COO Greg Rast, Cpt. Chuck Gentry (arrived at 2:41 p.m. left at 2:57 p.m.), Chris Boyd and Deputy Clerk Jenen Ross.

The Prosecutor's Office reviewed a PowerPoint presentation which addressed the following:

- A couple oddities to their budget in comparing FY24 to FY25 is the additional funding from the Pre-prosecution Diversion grant (\$1.8M) and the inclusion of funding for the Dalrymple trial which should be concluding prior to the end of fiscal year 2024.
- 'A' budget requests
 - Request that CCPA employees are included in the County's COLA/market adjustments
 - Requesting two new positions
 - Criminal Deputy – Magistrate Team Lead
 - Victim Witness Coordinator
- 'B' budget requests
 - Decreases include reductions to the Vehicles budget line, Capital Construction budget line and the included funding for the *State v. Dalrymple*
 - Increases include the Computer equipment line based on IT recommendations and trial related expenses as costs have generally increased.

- Based on a conversation with IT Director Higgins, PA Taylor will leave the evaluation and procurement of new management software to the incoming prosecutor. In the meantime, IT will continue to support the JustWare software.

At the conclusion of the PowerPoint presentation, discussion ensued regarding the following:

- Proposed new Deputy P.A. position
- Attorney salary adjustments based on qualifying years matrix
- Line item contingent upon COLAs provided to city employees
- Creation/updating of the job description for the IT person within the Prosecutor's budget; and reason for not using the IT department
- Conflict prosecution services
- Miscellaneous revenues, Commissioner Holton recommended \$10,000 be included
- Expenditure line for asset forfeiture; in previous years \$30,000 has been kept as a placeholder
- Case management software - IT requested that this line be changed to zero; Prosecutor Taylor would like to defer selection of a new management system to his successor. Commissioner Holton would like to see something included in this line item by the follow-up budget workshop.
- Vacant positions within the office

Further discussion ensued regarding Prosecutor Taylor's plans for leaving Office. Commissioner Holton noted that due to Idaho's May Primary election, at this time Mr. Taylor is essentially a "lame duck" and he would like to avoid the poor transition he felt took place when he and Commissioner Brooks took office. He asked if Mr. Taylor would like to discuss the "golden parachute" and go on or if he'd like to complete his whole term. Mr. Taylor said there is a lot involved in this situation and would be happy to speak with Commissioner Holton privately. Conversations and emails have happened between Mr. Taylor and Mr. Boyd but Mr. Taylor is not willing to disclose what was discussed in those private conversations. Prosecutor Taylor spoke briefly about staff he'd like to see remain in the office to assist with the transition as they have institutional knowledge of workings within the office.

Commissioner Brooks said that with the change in elected official happening just a few months into the fiscal year he initially feels inclined to keep the budget flat, not approve the new positions but leave some contingency in the budget for the new prosecutor to work with. Upon further discussion, Commissioner Brooks said this is the first go-around for budget workshops and felt the suggestions could be included to be discussed and evaluated later in the budget process and when Commissioner Van Beek is back in the office.

The meeting concluded at 3:12 p.m. and an audio recording is on file in the Commissioners' Office.

JUNE 2024 TERM
CALDWELL, IDAHO JUNE 13, 2024

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

The Board met today at 9:30 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Brad Holton and Zach Brooks, Deputy P.A. Oscar Klaas, Deputy P.A. Laura Keys, Director of Juvenile Probation Elda Catalano (left at 9:35 a.m.), Assistant Director of Juvenile Probation Jose Orozco (left at 9:35 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross. The action item was considered as follows:

Consider signing Memorandum of Agreement to Support the Community Based Alternative Services (CBAS) Program and the Substance Use Disorder Services (SUDS) Program: Mr. Klaas said that legal has reviewed this MOA and has no concerns. Director Catalano explained this is the 12th year for this agreement and spoke to what each of the programs cover and what the funding can be used for. Upon the motion of Commissioner Holton and second by Commissioner Brooks the Board voted unanimously to sign the memorandum of agreement to support the Community Based Alternative Services (CBAS) program and the Substance Use Disorder Services (SUDS) program (agreement no. 24-046).

Ms. Keys referenced an email she received from Commissioner Brooks noting that she is looking into the issue regarding amateur radio repeater.

The meeting concluded at 9:37 a.m. and an audio recording is on file in the Commissioners' Office.

FY2025 BUDGET WORKSHOP FOR THE COUNTY AGENT

The Board met today at 10:30 a.m. for a FY2025 budget workshop with the County Agent. Present were: Commissioners Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Sr. Systems Analyst Steve Onofrei, County Agent Tasha Howard, Office Coordinator Diana Hoffman, COO Greg Rast and Deputy Clerk Jenen Ross.

Ms. Howard reviewed a PowerPoint presentation which covered the following:

- Department responsibilities
- Mission
- FY23 Accomplishments
- Data measures
- 'A' budget
 - Requesting a new position: 4-H Program Coordinator – this is a position that is already filled but would allow transition from a university position to a full-time county employee. In previous years this position has been funded at 90% by the county as part of the 'B' budget. The difference would be approximately \$5900.

- 3 full-time employees which are considered “loaned employees” – slight equity adjustment for the Office Coordinator position and COLAs for the two Sr. Customer Service Specialists.
- ‘B’ budget
 - It appears there are is a 37% reduction in the ‘B’ budget but the majority comes from moving the 4-H Coordinator position to the ‘A’ budget. Overall the reduction is closer to 10% with the majority of the categories having reductions and only 3 having increases
 - Total estimated ‘B’ budget operating expenditures is \$93,462.
- ‘C’ budget
 - No capital improvements are being requested.
- Top priorities and goals for FY25

The Board is supportive of accepting this initial proposal. The meeting concluded at 11:12 a.m. and an audio recording is on file in the Commissioners’ Office.

DETAILED MINUTES TO COME AT A LATER TIME

FY2025 Budget workshop for the County Fair

Action item: Consider a resolution adopting changes to the job title and pay grade of one (1) position in the Sheriff's Office

Action Item: Consider Eide Bailly engagement letter for the 2024 audit

JUNE 2024 TERM
CALDWELL, IDAHO JUNE 14, 2024

APPROVED CLAIMS

- The Board has approved claims 606541 to 606583 in the amount of \$40,960.73
- The Board has approved claims 606584 to 606624 in the amount of \$192,876.64

FY2025 BUDGET WORKSHOP FOR THE MISDEMEANOR PROBATION DEPARTMENT

The Board met today at 1:31 p.m. for a FY2025 budget workshop with the Misdemeanor Probation department. Present were: Commissioners Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Director of Misdemeanor Probation Jeff Breach, Other Misdemeanor Probation staff, COO Greg Rast, Facilities Director Rick Britton (arrived at 1:49 p.m.), Sr. System Analyst Steve Onofrei (arrived at 1:52 p.m.) and Deputy Clerk Jenen Ross.

Director Breach reviewed a PowerPoint presentation which addressed the following:

- Department functions and mission statement

- Accomplishments for FY24
- Top priority strategic goals & objectives for FY25
- Renovation of the old elections building
- Workload history of active probation cases
- Workload history of bench warrant cases
- Workload history community service cases
- 2024 YTD workload
- No new positions are being requested in FY25 but it's likely a new Parole Officer position will be requested in FY26
- Revenue types and graphs
- FY25 requested 'A' budget is \$1,154,405; no request for COLA or merit increases at this time
- FY25 requested 'B' budget is \$39,948; a comparison of line items from FY24 to FY25 is included in the PowerPoint documentation

The meeting concluded at 2:15 p.m. and an audio recording is on file in the Commissioners' Office.

FY2025 BUDGET WORKSHOP

The Board met today at 2:30 p.m. for a FY2025 budget workshop. Present were: Commissioners Brad Holton and Zach Brooks, Commissioner Leslie Van Beek participated via teleconference, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Sr. Systems Analyst Steve Onofrei, Parks Director Nicki Schwend, Assistant Parks Director Laura Barbour, Historic Preservation Officer Chelsea Boehm, Facilities Director Rick Britton, COO Greg Rast, DSD Director Sabrina Minshall (arrived at 2:36 a.m. and left at 3:11 p.m.) and Deputy Clerk Jenen Ross.

Parks, Cultural and Natural Resources department:

Director Schwend provided information about the following:

- Overview of the department
- Park locations map
- Educational programs
- Projects anticipated to rollover into FY25; there is approximately \$780,000 that was budgeted for in FY24 but will not be used until the next fiscal year, therefore it will need to be included in the FY25 budget.
- The request for a Park Supervisor to oversee Celebration Park will be delayed until next year.

Note: The Board has made a request that moving forward all initial budgets include all requests in order to have all pertinent information. Revisions can be made at a later time during the budget process.

- New GIS mapping licensing

- New publishing software
- Gun range improvements has been included in the “other improvements” line

The Board is supportive of moving this budget forward. Additional discussion ensued regarding user fees at Celebration Park; Commissioner Holton recommended having this in front of the Board prior to the start of the new fiscal year.

Consider FY2025 funding recommendations from the Historic Preservation Commission:

This year there are 9 requests from 8 agencies for Historic Preservation funding. The requests are as follows:

- **American Legion, Joseph H. Murray Post 18** – Main hall sanctuary ceiling and stage restoration
 - Requested amount is \$39,700
 - Recommended amount is \$39,700
 - Ranked priority: Urgent
- **Canyon County Historical Society** – Nampa Train Depot Museum bathrooms restoration project
 - Requested amount is \$10,400
 - Recommended amount is \$10,400
 - Ranked priority: Low (HPC would like to see an evaluation of the entire building done prior to starting a project)
- **Historical Society of Middleton** – Lee Moberly Museum door repair and gutter addition
 - Requested amount is \$6,700
 - Recommended amount is \$6,700
 - Ranked priority: High
- **Idaho Civil War Volunteers** – Cannon Carriage for a Model 1841 Howitzer (some concerns about meeting application requirements)
 - Requested amount is \$8,300
 - Recommended amount is \$8,300
 - Ranked priority: Low
- **Melba Valley Historical Society** – Exterior electrical upgrade (project #1) and Exterior paint (project #2)
 - Project #1 requested amount is \$4,450; Project #2 requested amount is \$9,500
 - Project #1 recommended amount is \$4,450; Project #2 recommended amount is \$9,500
 - Ranked priority for project #1: Medium; Ranked priority for project #2: High
- **Nampa Valley Grange** – Nampa Valley Grange 131 restoration project (Year 1)
 - Requested amount is \$37,000
 - Recommended amount is \$37,000
 - Ranked priority: Urgent

- **Snake River Canyon Scenic Byway** – Audio tour/signage of historical sites and points of interest on byway
 - Requested amount is \$13,130
 - Recommended amount is \$13,130
 - Ranked priority: Low
- **Warhawk Air Museum** – Historic preservation of Global War on Terror-Iraq exhibits
 - Requested amount is \$10,000
 - Recommended amount is \$5,499 (recommendation to not fund labor)
 - Ranked priority: Medium

The Board accepted the tentative budgets as presented.

The meeting concluded at 3:32 p.m. and an audio recording is on file in the Commissioners' Office.

MEETING TO CONSIDER MATTERS RELATED TO INDIGENT SERVICES

The Board met today at 3:37 p.m. to consider matters related to Indigent Services. Present were: Commissioners Brad Holton and Zach Brooks, Director of Indigent Services Yvonne Baker, Case Manager Kellie George, Other interested citizens and Deputy Clerk Jenen Ross.

Case no. 2016-988: There has been request to lift the current lien to allow for the purchase of a home. The lien would then be placed on the newly purchased home and reimbursement payments would continue. Additionally, there has been a request to negotiate the remaining amount due to the county. This case was approved on 1/4/2017, the monthly reimbursement amount was set at \$25.00, the total medical expense paid was \$18,390.22 and the amount paid back to the county to date is \$1105 which leaves a balance of \$17,285.22; the last payment date was 5/10/24. A list of net monthly income and expenses was provided to the Board which indicates there is a remaining net monthly amount of \$1600. Ms. Baker said the applicant has sufficient funds to pay the lien in full, they do not meet the loan-to-value ratio to roll the lien into the loan. The home purchase will be made with their significant other, the amount of the loan is \$429,000, the required down payment for an FHA loan is 3.5% or \$15,015 for this particular home. There is a saving account balance of \$100,804.32. Following questions and discussion, Commissioner Brooks made a motion to deny the request to lift the lien. The motion was seconded by Commissioner Holton and carried unanimously.

Case no. 2011-138: This case was discussed earlier this week with the Board. Ms. Baker followed-up on Board questions from the previous meeting.

- Can the release of lien be recorded at the time of closing and can any portion of the lien amount be included in the loan and be paid to Canyon County at the time of closing? Yes, the release can be recorded at the time of closing. The title company said the lien will not be included in the loan itself but it will be made part of the real estate transaction therefore it will be collected from the borrower at the time of financing and paid by the title company

since it is a lien on title. The title company will control the funds to ensure the lien is subsequently released so they are properly insuring all parties.

Ms. Baker reminded the Board that the requester of the lien release was not the patient, the patient was her now ex-husband. She is only responsible for the August dates of service, not October, as their divorce was final in September of 2010. The total paid out for the August dates of service was \$7184.87. The partial release of lien is very specific to releasing only one party but keeping the other party (the patient) on the lien. To date, no payments have been made on the account.

Commissioner Brooks made a motion that the county collect \$3600 from the applicant's ex-spouse and release on their behalf \$3584.87, amended motion to include that the partial release will take place at closing. At the request of the Board, Director Baker read the partial lien release language into the record. The motion was seconded by Commissioner Holton and carried unanimously.

The meeting concluded at 3:57 p.m. and an audio recording is on file in the Commissioners' Office.

CONSIDER TREASURER'S TAX CHARGE ADJUSTMENTS BY PIN FOR MAY 2024

The Board met today at 4:01 p.m. to consider the Treasurer's tax charge adjustments by PIN for May 2024. Present were: Commissioners Brad Holton and Zach Brooks, Chief Deputy Treasurer Jennifer Watters and Deputy Clerk Jenen Ross.

Ms. Watters explained there is one large adjustment to Lumen for the 2021 taxes. Upon the motion of Commissioner Brooks and second by Commissioner Holton the Board voted unanimously to approve the Treasurer's tax charge adjustments by PIN for May 2024. The meeting concluded at 4:03 p.m. and an audio recording is on file in the Commissioners' Office.

JUNE 2024 TERM
CALDWELL, IDAHO JUNE 17, 2024

DETAILED MINUTES TO FOLLOW:

CONSIDER A RESOLUTION GRANTING A NEW ALCOHOLIC BEVERAGE LICENSE

CONTINUATION OF PUBLIC HEARING: APPEAL BY BRISTLECONE LAND USE CONSULTING, REPRESENTING JC EXCAVATION, OF THE P&Z COMMISSION'S DENIAL OF A CONDITIONAL USE PERMIT, CASE CU2023-0002-APL

The Board met today at 10:02 a.m. for a continuation of the public hearing in the matter of an appeal by Bristlecone Land Use Consulting, representing JC Excavation, of the Planning & Zoning Commission's decision to deny Case CU2023-0002 a conditional use permit (C.U.P.) to allow a staging area use within an "A" (Agricultural) Zoning District. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, DSD Director Sabrina Minshall, Elizabeth Allen, Juan Carlos Nieves, Harry Robinson, Barbara Harris, Constituent Services Director Aaron Williams, other interested persons, and Deputy Clerk Monica Reeves. The hearing was continued from May 29, 2024 where the Board voted to continue the hearing so Commissioner Holton could participate. Today, Commissioner Holton said he has reviewed the written record and the audio file and he is prepared to be part of the deliberation. Director Minshall gave a brief review of the case and what occurred at the May 29th hearing. She prepared a summary of the criteria that a C.U.P. must meet and what the P&Z Commission found for each, as well as a summary that reorganized the original staff conditions that were presented to the P&Z Commission if they wanted to find in the affirmative. She reported on the surrounding properties and what code enforcement officers are observing. Commissioner Van Beek had questions for staff regarding code enforcement, and she noted the lack of need for a traffic impact study because once Highway 16 is open the increased volume of traffic on Robinson Road will make that a significant issue for this area. Regarding the other code enforcement issues in the area, she said two wrongs do not make a right and she doesn't want to fix something by placing a conditional use on it. Director Minshall said staging areas are allowed in these areas with a conditional use permit. Someone who is not in compliance will have to have a different path than someone who is asking for permission ahead of time, and the key relevance to that is can you in this case meet the criteria potentially with conditions that would condition it enough that a C.U.P. would make sense. Further discussion ensued. The Board reviewed the criteria and the proposed conditions and found the request concurs with Criteria Nos. 1-3, and 5-6, and 8. The crux of the discussion focused on Criteria Nos. 4 and 7, and the conditions. Commissioner Van Beek asked when staff was onsite to look at the worn out tires, piles of debris, dust from large equipment loading/unloading, broken down dump trucks, and junk RV trailers that are referenced in Mr. Robinson's letter. Director Minshall said what's defined here is what is eligible for a C.U.P., and if there are additional uses or storage of things that are not carried within that C.U.P. that would be an additional code enforcement issue that would have to be worked through. The request is for the allowance to do these things if approved with conditions. Staff was there relatively recently and did not witness specific things that were not related to this staging yard. If it got to the point it was outside of what is considered a staging yard code enforcement is still a valid process. Further discussion ensued. Commissioner Brooks said the premise for the opposition to the request is faulty. This is an agricultural zone that has residential in it and it's an allowed use within that zone. The Board is tasked with looking at a lot of things in agricultural zones that happen to have residential in them and a prior Board approved the expansion of a CAFO in an agricultural zone with substantially more residential in the area. This case doesn't have any of that. The road is flat and there is no problem with ingress/egress along Robinson Road at the intersection. He doesn't find the other code enforcement issues that may or may not be occurring in the area to be germane to this application. The perceived increased traffic from Highway 16 is hypothetical and it is unreasonable to attempt to make a decision based on traffic patterns in the future from the addition of an ingress/egress from the interstate where the highway district doesn't seem to be concerned. Site photos indicate the dirt

is no longer staged onsite, and the applicant has proposed building a berm with a fence. He finds in the affirmative for Criteria No. 4. Another proposed condition is to end the C.U.P. when the City of Nampa reaches two sides of the property. Commissioner Van Beek said the City of Nampa does not foresee this in their comprehensive plan or their future use on the map but if we approve this it will swing that in a way that moves that direction and that's a disservice to the people who own property and live in the area. The applicant does not have anybody living there who owns the ground, and the neighbor has said it is injurious to them. Property rights extend to people who actually own the property. The applicant could find other places that have this as an allowed use that don't present a problem. A fence and berm could be a way to hide code enforcement issues rather than deal with what's on the property, and she finds this will continue to be injurious to neighboring property owners, the City of Nampa, and the County. Commissioner Brooks said he is unaware of any criteria where property ownership is a requirement for approval of a C.U.P., or where the Board is to look at code enforcement issues or the potential for code enforcement issues on other pieces of property for the approval of a C.U.P., and he questioned bringing that information into the decision-making when it's not listed in the eight criteria. Commissioner Holton is uncomfortable with the proposed hours of operation from 8:00 a.m. to 8:00 p.m.; and he wants dust prevention methods applied to the traffic that would be on the site. If those two items are addressed he can live with Criteria No. 4. He cannot consider Highway 16 because it's theoretical and he has to rely on the highway district for their qualified opinion and they said this did not rise to a level of concern. Regarding Criteria No. 7, Director Minshall said the applicant has proposed no dirt, but the Board could require watering and dust mitigation. There was discussion regarding enforcement of dust mitigation and the use of the site, as well as the berms and suite-obscuring fencing. Following discussion the Board determined to add the following language to the proposed conditions:

- The hours of operation shall be from 8:00 a.m. to 6:00 p.m., Monday through Friday.
- The staging area will be treated and kept in a condition to mitigate dust, and no dirt shall be staged on site.
- A sight-obscuring 6-foot vinyl solid fence shall be installed along the frontage of Robinson Road, outside of any right-of-way, easements, and sight triangles. The fence must be constructed within six months of approval of the C.U.P. A site obscuring 6-foot vinyl solid fence shall be installed along the northern property line adjacent to the staging area use. The fence shall be constructed within six months of the approval date of the C.U.P.
- The applicant shall comply with the Nampa Highway District access requirements.
- The use of the staging area shall terminate at a time that Nampa city limits are touching the subject property on two sides.
- The development shall comply with all applicable, federal, state and County laws, rules, ordinances and regulations the pertain to the subject property and proposed use.
- Exterior lighting if installed shall be downward facing and directed away from surrounding properties.
- Signage shall meet all applicable requirements prior to constructing any signs on the property.

- The hours of operation shall be from 8:00 a.m. to 6:00 p.m., Monday through Friday.
- The standard language about following the land use limitations.
- The permit shall be granted only to JC Excavation. It will expire either if the business changed hands or if the property owner changed hands.

Commissioner Brooks made a motion to approve the appeal for Case No. CU2023-0002-APL and the conditional use permit as conditioned with the updated conditions that have been discussed and enumerated during today's hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Staff will prepare the FCO's that reflect today's discussions on Criteria No. 4 and No. 7 that differed from the P&Z Commission. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to adjourn. The hearing concluded at 11:28 a.m. An audio recording is on file in the Commissioners' Office.

CONTINUATION OF PUBLIC HEARING: APPEAL BY DANNY AND DEBRA CARDOZA OF THE P&Z COMMISSION'S APPROVAL OF CASE NO. CU2022-0036, A CONFINED ANIMAL FEEDING OPERATION FOR AK FEEDERS, LLC, CASE NO. CU2022-0036-APL

The Board met today at 1:30 p.m. for a continued public hearing in the matter of the appeal by Danny and Debra Cardoza of the P&Z Commission's approval of Case No. CU2022-0036, a confined animal feeding operation (CAFO) for AK Feeders, LLC, Case No. CU2022-0026-APL. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Assistant DSD Director Jay Gibbons, DSD Associate Planner Debbie Root, Deputy PA Laura Keys, DSD Director Sabrina Minshall, Constituent Services Director Aaron Williams, other interested citizens, and Deputy Clerk Monica Reeves. The Board conducted a public hearing on May 30, 2024, and subsequently continued the hearing to today for deliberation. DSD staff provided the Board with the CAFO criteria for approval and development standards, as well as the proposed conditions as approved by the P&Z Commission. (Both documents are on file with this day's minute entry.) As part of the Board's deliberation, Commissioner Van Beek had questions regarding condition #11 which states "*The applicant shall not discharge CAFO process water or stormwater from the feedlot and/or settling lagoons to the Allen Drain or the Snake River. Comply with ISDA rules and regulations.*" She is concerned about the water quality of the Snake River and mitigation efforts/assurances to those people who have wells. Commissioner Brooks said he has to rely on the subject matter experts who deal with nutrient management plans. Commissioner Holton is not aware specifically about all the standards the agencies will have upon them, but he is generally aware that they will have to operate within them. Commissioner Van Beek wants to make sure the Board mitigates concerns that groundwater is not impacted by the discharge of an event, and she wants clarification on what is allowed to enter into that drain. Principal Planner Root said the Allen Drain traverses many properties, and AK Feeders is not the only entity that may discharge pollutants to the drain. There is an 8,000-head dairy nearby. Discussion ensued regarding water quality testing upstream and downstream, the design review of lagoons, and the potential for imposing additional conditions. The Board reviewed the C.U.P. criteria and concurred with the conclusions in the draft FCO's for nos. 1, 2, 3, 4, 5, 6, 7 & 8. Discussion ensued as part of the review. There was also a review of the

findings of the CAFO criteria. Commissioner Brooks made a motion to deny the appeal and uphold the decision of the P&Z Commission for Case No. CU2022-0036. The motion was seconded by Commissioner Holton. The motion carried unanimously. The findings will be signed at a later date. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to adjourn. The hearing concluded at 2:58 p.m. An audio recording is on file in the Commissioners' Office.

JUNE 2024 TERM
CALDWELL, IDAHO JUNE 18, 2024

APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- The Polygraph Institute in the amount of \$5,995.00 for the Sheriff's Office (PO #5847)

APPROVED CATERING PERMITS

The Board approved an Idaho Liquor Catering Permit for:

- County Line Wine to be used 6/23/24
- Craft Lounge to be used 6/29/24, 7/6/24, 7/13/24, 7/20/24, 7/27/24, 8/3/24, 8/10/24, 8/17/24, 8/24/24 and 8/31/24

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved an employee status change form for:

- Kitt Gorman, Deputy Sheriff - Boating Safety
- Charles Manery, Hazardous Waste Screener
- Michael Yolton, Court Clerk II

DETAILED MINUTES TO COME AT A LATER TIME

Meeting with County Attorneys for a Legal Staff Update and Consider Action Items:

- Action Item: Open bids received in response to the Fleet Shop HVAC Project Solicitation of Bids
- Action Item: Open Statements of Qualification for Request for Qualifications for Architecture/Engineering Services for the George Nourse Gun Range Four-year Phased Construction Plans

- Action Item: Consider Invitation for Bids for the 2024 Celebration Park Boardwalk and Decking Project
- Action Item: Consider Legal Notice Inviting Bids for the 2024 Celebration Park Boardwalk and Decking Project
- Action Item: Consider Invitation for Bids for the 2024 Celebration Park Boater Improvements Project
- Action Item: Consider Legal Notice Inviting Bids for the 2024 Celebration Park Boater Improvements Project

Action Item: Consider Findings of Fact, Conclusions of Law, and Order for Case Nos. OR2022-0005 and CR2022-0011

Regarding the request by Margaret Person, represented by Steve Law, for a comprehensive plan map amendment, and conditional rezone from an “A” (Agricultural) zone to an “R-1” (Single-Family Residential) zone.

Action Items:

- Action Item: Consider resolution approving a refund to Wallace McDowell for a withdrawn application fee, Case No. SD2019-0019
- Action Item: Consider notice of lien for abatement for property located at 18774 11th Ave N., Nampa; Parcel no. 34437010

FY2025 Budget Workshop for the Development Services Department

FY2025 BUDGET WORKSHOP FOR THE FLEET DEPARTMENT

The Board met today at 1:33 p.m. to conduct the FY2025 budget workshop for the Fleet Department. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Fleet Director Mark Tolman, Assistant Fleet Director Dawn Pence, Auditing Supervisor Sarah Winslow, Clerk Rick Hogaboam, Senior Systems Analyst Steve Onofrei, COO Greg Rast, Lt. Martin Flores, and Deputy Clerk Monica Reeves. Highlights from the workshop included:

- This year is the 3rd year rotation plan for offices and departments.
- Director Tolman spoke about the efficiencies associated with the decision to combine fuel in his budget. There has been a significant savings in mileage costs.

REVENUE:

The department’s revenue depends on the needs from outside agencies, and needs that cannot be done outside market. Other revenue comes from vehicle auctions and insurance

reimbursement for services performed inhouse and vehicle losses. There is no longer a fuel reimbursement line and it saves a ton of time.

Shop fees may slow as agencies are running out of grant funds allowing them to buy more vehicles to catch up their fleet assets. There have not been any recent fee adjustments included in projects nor are any anticipated in the upcoming fiscal year.

Through discussion about revenue amounts, the Board decided to increase the shop fees revenue amount from \$70,000 to \$150,000. The insurance reimbursement repairs line item was increased to \$35,000.

“A” BUDGET - PERSONNEL BUDGET

There are no new position requests, nor any step-in-grade adjustments or promotions from one grade to a new grade. Director Tolman will work with HR to make changes to job descriptions next year.

“B” BUDGET – OPERATING EXPENDITURES

Service contracts:

Additional 7000 to faster maint. to	\$ 7,000	
Faster Flt Management switch to WEB	\$ 76,000	onetime
AED contract yearly	\$ 1,560	
Chemical	\$ 1,000	
Additional radar replacement units (10)	\$ 15,052	onetime
Tire line add for bus and tractor tires	\$ 10,000	
Upfitting additional raise in electronics equipment and wire costs	\$279,000	
Radio equipment add 58,200 police radios	\$ 58,200	
Video in car systems	<u>\$ 96,000</u>	
	TOTAL	\$543,812

The Board wants to increase the outside parts line item to \$100,000.

“C” BUDGET – CAPITAL BUDGET

Police Vehicles	\$1,000,000
General Vehicles	\$ 480,000
Insurance Reimbursement Capitol	\$ 150,000
Machinery (Fuel System Dispenser)	\$ 46,000

The meeting concluded at 2:31 p.m. An audio recording is on file in the Commissioners’ Office.

FY2025 BUDGET WORKSHOP FOR THE HUMAN RESOURCES DEPARTMENT

The Board met today at 2:48 p.m. to conduct the FY2025 budget workshop for the Human Resources Department. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Interim HR Director Rich Soto, Auditing Supervisor Sarah Winslow, Clerk Rick Hogaboam,

Senior Systems Analyst Steve Onofrei, COO Greg Rast, and Deputy Clerk Monica Reeves. Highlights from the workshop included:

- The department does not receive any revenue.
- The Benefit and training Coordinator resigned and the position will be eliminated. They plan to create a Benefits and Workers Compensation Coordinator position to cover workers comp claims and benefits. The department plans to eliminate the Risk and Safety position and the duties will be shared by the Interim HR Director and the Chief Operating Officer.
- Training line item will be increased to \$12,000.

“A” BUDGET - PERSONNEL BUDGET

HR Business Partner #1 was recently promoted and the current salary is at the minimum salary for Grade 15. No increase is requested.

HR Business Partner #2 compensation is being increased to the mid-range of the current pay Grade 15. Current Salary: \$36.55 increased by 10% to \$40.46. Annual increase of \$8132.80. 20 years of experience and 8 years at Canyon County.

HR Business Partner #3 compensation is being increased to the mid-range of the current pay Grade 15. Current Salary: \$36.55 increased by 10% to \$40.46. Annual increase of \$8132.80. 20 years of experience and 8 years at Canyon County.

HR Business Partner #4 compensation is being increased to slightly under mid-range for the current pay Grade 15. Current Salary: \$35.02 increased by 9% to \$38.17. Annual increase of \$6552.00. 10 years of experience at Canyon County.

HR Administrative Position is a new hire at mid-range for the pay Grade 12. No increase is requested.

HR Investigator is being moved from mid-range Grade 15 to mid-range Grade 16 to align with the other Lead Investigators at the county. Current salary \$41.90 increased by 13% to \$47.34. Annual increase of \$8486.40. 26 years of experience and 6 years at Canyon County.

HR Compensation & Benefits position is at mid-range Grade 16 and no increase is requested.

The HR Department's A budget last year FY 2024 was \$606,614.12. This years A budget will be \$681,136.48. The HR Department is proposing to eliminate the vacant Risk & Safety Position which will reduce our A budget to \$582,128.00 which will be a reduction of \$24,485.64 from FY 2024.

Human Resources Risk and Safety position has been vacant since April 4, 2024. We do not believe the position needs to be filled moving forward. The delegation for the duties of this position is currently being reviewed. We are transferring the safety aspect of this position to the Facilities Department. We are also assigning the risk management duties to be shared responsibilities with the Chief Operating Officer and the Chief Civil Attorney.

The HR Risk and Safety Business Partner position is budgeted at mid-range, Grade 16 (\$99,008.00) and the HR Department will be repurposing the PCN to a HR Benefits & Workman Comp Business Partner with a salary of mid-range Grade 15 which will need an annual budgeted salary of (\$80,787.00). This repurposing of job classification will be a reduction in our budget by (\$18,221.00).

Furthermore, by repurposing the above listed job description, the HR Department will be eliminating the Benefits & Training Business Partner which will also reduce our budget requirements by (\$35,510.28.)

In conclusion, the repurposing of the HR Risk & Safety Business Partner to HR Benefit & Workman Comp Business Partner and the elimination of the HR Benefit & Training Partner will result in a total reduction of (\$53,731.28.) to the HR Department "A" Budget.

Justification for increases

HR Business Partner #2 and #3 are currently below mid-range for their pay grade. Each employee has been employed at Canyon County for (8) eight years. If they had to replace these employees with new employees with similar experience we would start them at Grade 15 mid-range. This is why he is requesting the step-in grade adjustment.

The HR Investigator position is currently listed one pay grade below the other Canyon County Lead Investigators. The HR Investigator has been employed with the county for approximately (6) six years and has a total combined investigative experience of 26 years. His job complexity is comparable to the other Lead Investigators and their experience. On 11/29/2021 the HR Investigator was reclassified as a HR Lead Investigator and the supporting documentation, "Employee Status Change Form" is attached. He is requesting the HR Investigator position be moved from mid-range Grade 15 to mid-range Grade 16 to reflect the proper job classification.

HR Business Partner #4 has 10 years HR experience with Canyon County. If we had to replace this employee with an employee with similar experience, we would offer mid-range Grade 15. With the 9% increase request, HR Business Partner #4 is slightly below mid-range for her pay grade.

No increase is requested for the Benefits & Compensation Manager, he is currently at mid-range for his pay Grade 16. No increase can be justified.

The total requested salary increase is \$31,304.00

“B” BUDGET – OPERATING EXPENDITURES

It was reduced slightly but they are keeping historical spending and known needs. The service contract line item is \$97,000. It was previously in the miscellaneous professional services line item.

“C” BUDGET – CAPITAL BUDGET

There are no capital items.

There is Board consensus to accept the HR budget with the additions and changes as discussed. The meeting concluded at 3:05 p.m. An audio recording is on file in the Commissioners’ Office.

FY2025 BUDGET WORKSHOP FOR THE ASSESSOR’S OFFICE

The Board met today at 3:26 p.m. to conduct the FY2025 budget workshop for the Assessor’s Office. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Assessor Brian Stender, Assessor’s Business Manager Jennifer Loutzenhiser, Motor Vehicle Supervisor Kimbra Asqueta, Administrative Property Appraiser Supervisor Greg Himes, Certified Property Appraiser Supervisor Holly Hopkins, Auditing Supervisor Sarah Winslow, Clerk Rick Hogaboam, Senior Systems Analyst Steve Onofrei, COO Greg Rast, Facilities Director Rick Britton, and Deputy Clerk Monica Reeves. IT Director Steve Higgins (arrived at 4:30 p.m.) Highlights from the reviewed of the **Motor Vehicle budget** were as follows:

GOALS:

- Equitize pay for current staff to assist with retention
- Continue to Improve the Customer Experience, while maintaining level of customer service and continuing to adapt to ITD policy changes
- Less than 5 Min Avg Customer Wait Time
- 2nd Location in Nampa
- Ergonomic Workstations

REVENUES

ITD’s Centralization has reduced the number of annual renewal transactions that are used to offset the cost of providing service to our customers. ITD has assumed responsibility of handling Internet, QR, and renewal by mail renewal transactions.

As they progress through final months of FY24, they will review transactional costs associated with in-person registration and title admin fees. Potential of a \$1 increase in the title admin fee and also a \$0.50 increase in the Registration Admin Fee.

“A” BUDGET - PERSONNEL BUDGET

No additional positions for FY25. With ITD’s ongoing “Modernization” and “Centralization” it is extremely hard to forecast what our staffing needs will be next fiscal year and impossible to look further down the road.

They are currently working with HR on a reclassification front-line positions from a single "Customer Service" job description into a tiered "Motor Vehicle Specialist" position which will compensate our employees as they gain valuable experience only gained from working in a Motor Vehicle office. Listed below will be the recommend wage changes upon completion of the project.

The Reclassification project is formulated with a 10-year spread between Min & Mid and 20 years between Mid and Max.

MV Manager – PCN 538 - Range of position \$70,720-\$97,594, Midpoint \$84,157. The position is at 50% of the Grade, with 15 years in Position. Requesting an adjustment to bring Employee to \$87,516.

MV Assistant Manager – PCN 646 – Range of position \$60,320-\$83,242, Midpoint \$71,781. The position is at 33% of the Grade, with 10 years in Position. Requesting an adjustment to bring employee to \$71,781.

MV Assistant Manager – PCN 539 – Range of position \$60,320-\$83,242, Midpoint \$71,781. The position is at 10% of the Grade, with 3 years in Position. Requesting an adjustment to bring employee to \$63,759.

MV Lead – PCN 659 – Range of Position \$48,930-\$54,478, Midpoint \$51,704. This position is at 32% of the grade, with 9 years in position. Requesting an adjustment to bring employee to \$51,556.

MV Lead – PCN 647 – Range of Position \$48,930-\$54,478, Midpoint \$51,704. This position is at 4% of the grade, with 1 year in position. Requesting an adjustment to bring employee to \$49,228.

MV Specialist III – PCN 318 – Range of Position \$46,405-\$51,668, Midpoint \$49,036. This position is at 63% of the grade, with 19 years in position. Requesting an adjustment to bring employee to \$50,220.

MV Specialist III – PCN 654 – Range of Position \$46,405-\$51,668, Midpoint \$49,036. This position is at 33% of the grade, with 10 years in position. Requesting an adjustment to bring employee to \$49,172.

MV Specialist III – PCN 989 – Range of Position \$46,405-\$51,668, Midpoint \$49,036. This position is at 20% of the grade, with 6 years in position. Requesting an adjustment to bring employee to \$47,984.

MV Specialist III – PCN 290 – Range of Position \$46,405-\$51,668, Midpoint \$49,036. This position is at 20% of the grade, with 6 years in position. Requesting an adjustment to bring employee to \$47,984.

MV Specialist III – PCN 658 – Range of Position \$46,405-\$51,668, Midpoint \$49,036. This position is at 13% of the grade, with 4 years in position. Requesting an adjustment to bring employee to \$47,458.

MV Specialist II – PCN 651 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 7% of the grade, with 2 years in position. Requesting an adjustment to bring employee to \$42,244.

MV Specialist II – PCN 987 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 7% of the grade, with 2 years in position. Requesting an adjustment to bring employee to \$42,258.

MV Specialist II – PCN 665 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 10% of the grade, with 3 years in position. Requesting an adjustment to bring employee to \$42,545.

MV Specialist II – PCN 661 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 7% of the grade, with 2 years in position. Requesting an adjustment to bring employee to \$42,258.

MV Specialist II – PCN 655 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 10% of the grade, with 3 years in position. Requesting an adjustment to bring employee to \$42,545.

MV Specialist II – PCN 292 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 10% of the grade, with 3 years in position. Requesting an adjustment to bring employee to \$42,545.

MV Specialist II – PCN 988 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 3% of the grade, with 1 years in position. Requesting an adjustment to bring employee to \$41,971.

MV Specialist II – PCN 986 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 3% of the grade, with 1 years in position. Requesting an adjustment to bring employee to \$41,971.

MV Specialist II – PCN 656 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 3% of the grade, with 1 years in position. Requesting an adjustment to bring employee to \$41,971.

MV Specialist II – PCN 291 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 3% of the grade, with 1 years in position. Requesting an adjustment to bring employee to \$41,971.

MV Specialist II – PCN 837 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 3% of the grade, with 1 years in position. Requesting an adjustment to bring employee to \$41,971.

MV Specialist II – PCN 293 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 3% of the grade, with 1 years in position. Requesting an adjustment to bring employee to \$41,971.

MV Specialist II – PCN 317 – Range of Position \$41,684-\$46,405, Midpoint \$44,554. This position is at 0% of the grade, with 0 years in position. Requesting an adjustment to bring employee to \$41,684.

The 5-month Temp Position that has been vacant for several months now. They are cautious to rehire with an uncertain future but wish to hold onto position in FY25, in the event transactions continue to remain strong in our office.

“B” BUDGET – OPERATING EXPENDITURES

- FY24’s Budget they replaced a Multi-Function Printer, No Additional for FY25
- FY25 – Need to Happen
 - Improve Light Fixtures
 - Replace Flooring in breakroom and bathrooms, counters
 - Widen Parking lot entrance – south entrance
- FY25 – Uncertain future of Motor Vehicle Office, but it needs addressed
 - Remodel East Wing Desks with more room and ergonomic design
 - Remodel Lobby Area

“C” BUDGET – CAPITAL BUDGET

Human Capital – Employee Retention	\$130,000
Improve Lighting	\$10,000
Breakroom and Employee Bathroom Project	\$5,000
Widening Parking Lot – South Entrance	\$15,000
Remodel East Wing Desks	\$50,000
Remodel Lobby Area	\$5,000

There was discussion about moving some funds to the Facilities budget since there might some duplications in the capital project items.

Highlights from the review of the **Assessor’s Reappraisal budget** were as follows:

REVENUES

The Reappraisal Office generates minimal revenue. Typically, they have generated revenue in the past with sales information from our plat room. This is diminishing as more and more data is deemed "Public" information.

Assessor Stender expects minimal revenue generation from this office in FY25, they will be down to only charging for customized map creation soon. They do not anticipate any fee adjustments in the upcoming fiscal year.

“A” BUDGET - PERSONNEL BUDGET

They are only requesting additional temp staff for FY25, but parcels counts are pointing to the necessity of additional staff in the future. We will use technology as much as possible to delay additional human capital but once certain thresholds are met additional staff will be required. The Temp staff will possibly be a summer intern to create SQL Reports. The Assessor has also updated costs of the part-time staff.

\$160,000 has been added to budget line 103-38-280-14-413080 for step-in-grade adjustments and promotions from one grade to a new grade. It is in progress with HR.

One Commercial Appraiser position has been unfilled. Once the position reclassification project is completed they will advertise this position.

“B” BUDGET – OPERATING EXPENDITURES

- 521101 – Increased \$100,000 for External Legal Representation for D.C. Case
- 521120 – Increased \$265,000 for Aerial Imagery Flight
- 248014 – Increased \$15,000 for Bi-Annual Contribution to IAC - Litigation Fund
- 682270 – Adjusted to \$50,000 for Store Front Glass in Front Office / Plat Area
 - o Move to Facilities?

- 682270 – Adjusted to \$20,000 for Glass Dividers between Employees – Appraiser Department
 - o Move to Facilities?
- 684330 -- Adjusted to \$35,000 for 1 additional SUV for Reappraisal Department
 - o Move to Fleet?

“C” BUDGET – CAPITAL BUDGET

- Store Front Glass – Security and Safety of Employees \$50,000
- Glass Dividers – Noise Reduction \$20,000
- 1 Multi-Function Printer – Recommended by IT \$10,000
- Reappraisal SUV \$35,000
- Aerial Imagery – County Wide Ortho and Obliques (Not Urban Only) \$265,000

There was discussion regarding the Assessor’s plan to update their outdated software package. It will be very expensive and he was hoping to use fund balance to pay for it, but if the estimated

fund balance amount of \$500,000 is all there is it will not be enough to cover the expense. (Estimated costs are between \$5 million and \$8 million.) The meeting concluded at 4:59 p.m. An audio recording is on file in the Commissioners' Office.

JUNE 2024 TERM

CALDWELL, IDAHO JUNE 20, 2024

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved an employee status change form for:

- Williams Hopkins, Deputy Sheriff Inmate Control
- Alejandra Guerrero, Deputy Sheriff Inmate Control
- Stephanie Campbell, Emergency Communications Officer I

DETAILED MINUTES TO FOLLOW:

Meeting with county attorneys for a legal staff update and to consider action items

- Action Item: Consider Agreement for Noxious Weed Control with the Idaho Transportation Department, Division of Highways District No. 3
- Action Item: Consider Gopher Control Cooperative Agreement with the Idaho Transportation Department, Division of Highways District No. 3

FY2025 Budget Workshop for Public Defender's Department

Executive session pursuant to Idaho Code § 74-206(1) (a) regarding personnel matters

ACTION ITEM: CONSIDER SIGNING PROCLAMATION HONORING THE VALOR AND SACRIFICE OF IDAHO LAW ENFORCEMENT OFFICERS AND FAMILIES EVERY MAY DURING NATIONAL POLICE WEEK

The Board met today at consider signing a proclamation honoring the valor and sacrifice of Idaho Law Enforcement Officers and Families every May during National Police Week. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Sheriff Kieran Donahue, Chief Deputy Sheriff Doug Hart, PIO Joe Decker, Director of Constituent Services Aaron Williams, Communications Specialist Chad Thompson, other interested personnel, and Deputy Clerk Monica Reeves. The proclamation dedicates the Friday of National Police Week each year as Canyon County Law Enforcement Memorial Day to honor Idaho's fallen officers who paid the ultimate price in pursuit of upholding justice for our community. This day will be forever memorialized with the Canyon County-sponsored "Canyon County Law Enforcement Memorial Ceremony" at the

Canyon County Fair Facility, The Center. Following comments by Sheriff Donahue as well as the reading of the proclamation in its entirety by Commissioner Van Beek, Commissioner Holton made a motion to sign the proclamation. The motion was seconded by Commissioner Brooks and carried unanimously. The meeting concluded at 1:29 p.m. An audio recording is on file in the Commissioners' Office.

DETAILED MINUTES TO FOLLOW:

FY2025 Budget Workshops:

- Solid Waste Department
- Facilities/Weed & Pest Control Departments

JUNE 2024 TERM

CALDWELL, IDAHO JUNE 21, 2024

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Jacob King, Assessor GIS Analyst, rehire
- Ashlyn Whalen, Juvenile Probation Officer I, new hire
- Ryan Gehring, Juvenile Probation Division Supervisor, new hire

APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for to be used:

- Eastside Tavern to be used 7/13/24 for the Zubaly wedding
- Raising Our Bar to be used on 7/6/24 for the Serdar wedding
- Raising Our Bar to be used on 7/8/24 for the Leach wedding
- Raising Our Bar to be used on 7/13/24 for the Cockrum wedding
- Raising Our Bar to be used on 7/20/24 for the Fennell wedding
- Raising Our Bar to be used on 7/21/24 for the Inglis wedding
- Raising Our Bar to be used on 7/26/24 for the Nampa High School reunion
- Raising Our Bar to be used on 7/27/24 for the Pooley wedding

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Apex Integrated Security in the amount of \$5806.84 for the Facilities department (PO #6033)
- DataBank in the amount of \$83,725.70 for the Information Technology department (PO #6045)
- Project Manager.com in the amount of \$17,164.22 for the Information Technology department (PO #6046)

- Elevate in the amount of \$31,560.00 for the Information Technology department (PO #6047)

DETAILED MINUTES TO COME AT A LATER TIME

FY2025 Budget Workshops:

- Information Technology Department
- Trial Court Administrator

JUNE 2024 TERM

CALDWELL, IDAHO JUNE 24, 2024

APPROVED CLAIMS

- The Board has approved claims 606667 to 606703 in the amount of \$60,131.45
- The Board has approved claims 606841 to 606856 in the amount of \$54,714.26
- The Board has approved claims 607094 ADV in the amount of \$2,633.38
- The Board has approved claims 606907 to 606946 in the amount of \$120,780.04
- The Board has approved claims 606888 to 606906 in the amount of \$13,962.10
- The Board has approved claims 606947 to 606964 in the amount of \$22,467.74
- The Board has approved claims 606818 to 606840 in the amount of \$3,327.21
- The Board has approved claims 606625 to 606666 in the amount of \$27,505.18
- The Board has approved claims 606625 to 606666 in the amount of \$27,505.18
- The Board has approved claims 606857 to 606887 in the amount of \$44,842.86
- The Board has approved claims 606704 to 606817 in the amount of \$37,988.25
- The Board has approved claims 606947 to 606964 in the amount of \$23,392.74
- The Board has approved claims 606965 to 607010 in the amount of \$485,179.54
- The Board has approved claims 607011 to 607052 in the amount of \$21,903.51
- The Board has approved claims 607053 to 607091 in the amount of \$38,205.34
- The Board has approved claims 607092 to 607093 in the amount of \$1,855.00

DISAPPROVED CLAIMS

- The Board disapproved claims 606625 to 606666 in the amount of \$44,172.85

DETAILED MINUTES TO FOLLOW

Action Item: Consider Findings of Fact, Conclusions of Law, and Order for Case No. AD2023-0007-APL, Appeal by Norman and Kathryn Alder

Action Item: Consider Resolution Approving Changes to the Job Title, Job Description, Wage Grade and Range of a Systems Administrator I Position

Action Item: Consider Resolution Adopting Changes to the Title, Job Description, and Salary Grade of Two (2) Positions, and Title and Job Description Only of One (1) Position in the Reappraisal Department

Action Item: Consider Signing Resolution Donating Surplus Personal Property with Nominal Value to the Voice of Idaho Public Radio Club, Inc.

COMMISSIONERS ATTENDING TREASURE VALLEY PARTNERSHIP MEETING

Although a Board majority attended the meeting, it was not a Commissioner meeting and there were no motions, actions or Board direction entertained or given.

ACTION ITEM: CONSIDER FINAL PLAT FOR JACK'S PLACE SUBDIVISION NO. 1, CASE NO. SD2022-0050

The Board met today at 3:03 p.m. to consider the final plat for Jack's Place Subdivision No. 1, Case NO. SD2022-0050. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Assistant DSD Director Jay Gibbons, Engineering Supervisor Dalia Alnajjar, Kent Brown, and Deputy Clerk Monica Reeves. Engineering Supervisor Dalia Alnajjar provided a summary of the case and said the preliminary plat was approved on December 15th with 11 conditions. The development is zoned R-1 and consists of 40 lots and 8 common lots, public roads and pressurized irrigation. Water and sewer will be provided by the City of Nampa. All of the conditions of approval have been met. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to sign the final plat for Jack's Place Subdivision No. 1, Case No. SD2022-0050. Chairman Holton signed the final plat. The meeting concluded at 3:03 p.m. An audio recording is on file in the Commissioners' Office.

JUNE 2024 TERM
CALDWELL, IDAHO JUNE 25, 2024

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Amanda Hedrick, Emergency Communications Officer 1
- Emilie Pepper, Part-time kitchen aid at Southwest Idaho Juv. Detention Center

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for:

- Crescent Brewery to be used 6/29/24

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

Commissioner Van Beek made a motion to go into Executive Session at 8:47 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (f) and (i) regarding records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation and communicate with risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Brooks. Commissioner Holton took a roll call vote where he along with Commissioners Van Beek and Brooks voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Controller Kyle Wilmot, Deputy P.A. Zach Wesley, Director of Constituent Services Aaron Williams, COO Greg Rast, Jeff Rosenthal and Leann Gilberg with the Idaho Humane Society. The Executive Session concluded at 9:35 a.m. with no decision being called for in open session.

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

The Board met today at 9:35 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, Deputy P.A. Laura Keys, Facilities Director Rick Britton (left at 9:40 a.m.), Lt. Martin Flores (left at 9:44 a.m.), Cpt. Harold Patchett (left at 9:44 a.m.), Fleet Director Mark Tolman (left at 9:44 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross. The action items were considered as follows:

Consider Fleet Shop HVAC Project Notice of Intent to Award: Two bids were submitted for this project with the low bid being ACCO Engineered Systems at \$81,442.00. Director Britton said the bid submission meets all the requirements of the solicitation of bids. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign the fleet shop HVAC project notice of intent to award. A copy of the is on file with this day's minutes.

Consider Notice of Ranking for Request for Qualifications for Architecture/Engineering Services for the George Nourse Gun Range Four-year Phased Construction Plans: Five submissions were received for this project which have been narrowed down to the top 3 with negotiations to begin with the no.1 selection. The top 3 are as follows:

1. Kimley-Horn
2. Breckon Land Design/TRS Range Services
3. Slichter-Urgin Architecture, Inc.

\$150,000 has been budgeted in FY24 for this project and the Sheriff's Office has confirmed they are supportive of the selection. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the notice of ranking for the request for qualification for architecture/engineering services for the George Nourse Gun Range Four-year phased construction plans. A copy of the letter is on file with this day's minutes.

Consider Request for Proposals for Employee Benefit Brokerage and Consulting Services; and Consider Legal Notice for Request for Proposals for Employee Benefit Brokerage and Consulting Services: Mr. Wesley explained this is intended to solicit information in order to obtain a professional brokerage and insurance firm to evaluate the county's plan and benefit package. Commissioner Brooks made a motion to sign the request for proposals for Employee Benefit Brokerage and Consulting Services. The motion was seconded by Commissioner Van Beek and carried unanimously. Following the motion, Commissioner Holton confirmed with the Board that both the original motion and second included the legal notice as these action items are part and parcel.

Mr. Wesley provided an attorney-client document to the Board for review prior to discussing at the legal staff update scheduled for Thursday.

The meeting concluded at 9:45 a.m. but the Board went back on the record at 9:48 a.m. where Commissioner Holton noted that this meeting will be continued to tomorrow, June 26, 2024 at 2:00 p.m. The Board is in agreement to continue the meeting to the date and time specified.

The meeting concluded at 9:49 a.m. and audio recordings are on file in the Commissioners' Office.

RIBBON CUTTING CEREMONY FOR THE NEW WAREHOUSE AND WEST VALLEY HUMANE SOCIETY ROOF UPGRADE

JUNE 2024 TERM
CALDWELL, IDAHO JUNE 26, 2024

APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Interstate Electric in the amount of \$8,626.88 for the Facilities Department (PO #6032)

APPROVED JUNE 28, 2024 PAYROLL

The Board approved the June 28, 2024 payroll in the amount of \$2,521,176.60

DETAILED MINUTES TO COME AT A LATER TIME

Board of Equalization Hearings and Matters

Action Items: Consider Protests of Valuation

- Sadakah Enterprise, LLC (Protest No. 24025) - WITHDRAWN
- VACO, LLC (Protest No. 24044) - THE ASSESSOR'S VALUE WAS UPHELD
- Sunroc Corporation (Protest No. 24039) - THE ASSESSOR'S VALUE WAS UPHELD
- CF Hippolyta Nampa, LLC (Protest No. 24134) - THE ASSESSOR'S VALUE WAS UPHELD

Meeting with County Attorneys for a legal staff update

SPECIAL MEETING: Joint meeting with the Health Trustee Board

Joint Meeting with the City of Nampa regarding the SW Nampa Specific Area Plan Public Participation Process and Input, and Discuss the Area of Impact Joint Powers Agreement

Location: Administration Building Public Mtg. Room, 111 No. 11th Avenue, Caldwell, Idaho

Meeting Agenda:

- Introductions
- Why We are Here
- Meeting Goals, Project Background, and Process
- Land Use Designations and Concepts
- Transportation Network
- Public Engagement Outcomes
- Discussion and Questions
- Next Steps
- Adjournment

JUNE 2024 TERM

CALDWELL, IDAHO JUNE 27, 2024

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved an employee status change form for:

- McKayla Tiffany, Detention Office at Southwest Idaho Juvenile Detention Center
- Maria Menchaca, Legal Assistant II - Civil Division of Prosecuting Attorney's Office

DETAILED MINUTES TO FOLLOW

Meeting with County Attorneys for a Legal Staff Update and Consider Action Items:

- Action Item: Consider Neste Live! Booking Contract between Neste Event Marketing, LLC and Canyon County
- Action Item: Consider Entertainment Contract with Ballet Folklorica Yareth de Idaho/Maria Avila for the 2024 Canyon County Fair
- Action Item: Consider Entertainment Contract with Darrell Wagner aka Crickett The Entertainer for the 2024 Canyon County Fair
- Action Item: Consider Entertainment Contract with Hispanic Folkloric Dancers of Idaho, Inc./Brad Ebert for the 2024 Canyon County Fair
- Action Item: Consider Entertainment Contract with Joe Black for the 2024 Canyon County Fair
- Action Item: Consider Entertainment Contract with Jon Taylor for the 2024 Canyon County Fair
- Action Item: Consider Entertainment Contract with Patti Syme for the 2024 Canyon County Fair
- Action Item: Consider Entertainment Contract with Danza Azteca Tonatiuh/Antonina Robles for the 2024 Canyon County Fair
- Action Item: Consider Main Stage Agreement with 2 de la S through LM Events DE, Inc. for the 2024 Canyon County Fair
- Action Item: Consider an Ordinance Amending Chapter 3 Article 19, Law Enforcement Towing
- Action Item: Consider Summary of Ordinance Amending Chapter 3 Article 19, Law Enforcement Towing

Meeting to consider certificates of noncompliance and releases of certificates of noncompliance
Releases of Certificates of noncompliance

- 15580 Cantrice Ln, Caldwell (R23266026), CDEF2022-0161
- 9065 Owyhee Dr, Nampa (R25980), CDEF2023-0091
- 5445 McDermott Rd, Kuna (R28925), CDEF2022-0065

Certificates of noncompliance

- 22481 Elm Ln, Middleton (R28098), CDEF2024-0098
- 71 S. Pit Ln, Nampa (R30678010A), CDEF2022-0162

Action Item: Consider signing the Findings of Fact, Conclusions of Law, and Order for Case Nos. RZ2021-0056 and SD2021-0059

Regarding the request by Middleton 187, LLC and TBC Land Holding, LLC, for a Conditional Rezone, and a preliminary plat, phasing plan, landscape plan, irrigation plan, grading and drainage plan, and a hillside development plan for Farmington Hills Subdivision.

THE CASES WERE DENIED BY THE BOARD COMMISSIONERS ON JUNE 10, 2024

****THE FCO'S HAVE BEEN RESCHEDULED TO TUESDAY, JULY 2, 2024 AT 9:30 AM****

Supporting Documents:

Event linked to: Public Hearing: Request by Middleton 187, LLC, and TBC Land Holding, LLC, for a Conditional Rezone, and a Preliminary Plat for Farmington Hills Subdivision on 2024-06-10

Action Item: Consider Resolution Adopting Changes to the Title, Job Description, and Salary Grade of One (1) Position in the HR Department

Action Item: Consider Engagement Agreement with Langston & Associates for a Property Appraisal

Monthly meeting with the Administrative District Judge and Trial Court Administrator

BOARD OF EQUALIZATION – TIMOTHY AND JULIE SCHELHORN, PROTEST NO. 24040

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:00 p.m. to conduct a property tax assessment protest hearing for Timothy and Julie Schelhorn, Protest No. 24040, PIN 14839200 0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Appraisal Supervisor Greg Himes, Certified Property Appraiser Supervisor Mike Cowan, Julie Schelhorn, Greg Ruddell, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, Assessor's Office personnel, interested citizens, and Deputy Clerk Monica Reeves. Greg Ruddell and Julie Schelhorn offered testimony in support of the protest application. Mike Cowan offered testimony on behalf of the Assessor's Office. Commissioner Van Beek suggested the Assessor's Office and the appellant work through the discrepancies and see if there is some consideration for the ingress/egress and some other characteristics. Upon the motion of Commissioner Holon and the second by Commissioner Van Beek, the Board voted unanimously to continue the matter to a later date to see if the parties can come to a solution on or before 12:00 noon on July 8, 2024. If a solution is not agreed upon the matter will come back before the Board of Equalization the afternoon of July 8, 2024. The hearing concluded at 2:42 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – CLARR TRUST, LLC, PROTEST NOS. 24062 AND 24065

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:50 p.m. to conduct a property tax assessment protest hearing for Clarr Trust, LLC, Protest Nos. 24062 and 24065, PIN 31025000 0 and PIN 31026011A0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Appraisal Supervisor Greg Himes, Certified Property Appraiser Supervisor Mike Cowan, Angela Worley, Russ Vawter, Greg Ruddell, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, Assessor's Office personnel, interested citizens, and Deputy Clerk Monica Reeves. Greg Ruddell and Russ Vawter offered testimony in support of the protest application. Mike Cowan offered testimony on behalf of the Assessor's Office. Following testimony and Board questions, discussion and deliberation, Commissioner Brooks made a motion to uphold the Assessor's value on Protest Nos. 24062 and 24065. The motion was seconded by

Commissioner Van Beek and carried unanimously. The hearing concluded at 3:55 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – APPROVE ASSESSOR'S ADJUSTMENTS

The Board of County Commissioners, sitting as a Board of Equalization, met today at 3:59 p.m. to consider adjustments submitted by the Assessor's Office. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Appraisal Supervisor Greg Himes, and Deputy Clerk Monica Reeves. The Assessor's Office submitted a spreadsheet for the Board's review which included adjustments they made on five parcels which totaled \$2,386,755. (A copy of the spreadsheet with the detailed information is on file with this day's minute entry.) Upon the motion of Commissioner Holton and the second by Commissioner Van Beek, the Board voted unanimously to accept the adjustments on the certified values as presented. Mr. Himes requested the Board allow 10 minutes of testimony during hearings for commercial properties or for accounts that involve tax representatives. The standard time of 3-5 minutes for residential accounts is sufficient. The Board agreed. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to adjourn. The meeting concluded at 4:02 p.m. An audio recording is on file in the Commissioners' Office.

JUNE 2024 TERM
CALDWELL, IDAHO JUNE 28, 2024

DETAILED MINUTES TO COME AT A LATER TIME

Board of Equalization Hearings and Matters

Action Items:

Consider Protest of Valuation:

- M. Ataul Karim – protest no. 24096
- Southside Townhomes LLC – protest nos. 24089 and 24092
- Wishney Susan and David Family Trust – protest no. 24018

Exemption denial:

- Leap Charities, Inc – parcel no. 15438000 0

THE ASSESSOR'S VALUE/RECOMMENDATION WAS UPHELD ON ALL ACCOUNTS

Board of Equalization Hearings and Matters

Action Item: Consider protests of Valuation:

- Mihai and Stefania Irimia – protest no. 24081
- Greek Family Trust – protest no. 24032 - WITHDRAWN
- Joseph Crust – protest no. 24046 - WITHDRAWN
- Jonathan Boyd – protest no. 24105

THE MINUTES OF THE FISCAL TERM OF JUNE 2024 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 _____, 2024.

CANYON COUNTY BOARD OF COMMISSIONERS

Commissioner Leslie Van Beek

Commissioner Brad Holton

Commissioner Zach Brooks

ATTEST: RICK HOGABOAM, CLERK

By: _____, Deputy Clerk