

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 22<sup>nd</sup> 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 grade13, 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.

PUBLIC HEARING: MIDDLETON 187, LLC AND TBC LAND HOLDING, LLC ARE REQUESTING A CONDITIONAL REZONE OF APPROXIMATELY 217 ACRES FROM AN "A" (AGRICULTURAL) ZONE TO "CR-R1" (SINGLE FAMILY RESIDENTIAL) ZONE, AND A PRELIMINARY PLAT, FOR FARMINGTON HILLS SUBDIVISION, CASE NO. RZ2021-0056(CR) & SD2021-0059

The Board met today 1:44 p.m. to conduct a public hearing in the matter of a request by Middleton 187, LLC and TBC Land Holding, LLC, for a Conditional Rezone of 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. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, DSD Director Sabrina Minshall, DSD Planning Supervisor Carl Anderson, DSD Planner Deb Root, DSD Hearing Specialist Amber Lewter, and Deputy Clerk Monica Reeves. Those in favor were: Todd Campbell, Hethe Clark, Dean Waite, Zane Cradic, and Scott Blaser. Those in opposition were: Brad Wellman, Denise Rhodes, Jon Rhodes, Greg Baker, Lisa Baker, Ted Todd, Robert Ubry, Randy Hetteema, William Selby, Tom Moore, Randy Waite, Rose Vargason, Donna Goelz, Vera Waite, Greg Jones, Kim Takagi, Steve Palange, Ron Saunders, Eric Nielson, Cheryl Palange, Steven Portnoff, Sam Layton, Rock Didericksen, Wanda Layton, James Griggs, Bill Stephenson, Martine Stephenson, Sharon Griggs, Ed Carson, Steve Hatchett, Steven Miller, Amie Strongone, Antonio Conti, Cindy Conti, Kim Carson, Jackie Grayson, Bart Grayson, Gail "Ike" Ikerd, Frederick Moxley, Ken Harris, Patty Nelson, Jamie Sharpe, Daniel Richards, Robin



Conrad, Shawn Adamson, Scott Krahn, Mikell Galloway, Jack Garrett, Michelle Krahn, Carl Nadeau, Donald Bates, Robert James, Tamara Sloviaczek, Cindy James, Joseph Strongone, Julie Thomas, Samuel Thomas, Patricia Crawford, Allen Colson, Lyle Zufelt, Heather Peterson, Kathy Ikerd, Bruce Bane, Rebecca Press, Mark Press, Amelia Nadeau, Kathy Hendricks, Joe Sweeney, Paula Gillespie, Robert Hendricks, Marilyn Giacalone, Rory Hendricks, David Syvok, Jolie Gibbs, Jeremiah Hansen, Ashley Hansen, Rick Francis, Patty Cluff, Steve Cluff, Mike Morcom, RaNea Rich, and Lane Rich.

Prior to the start of the hearing, Commissioner Holton addressed the crowd regarding hearing procedures and guidelines. At 1:44 the hearing was opened.

Principal Planner Debbie Root gave the oral staff. The proposed development contains 492 total lots; 421 residential lots with an average lot size of 12,804 square feet; and 71 common lots subject to a pre-annexation agreement with the City of Middleton. The four subject parcels are located between Duff Lane and Lansing Lane, north of Foothill Road, and are located within the Middleton Area of City Impact. The P&Z Commission forwarded both cases with a recommendation of denial. The 2020 comprehensive plan designates the area as residential, and the City of Middleton's Comprehensive Plan Future Land Use Map also designates it as residential. The designation provides for rural transition areas to create a boundary between agricultural and urban areas. The area has been trending toward residential development for many years, the topography of the area is rolling hillsides. The property is currently in agricultural production and is surrounded by residential development on the north, east, and west sides with a few undeveloped parcels as well. The 12 platted developments adjacent to or in the immediate vicinity north of Foothill Road have average lot size of 1.6 acres and lots ranging in size from .7 to 10 acres. Five recently platted developments immediately adjacent to the property have an average lot size of 1.3 acres and are zoned R-1 single-family residential. The more recent developments have been approved with individual wells and septic. The Middleton City limits are located at Foothill Road approximately ¼ mile south of the property boundary. Property owner Bart Grayson is concerned about his property and the future plans of Meadow Park Blvd., and the access on his property. Within ¼ mile there are 16 platted subdivisions with 250 lots and three subdivisions in platting for an additional 34 lots; within ½ mile there are 33 platted subdivisions with 558 lots and three subdivisions in platting for an additional 216 lots; within one mile there are 65 platted subdivisions with 1,378 lots with nine subdivisions in platting for an additional 777 lots. The proposal is to have municipal water and municipal sewer to serve the lots within the development. The Canyon County Zoning Ordinance provides for in the R-1 zone, the reduction of lot size to 12,000 square feet if the lots are provided with either water or sewer. The nitrate priority area is 1,020 feet to the north. DEQ has concerns about nitrates in this area due to the explosion of growth in the area with individual septic. The P&Z Commission found the proposed use is not consistent with the surrounding land uses; the proposed use will impact adjacent agricultural uses; and that the density does not reflect the character of the area that is primarily agricultural, and that the land should remain in ag production. Staff found the character of the area is trending to residential, that it is not agricultural in nature even though there are still agricultural properties in ag production. The developer has signed a pre-annexation agreement with the City of Middleton for municipal sewer and water to be provided by the city. There is a condition that within Phase 3-4 the developer will bring online a new municipal well to serve the development and for the city's

use. Black Canyon Irrigation District has given preliminary approval. Williams Northwest Gas Pipeline traverses the property and they provided a letter after the P&Z Commission hearing stating they must review the construction drawings prior to development occurring in the vicinity of the pipeline. Some of the letters in opposition voiced concerns about the impact of the proposed development on their individual wells. The development should have little effect on area wells with municipal services being provided, having less potential of contaminating the aquifer, reducing the number of wells drilled to serve the properties. Traffic is a major concern. The traffic impact studies indicated existing deficiencies at both the Duff Lane and Lansing Lane intersections of State Highway 44. The developer has agreed to provide design construction of the interim signalized intersection at Highway 44 and Duff Lane. The developer has agreed to construct the intersection at Lansing Lane if not previously constructed by phase 10 of the proposed development. The development, if approved, is proposed to be developed in 13 phases with projected buildout at 7-10 years based on market demand. Mill Creek Elementary is at 118% of capacity, possibly more at this point, and currently has six modular units in place providing for 12 classrooms. The school district expects to have .5-.7 students per household enter the school system, and for the proposed development of 421 lots, the district anticipates approximately 210-294 students at full buildout of the project. The developer has entered into an MOU with the school district to provide at the time of final plat for each phase of the development, \$1,500 per buildable lot to address potential impacts of the new residences within the proposed development. The projected payment to the district for the 421 lots will be \$630,500. It's a voluntary commitment not currently provided by other developers in the area. The development will construct two primary thru accesses between Duff Lane and Lansing Lane to provide for some much needed relief to Purple Sage and Foothill Roads. The site contains slopes greater than 15% and requires compliance with CCZO special developments; hillside development code. They are required to build two collector roadways including Meadow Park Boulevard and Willis Road. Following her staff report, Ms. Root responded to questions from the Board.

Testimony in favor of the request was as follows:

Hethe Clark testified this property has been planned in both the City of Middleton and the County as residential. It is within a ¼ mile of the city limits and there are 65 platted or developing subdivisions within one mile of the project. The County has spent the last few years focusing on pushing development into the areas of city impact, and this is an area where services are located and planned to expand and as a result it would be more appropriate for density to be located in this area. There has to be density in order to economically provide city services, and if we have density where it's supposed to be, then we preserve ag ground by putting it in appropriate locations. The phasing plan will start on the west at Duff Lane and move east to Lansing Lane. A 7-10 phasing plan is what's anticipated and that's part of what mitigates the impacts in a project like this. The project has excellent amenities such as ponds, clubhouses, pathways, parks, and 23% open space. Middleton has approved a pre-annexation agreement for this project and utilities will be provided by the city until it is annexed, and once the annexation path is available and in the meantime the developer will provide significant infrastructure improvements to serve existing and future growth. The developer's massive investments include a new regional sewer lift station, a new water booster station for an entire new pressure zone, a new municipal well and two

intersections will be improved at Highway 44. The overall investment is in the range of \$15 million. Mr. Clark spoke about how the Middleton School District really needs to have school bonds pass, and how the developer has signed an MOU with the school district confirming the \$1,500 payment. He reviewed concerns with the P&Z Commission recommendation of denial and following his testimony, Mr. Clark responded to questions from the Board.

*The following people, who are opposed to the request, needed to leave the hearing early so their testimony was taken out of order.*

Testimony in opposition was as follows

Jamie Sharpe testified that the project will greatly affect her quality of life, and she is greatly concerned with the disappearance of agricultural land as well as the impacts on neighboring wells, the adverse effect on water quality, and the impact on the schools that are already overly burdened.

Lyle Zufelt testified that one of his concerns is in the communication from Roberta Stewart from the City of Middleton who stated if the single well proves to be insufficient, the city may require a second well. He said we shouldn't be deceived into thinking this development will just pull water from municipal wells in the city. Middleton projects water demand in 2025 to be over 2 million gallons a day and this development, with the pre-annexation agreement to drill the second well if necessary, will be pumping 24 hours a day to try to meet that two million gallon a day demand by the residents in Middleton. He hasn't heard the developer offer to cover the cost of a new well for the neighbors if their wells go dry after the municipal well is drilled. Mr. Zufelt also spoke about concerns with how this project will negatively impact traffic and increase delays.

Ron Saunders lives contiguous to the subject property on the southeast side, and he represents 701 persons who've signed the petition objecting to the development. Because Duff Lane is not usable by heavy trucks, Lansing Lane is being used all day long. The proposed plans creates a high density suburban environment where a rural and agricultural area exists. A rezone is incompatible with current land uses and will negatively affect and change the character of the area. The homebuilding industry maximizes profit via the highest density of dwellings, and they have resources and political capital that citizens don't have and there needs to be a balance between builders' profits and the quality of life for citizens who are stuck with the results of high density development, traffic, overcrowded schools, and a rise in crime. The pre-annexation agreement between the City of Middleton and the builders occurred during the previous Mayor's tenure, and most of the people in Middleton were unaware of it and subsequently Middleton elected a new Mayor who ran a campaign in part to rein in the uncontrolled growth in the city, and according to Mr. Saunders they are contemplating a recall of city councilmembers.

Ted Todd testified that the developer proposes to pay for two traffic lights but neither will do anything to reduce traffic, and he believes people will sidestep those lights and drive through residential areas and other roads to avoid the congestion. This is the wrong project at the wrong time.

Bart Grayson testified he has lived on Lansing Lane for 29 years and his property adjoins the subject property. Between Mr. Grayson and his neighbors they own the road down to Lansing Lane, it's in between Meadow Park and Farmington Hills. It's not an easement. Meadow Park does not currently have access to Farmington Hills from his side of the property. The developer's plans for Meadow Park goes through his property and his barn and it will make a disaster of his 5-acre property as well as his neighbor's property and it will impact his ability to sell his property. Principal Planner Root said there is some discrepancy and Mr. Grayson's concerns are valid in that Meadow Park is a planned master transportation planned roadway and the alignment does follow this section line for that alignment. Canyon Highway District exhibits indicate this is a noted concern and a known situation and that right-of-way acquisition would be required. The halfwidth of Meadow Park is already completed for the Cascade Hills development which is on the north side of the Grayson property that runs to Lansing Lane. There may have to be concessions at some point to complete that planned collector roadway alignment. Mr. Grayson said if this is approved as it's drawn, there is no choice but to go through his land and it wouldn't take that much to make a jog and go around, but it needs to be planned for.

Jackie Grayson testified the entire south end of her property runs along the private property that the developer wants to take over. A top concern of citizens is the preservation of farmland and we see it going away very quickly. She likes the rural character of the area which is why they moved here but the proposed development removes that from those who paid high-dollar to live here. Schools are overcrowded and it will cost \$7.5M to build a new school but the only way to gain money to build schools and improve the fire department is by levies but they are not passing. She does not want to absorb the costs for another 421 houses. We don't need high-density population in the middle of houses that are 1.6 acres and larger.

Antonio Conti testified that he is opposed to developers using loopholes to go around the rules. Imminent domain is not supposed to benefit the developer, it's for the greater good. They are looking to build 360 lots on a half-built road, but what happens if the person is not willing to sell? Mr. Conti is also concerned about the impacts to wells. He said this is a beautiful development but it belongs in the city, not the county.

Greg Jones testified Lansing Lane is on top of a bluff and you cannot see over the ridge when coming up or going down and the access point on the east side of the development will put a lot more traffic at the crest of the hill where the ability to see oncoming traffic is really diminished. As we struggle with the schools and finding additional funding, the developer has said they will contribute \$1,500 per lot, but residents are paying nearly that amount per year per home to fund the existing schools. It will be an additional burden on the taxpayers and it doesn't fit the rest of the demographic as the homes in the area are one acre or greater. The development will decrease property values. He asked the Board to consider the safety of those in the area and look at the burden it places on the community because of the density and proximity.

Allen Colson said this project is almost quadruple the size of developments that were denied in the last year. The developer bought this land as agricultural ground and they bought it as an investment

and knowing it would have to be rezoned, but we do not owe them a rezone. He spoke of his concerns with the dangerous intersections in the area and the added strain 400 additional homes will have on EMS services. He asked, if we are not going to save this piece of land at 200 acres that's in agricultural production, then what pieces are we saving in the County?

Randy Hetteema testified that he moved to a rural environment and it is quickly going away. He is concerned about the impact to his well, traffic, and the loss of existing farmland and he hopes the Board will consider the input of the citizens who are negatively impacted by the development.

Greg Baker submitted a video regarding the dangers at the intersection of Duff Lane and Meadow Park Blvd., due to the elevations, the grade, and speeding traffic. He is concerned about skip annexation and said the City of Middleton's planner had said this is setting the stage for further high density development out there.

Cheryl Palange lives in Cascade Hills and her kitchen window overlooks half of the subject property that currently has a field corn crop. The community supports agriculture but there are concerns about the impact on wells and wells going dry. In Cascade Hills, the developer gave away their landscape water rights so if they have to connect to a municipal well down the road or drill a deeper well they will not have any landscape water which is concerning. She said the traffic lights at Lansing and Duff is a pet project of the Mayor of Middleton and it will take a couple years (not 7-10) before they are installed.

William Selby testified that he moved to the area 10-12 years ago from Boise because it was too crowded. Subdivisions keep coming and traffic makes it difficult to access side roads and the proposed development will make it worse. He is concerned about wells in the area, noting that his well dropped by four feet. He is thinking about selling his property because this is not what he moved here for.

Testimony resumed with the following people testifying in favor of the request:

Dean Waite, who is part of the development team, testified that he was born and raised in this valley and he cares about the community. When they began this project many years ago their intention was for acreage lots and there were challenges mostly due to septic issues and the water rights issue. It is true that one well for all the lots will be less impactful to the surrounding residents than 150-180 individual wells, but that's not the reason they changed. There were other issues with nitrates and traffic and that's how they came to their current plan. He has been in development for 25 years and he has not seen a project of this size that has been so willing to step forward and do the infrastructure upfront and to privately pay for the public infrastructure projects and he is surprised there isn't more excitement for the developer doing this. It will be \$15M most of which will be spent before one house is built. Regarding the issue with Meadow Park Blvd., this is an east/west corridor that the highway district has planned to take traffic off Purple Sage and State Street. There is a private land issue and that is why Willis Road is a one-mile collector road they have agreed to build that will help ease that problem. Willis Road has a plan just like Meadow Park to be pushed all the way through. There are private property issues but he

said they can do their mile of collector on Willis Road and they have agreed to provide monies for Meadow Park if they ever figure out the private property issue. They have met with the fire department and offered them a location for a new building but they did not need it. The first lot will tap into municipal water and sewer; the first three phases will be provided by current Middleton services with a booster station.

Zane Cradic, the project engineer, testified that the emails with the City of Middleton and staff was in discussion if they drill a test well and the well doesn't meet requirements they would drill a second well. The first well would then be abandoned. They would only utilize one well. There were comments about a 5-15 minute delay on Duff Lane, but that's not what the TIS is talking about, the TIS is in seconds, not minutes. In 2021, Duff Lane and Middleton Road were already failing. The developer sees it's a need for the community and with private funding they can expedite the process to get the services improved that are failing today. Regarding the flag lots along Meadow Park, they are aware of those lots and they have worked with the highway district but they are not trying to connect Meadow Park, they were told they had to give the right-of-way for future connection so they are donating the right-of-way for future connection and then if the highway district in the future acquires that additional 20 feet that's going by the private property to the north they will give up to their property line and then the next person will give their piece on the other side of the street. It happens to be two 5-acre parcels that own that 20-foot stretch, 10 feet for each parcel. They are not saying they need it nor are they going to take it with eminent domain. They are dedicating on their property.

Testimony resumed with the following people testifying in opposition to the request:

Denise Rhodes testified there is no guarantee the development will ever touch city limits. The way the city engineer has presented it, it will be 8-10 years before it can be annexed so in that time Middleton is taking water from the county and selling it back to city residents. The developer is a third generation developer and he knew the rules when he bought the land and if he didn't do his due diligence or this project doesn't pencil out, that's not for the County to fix or for the residents to bear the burden of. The traffic studies in his plan were outdated and included two years of COVID. Adding 1,000 cars to roads that are used by farmers, cyclists, etc, puts everyone at risk. There are have been Injury accidents at the Duff and Purple Sage and Lansing and Purple Sage intersections. The developers plan to put a light at Lansing Lane is 10 years, but she would rather go with the Mayor's plan at 3 years. Extending Willis Road by one mile does not mitigate any traffic, it just creates an unsafe cut through in a residential neighborhood. It will have a negative impact to services and it will be 8-10 years before they are allowed to annex. She moved to Canyon County for the rural nature and if she wanted 6,000 square foot lots she would have moved to Ada County.

Robert Ubry testified that he has lived across the street from the subject property for 10 years. The comprehensive plan gives guidance and speaks to protecting the rural character, compatibility with surrounding community, protecting and enhancing the rural landscape, consider site compatibility and characteristics and does not fragment existing land use patterns. The Board's duty is to protect the land, people and the way of life. This high-density project violates this

guidance at every level and must be stopped. Impacts on rural liability, traffic, schools, water, and waste cannot be denied or reasoned away with platitude and promises. It will forever change the character of the area and the impact on the existing community cannot be ignored. This is a rural low-density area with 1-acre+ properties and small to medium-sized productive farms. This is an overreach by the City of Middleton in their attempt to secure a larger tax base and gain access to groundwater for uncontrolled growth in the city. Mr. Ubry said he is not anti-development, and if the proposal was for one house on one to five acres he would not oppose it.

Randy Waite testified he has lived directly south of the subject property since 1967 and development is out of hand. He is concerned about the impact on the schools and said the people who purchase the lots will pay the costs, not the developer. He believes the project is too dense and will create a disaster for Middleton with the traffic problems.

Donna Goelz testified she has lived near the intersection of Purple Sage and Lansing Lane for 33 years, and the proposed development will negatively affect the character of the area and the quality of life for those who live nearby. The developer has a schematic of a development with sidewalks, streetlights, community areas, but those who live in a rural community are not going to benefit from those amenities. Neighbors ride horses, families bicycle together, and residents find pleasure walking and jogging along the roads. School children stand on the side of the road, often in the dark as they wait for the school bus in the early morning hours. She spoke about concerns with the roads and said in the past five years there have been more than 18 car accidents collectively at the intersections of Purple Sage and Lansing, and Purple Sage and Duff. Tragically, one of those accidents resulted in the death of a teenage driver and a child in 2020. With the proposed addition of 420 homes it is easy to foresee the increase of traffic will not only impact the traffic flow, the noise, congestion and road safety, but it will also create harm to the quality of life for the community. This does not take into account the harm caused by the drawdown of their water resources or the overwhelming impact to the other essential public services.

Kim Takagi lives on Duff Lane across from the subject property, and she moved there in 1978. The subject property is very viable and is currently growing seed. The land yields 70 tons of hay with every cutting, and they put cattle on it afterwards to eat what's left. She spoke about traffic concerns and said people speed on Duff Lane, and there are blind spots on the road and putting more people in the area increases the risk.

Kim Carson testified that her property adjoins the proposed development on the north and she believes the developer has cherry-picked sections of the comprehensive plan to make it appear as though it fits. This is not orderly development, it's leapfrogging and it's out of control. High-density housing will negatively change the area and will significantly compound the problems with essential public services. The well issue is a big concern. With all the diversion of the water, the huge 16-inch lines going out of the community well to the city of Middleton, there has to be an impact on area wells. She is surprised a water study hasn't been done when you're diverting this much water away from a property and it's not returning to the aquifer. The traffic study was outdated, they changed the date on the study, but didn't change the study at all. It doesn't

mention Meadow Park Blvd., and that is an integral part of this development. How will it impact the area? The blind spots and reduced visibility areas are horrific.

Donald Bates testified that if people are using the Middleton Sewer System that water is no longer going to go back to recharge the aquifer and you're going to see wells drop because of it. He spoke about the traffic congestion on Stone Lane, and said widening the road is not going to solve the problem.

Tamara Sloviaczek lives on Bullock Lane in Middleton where she and her husband own and operate a 50-acre organic produce and sheep farm. They support agriculture. They also own the 80 acres north of this development and they rent it to Ty Meeks. She has attended many hearings to speak in favor of ag rural life and to hold off development. This year they had to invest \$25,000 in a bubbler for the 80-acre piece so their renter could farm it and it will take 10 years to gain back that investment. They sold some of the land that's currently included in this development so they could pay for expenses, such as the bubbler as well as make investments in the 50-acre piece that her husband and son are farming in the hopes they can support their family. She asked the Board to figure out a way to continue to support agriculture in Canyon County.

Samuel Thomas testified that Middleton is over capacity on their sewer and doesn't know if the city can handle this project connecting to it and is concerned it will come back on the taxpayers. The soils report said 85% of this land is prime farmland. If you approve a city project in the county it will set a precedent for every other developer to come out there and do the same.

Rick Francis said when the project was first introduced to the P&Z Commission, the staff person stated all the surrounding properties were at least 1-5 acre lots and then commented that it doesn't matter, and there was no explanation for that and that really caught his attention. It does matter. How does high-density not affect the whole area? Density is not supposed to be at this rural location. On April 17<sup>th</sup> the Middleton City Council passed Ordinance 693 which addressed the idea of limiting development until the school issue can be resolved and he asked the Board to also deny this project in support of the City of Middleton's stance.

Mark Press testified that he likes living in a rural setting because it offers dark skies at night and he said if all developments come in with parks and tennis courts and streetlights the enjoyment of night skies will be diminished. He is concerned about the traffic congestion at the intersection of Duff Lane and Highway 44 and said the development will add immensely to the traffic issues. He does not want to lose the rural character of his neighborhood.

Mike Morcom testified the elimination of farm ground and the water we are taking recharges the surface water, and when you eliminate that and put in subdivisions you eliminate the recharge in groundwater. He is concerned about the impacts on wells and the aquifer. He called the Idaho Department of Water Resources but they don't have answers. He would like to see somebody undertake a water study for this area to give some assurance. The Board needs to have a firm grasp of what's being done or we need to stop growth until we do.



The Board took a break at 4:35 p.m. and back on the record at 4:47 p.m.

Rebuttal testimony was offered by Hethe Clark who addressed the questions from the neighbors. Meadow Park Blvd., is not placed in that location at the applicant's request or direction. The highway district identified it as an east/west collector that they would like to see in the future so the developer is giving up property for that as well but that's not something they are insisting on and they don't see it as something that's required for the project. Willis Road serves that function. They are following Canyon Highway District's direction on that. Regarding improvements at Purple Sage and Duff, at Highway 44, neither of the intersections are eligible for impact fees or any other fees that would help pay for that, and that's part of the problem and why they have been dependent on federal funds is because they were identified as already failing and so they are not in the Mid-Star Plan. Regarding Purple Sage at Duff and Lansing, those are impact fee eligible intersections and so the developer by stepping in and coming up with funds where there is not a mechanism already. They will pay their share, impact fees will be going to improve purple sage, Duff and Lansing Lane. Regarding Duff Lane, there was conversation about the rolling nature, visibility and sight lines. They have discussed that with the highway district and are contributing additional right-of-way so that can be raised eventually. The district is not asking the developer to put improvements there to fix that issue right now because they want to take care of that as part of a larger solution. They have agreed to a payment in lieu so they are putting money in to address that visibility issue, it will be there for the highway district for when they are ready to use it. Regarding the traffic study, it was suggested it was outdated. They made application in 2021 and given the amount of time that has passed they went to the agencies and asked if they wanted the developer to redo it. The study includes seven projects that haven't gone forward so the agencies said no, stick with what you have because if you redo that it would drop the impacts on the intersections and they think this is more conservative and a better approach. Regarding schools, state legislature has not given many tools to deal with schools. The Local Land Use Planning Act says we cannot have a subdivision fee that isn't authorized by the impact fee act and that act doesn't allow for school impact fees. He doesn't know that it would be helpful because a lot of people would say use the impact fees to pay for your building but impact fees accumulate over time so you wouldn't have the building for quite a while and in the meantime, you will have a difficult time getting a bond passed. They have worked with Superintendent Gee and he is working hard to get a bond passed which would address what is already a challenge that is confronting the school district and that would exist regardless of whether this subdivision was approved. In the meantime they have identified the mitigation they can provide; the school district has shown what those costs are and the developer agreed to increase that in order to address their fair share. Regarding the pre-annexation agreement and arrangements with the City of Middleton, there has been some suggestion it is shoestring annexation or that it's not orderly development, but is not an annexation; the annexation doesn't occur now. They have to wait for the annexation. What makes this orderly is they went to the City of Middleton and asked what they need and they came up with a pre-annexation agreement that creates the runway. This area is planned to go into the City likely at higher densities than the developer is proposing. They put \$15M to the problem of making sure it's ready to go into the city when it's appropriate. Mr. Clark said this project is not exporting water. Black Canyon Irrigation District provides the irrigation water to the site, it's not a groundwater-irrigated site; it's all surface water and the surface water is going to continue to

come to each residence. They are talking about a municipal well which goes through a rigorous approval process through the IDWR where they are going to look at uses and consumption and from there it will be subject to the oversight of DEQ when it comes to the ability to serve. This is a group that's worried about preserving agriculture and the impact on the character of the area. We know people are coming. If they were to do one-acre lots that kind of gross density will typically be something in the .75 range so in order provide 400 units of housing at that density, rather than using 200 acres you'd use 600 acres. That's how you lose agricultural ground. Canyon County and the City of Middleton have set the stage for this; it's in the impact area and both the County and the City have planned for it to be residential and the County has said where you have urban services you can do 12,000 square foot lots.

Principal Planner Root said DSD staff met with the City of Middleton regarding their waste treatment and this development is calculated into their ability to serve in the current waste treatment system. Further discussion ensued.

Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to close public testimony. The Board's deliberation began at 5:04 p.m. where they reviewed the conditional rezone criteria:

***Is the proposed conditional rezone compatible with surrounding land uses?*** The Board finds the proposed conditional rezone is generally consistent with the comprehensive plan although there is a significant difference between what the city and the county considers residential development.

***When considering the surrounding land uses, is the proposed conditional rezone more appropriate than the current zoning designation?*** Commissioner Van Beek said the P&Z Commission found that the CR-R-1 zone is not more appropriate than the current agricultural zoning designation and she supports that finding and conclusion. Although the area appears to be trending to a residential area, it is not to the density that is being proposed. Commissioner Brooks said it's an issue of density and he did not find R-1 is appropriate for this area. Commissioner Holton understands Hethe Clark's argument but the surrounding property is owned by people who moved here with the idea of having a rural residential. It is not more appropriate than the current zoning. Sooner or later it will be annexed and the density will be much higher.

***Is the proposed conditional rezone compatible with surrounding land uses?*** Commissioner Van Beek supports the P&Z Commission's findings that the single-family residential zoning is not compatible with the surrounding land uses. There is a provision for a transitional area that would include larger lots but that's not what this is. Commissioner Brooks said his answer for previous question also applies to this. Commissioner Holton concurs that the proposed use would not be compatible.

***Will the proposed conditional rezone negatively affect the character of the area?*** Commissioner Van Beek said the proposed use will negatively impact the livelihood, safety, and character of the area. Commissioner Brooks said the character of this area is rural residential, obviously the subject

property is in productive ag, but he agrees that it is trending towards more residential, but not that the proposed density and it would negatively affect the character of the area. Commissioner Holton concurred. The applicant has done more to attempt to mitigate negative effects than any developer he has worked with. Commissioner Van Beek said even though \$15M is one of the best efforts we have seen, it does fall short. Commissioner Brooks said the number of rooftops are the reason mitigation measures are necessary and unless you mitigate the number of rooftops its hard to come to a conclusion that other mitigation efforts that are the byproduct of the number of rooftops can be sufficiently addressed. Commissioner Holton said a reduction in the number of houses would make it more viable.

***Will adequate facilities and services including sewer, water, drainage, irrigation, and utilities be provided to accommodate proposed conditional rezone?*** Commissioner Van Beek said it has to be in tandem with what's happening in the City of Middleton as there have been changes with the leadership. This should be a no; they are already at capacity. They were hoping to say no more entitlements until the school capacities are not in excess of 110%. They will have to upgrade the sewer facility and we don't know what the cost is. Commissioner Brooks said testimony indicated the first three phases can be served and after that the municipal well will need to be drilled, that could be several years from now. He defaults to the P&Z Commission. Commissioner Van Beek said there were concerns cited on the Black Canyon Irrigation District document. The issues are recharge and what happens to the irrigation water. Commissioner Holton sees it differently. When the city gives a *will serve* that's an expectation that's almost contractual and that's what Middleton chose to do. They have the potential to have the water and sewer, but he has a problem with them putting a well of this magnitude in that area. Middleton has a large footprint for their water system and the aquifer and the groundwater available by the river is much higher than in this area. He would like to see an agreement to invest with the City of Middleton in a location that's closer to the Boise River.

***Does the proposed conditional rezone require public street improvements in order to provide adequate access to and from the subject property to minimize undue interference with existing or future traffic patterns? What measure have been taken to mitigate traffic impacts?*** Commissioner Van Beek said it does not address the already loaded infrastructure and the video was telling, that pocket where a car is hidden. There is rolling topography and there are dangerous traffic concerns on Highway 44, but a traffic signal does not alleviate the traffic concerns. The only way to mitigate is to not add to the problem. She found the proportionate share was insufficient as a contribution toward mitigating the significant traffic deficiencies that exist. The proposed issue is insufficient to mitigate with the existing problems and the load that would be put on. Commissioner Brooks concurred. The mitigation efforts have not reached a threshold of minimizing undue interference with existing or future traffic patterns. There are too many intersections with too much traffic to mitigate with what has been proposed. Commissioner Holton said seldom do we have a developer willing to do an improvement on an intersection 1 ½ mile away before they even start. The terrain is problematic and it is frustrating the highway district would not coordinate with the developer to take out some of those swales. Commissioner Brooks said they are in no position to participate fully in what it requires for a project of this magnitude to be consumed within their city.

***Does legal access to the subject property for the conditional rezone exist or will it exist at time of development?*** The Board concurs with the P&Z Commission's findings.

***Will the proposed conditional rezone amendment impact essential public services and facilities, such as schools, police, fire, and emergency medical services? What measures will be implemented to mitigate impacts?*** Commissioner Van Beek said the schools were crowded when her kids attended, and portable units are used but they are not the answer. Middleton is in need of expanding their school system. It's unfortunate the ambulance levy failed because they are behind with the growth and cannot keep up with the essential emergency services. Agencies are struggling to keep up. Commissioner Brooks said EMS are already impacted regardless of this project. He cannot find in the affirmative for criteria no. 8. Commissioner Holton said the developer voluntarily agreed to contribute, and that dollar amount is 100% more than the Board has experienced to date. Idaho has a problem going forward and some of the land use decisions are ticking time bombs for schools, fire police, because they are approved and guess who gets to pay for that through a bond levy? Impact fees will be marginally helpful, but they will not solve the problem. Bonds are failing at the polls. The Board concurs with the draft FCOs.

Regarding the Area of City Impact Agreement Ordinance, Commissioner Brooks said there is nothing contiguous to city limits and in 10 years this could still be a county subdivision. Commissioner Holton appreciates that the developer worked with the city and got agreements for will serve and although the preliminary plat was presented well, it is too big of change for this area.

Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to deny Case No. RZ2021-0056, a conditional rezone from an "A" zone to a CR-1" zone for parcels R37605, R370605010, R37602010 and R37597 comprised of approximately 217 +/- acres. The motion was seconded by Commissioner Van Beek. Commissioner Brooks amended his motion to add if the applicant wishes to gain approval they may consider larger lot sizes and/or to wait for the right time, which is when the City of Middleton is ready and able to annex the property. Commissioner Van Beek amended her second. The motion carried unanimously. Commissioner Holton made a motion to deny Case No. SD2021-0059, the preliminary plat, phasing plan, irrigation plan, hillside development plan, and the grading and drainage plan for Farmington Hills Subdivision due to the denial of the proposed rezone for the subject properties in Case No. RZ2021-0056. The plat does not comply with the underlying agricultural zoning requirements. If the applicant wishes to obtain approval they may consider increasing the lot size and/or wait for the right time, which is when the City of Middleton is ready to annex the subject properties. The motion was seconded by Commissioner Brooks and carried unanimously. The Board will consider the FCO's on Monday, June 24, 2024 at 9:30 a.m. The hearing concluded at 5:50 p.m. An audio recording is on file in the Commissioners' Office.

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 12<sup>th</sup> 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.

## FY2025 BUDGET WORKSHOP FOR COUNTY FAIR

The Board met today at 1:31p.m. to conduct the FY2025 budget workshop for the County Fair. Present were: Commissioners Brad Holton and Zach Brooks, Commissioner Leslie Van Beek (via conference call), Fair Director Diana Sinner, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, County Agent Tasha Howard, Facilities Director Rick Britton, Senior Systems Analyst Steve Onofrei, and Deputy Clerk Monica Reeves. Highlights from the Fair workshop were as follows:

Director Sinner said this year's County Fair budget is less than last year's budget. She is not requesting any new positions or capital improvements.

There was a review of the Fair's revenue history and the goals for increasing revenue, which includes potential fee increases in FY2026.

The FY2025 projected revenues for the County Fair are \$756,500, and \$433,504 for the County Fair Building.

The FY2025 requested budget for the County Fair is \$1,447,064, and \$396,663 for the County Fair Building.

There was a review of the Fair expenses. The only major expense she has is to add dollars to the main stage entertainment line item. There is a challenge in the fair industry with the exorbitant cost of booking concert artists and there are large state fairs that are considering not booking concerts anymore because they cannot afford to. Director Sinner doesn't feel good about the fact that the majority of people at the Fair pay \$8 to see a concert and now the concerts are double the price. She reported on parking issues and the potential for development within their area of impact that could have a very negative impact on the facility rental. She should have \$275,000 left to spend, but she wants to know what the sub-area master plan of the Caldwell Events Center looks like before deciding what to spend.

No fee adjustments are included for FY2025. Fee adjustments for the FY2026 Fair are currently being developed, depending on the outcome of this year's Fair.

The budget narrative was as follows:

"A" Budget – Personnel Budget

No new positions are being requested for FY2025. There are no adjustment or promotions requests for FY2025. They have one vacant position but hope to fill the position soon.

"B" Budget – Operating Expenditures

Overall expense (Fair and Fair facility, not including expenses reimbursable by Caldwell URA) is budgeted at an approximate \$46,000 reduction from FY2024.

Fair Facility expense reduced by approximately \$87,000. FY 2024 included a \$100,000 expense for new swine pens. The most significant changes are detailed below with additional information and specifics included in the notes in PowerPlan.

- Idaho Power - \$7500 increase due to actual from FY 2023 and projected price increase communicated by Facilities Director Britton.
- Travel/Training Expenses - \$6000 increase spread over several line items - Two Fair staff members are completing the IAFE Institute of Fair Management program in FY 2025 (graduation at 2025 IAFE Convention in FY 2026).

- Building Supplies - \$5000 moved from Facilities budget to Fair Facility budget for expenses unique to Fair facilities.

Fair expenses increased by \$41,000. The majority of the increase is for concert artists for the Main Stage. Additional information and specifics on line item increases are included in the notes in PowerPlan.

#### "C" Budget – Capital Budget

- An individual item \$5,000-\$15,000 use 680 expense codes and are not depreciated.
- An individual item \$15,000 and over use 681, 682, 683, 684 codes and are depreciated.

No capital property, equipment or projects are requested.

There was discussion regarding the levied fund of the Fair and the decision that put the County Agent under it. COO Rast said this year we levied \$1.4M for the Fair, but the County Agent is in that fund and that department is an expense-driven account so he wants to explore the idea of moving the County Agent into current expense while leaving only the Fair in the levied fund. Now that we have The Center with other revenue lines there is a potential it could be a self-serving fund driven on the Fair and rentals of the property and so to establish the baseline of an enterprise fund we have to take the other expenses out of it. Commissioner Van Beek believes it's a great proposal that makes a lot of sense. Commissioners Holton and Brooks agree. COO Rast said as revenues go up the levy drops and it eventually just drops off the property taxes 100%, but it's hard to get that full picture when there are other expenses in there. Senior Systems Analyst Steve Onofrei asked if we are moving the amount levied to current expense for the \$300,000 so the Fair would then be levying \$1.1M rather than \$1.4M? Commissioner Brooks said that would be a more accurate representation of the expense of the Fair. Clerk Hogaboam said it would but part of the goal is to get them to accrue fund balance, if you wanted to accelerate you would be offloading the cost but still providing the revenue to the Fair which means they would more quickly get to that but it would be with some dependency on the levy. Currently, the Fair fund is healthy. Further conversations need to be had and we have to reassess all the fund balances and all the moving pieces and be very careful in how we distribute what gets levied. COO Rast said we'll have a better picture in another year, but he was hoping to do a 50/50 split between the two and so that means dropping the Fair down by 50% of the County Agent's budget and the other 50% in current expense. The County Agent will be moved completely under current expense with that 50/50 split on the levy. Following further discussion, the Board was in agreement to move the expense over and they asked the Clerk to do some scenarios and projections on what it would look like and said they will figure out how it's divided or assigned during upcoming workshops. The Board accepted the budget proposal and moved it forward in the budgeting process. The meeting concluded at 2:20 p.m. An audio recording is on file in the Commissioners' Office.

ACTION ITEM: CONSIDER A RESOLUTION ADOPTING CHANGES TO THE JOB TITLE AND PAY GRADE OF ONE (1) POSITION IN THE SHERIFF'S OFFICE

The Board met today at 2:31 p.m. to consider a resolution adopting changes to the job title and pay grade one position in the Sheriff's Office. Present were: Commissioners Brad Holton and Zach Brooks, Captain Ray Talbot, Lt. Martin Flores, HR Business Partner Cindy Lorta, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Senior Systems Analyst Steve Onofrei, COO Greg Rast, and Deputy Clerk Monica Reeves. Captain Talbot and Lt. Flores offer comments in support of the resolution where the Sheriff's Office wants to change the senior administrative specialist position in the emergency management office to a senior radio communications engineer position. They are looking for someone with the technical expertise to manage the radio network and perform repairs on the radios. It will entail a PCN and paygrade change from a paygrade 13 to a paygrade 14 which will result in a \$5,000 difference and it can be covered by the "A" budget. Upon the motion of Commissioner Brooks and the second by Commissioner Holton, the Board voted unanimously to approve and sign the resolution adopting changes to the job title and paygrade for a senior radio communications engineer at a grade 14, from a senior administrative specialist grade 13. (Resolution No. 24-126.) The meeting concluded at 2:37 p.m. An audio recording is on file in the Commissioners' Office.

#### ACTION ITEM: CONSIDER EIDE BAILLY ENGAGEMENT LETTER FOR THE 2024 AUDIT

The Board met today at 2:41 p.m. to consider an engagement letter from Eide Bailly for the 2024 audit. Present were: Commissioners Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Senior Systems Analyst Steve Onofrei, COO Greg Rast, and Deputy Clerk Monica Reeves. Clerk Hogaboam presented the letter from Eide Bailly which listed their engagement services and fees for 2024 (\$80,430) and 2025 (\$84,495). There are increased fees which are due to accounting requirements. There was discussion regarding the possibility of having the Clerk look into other options after the budget season. Commissioners Brooks and Holton are comfortable staying with Eide Bailly. Upon the motion of Commissioner Brooks and the second by Commissioner Holton, the Board voted unanimously to approve the Chairman's signature on the letter to renew the contract between the Board of Commissioners and Eide Bailly. A copy of the signed letter is on file with this day's minute entry. The meeting concluded at 2:48 p.m. An audio recording is on file in the Commissioners' Office.

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

### APPROVED MARCH 2024 TERM COMMISSIONER PROCEEDINGS AND SYNOPSIS

The Minutes of the Fiscal Term of March 2024 were read and approved and found to be a proper record of the proceedings of the Board of Commissioners of Canyon County, Idaho. Also approved was the synopsis for publication. Minutes of the Board of Canyon County Commissioners' meetings are on file in the Commissioners' Office and may be viewed upon request.

### APPROVED APRIL 2024 TERM COMMISSIONER PROCEEDINGS AND SYNOPSIS

The Minutes of the Fiscal Term of April 2024 were read and approved and found to be a proper record of the proceedings of the Board of Commissioners of Canyon County, Idaho. Also approved was the synopsis for publication. Minutes of the Board of Canyon County Commissioners' meetings are on file in the Commissioners' Office and may be viewed upon request.

### FY2025 BUDGET WORKSHOP FOR JUVENILE DETENTION CENTER

The Board met today at 9:31 a.m. to conduct the FY2025 budget workshop for the Juvenile Detention Center. Present were: Commissioners Brad Holton and Zach Brooks, Auditing Supervisor Sarah Winslow, Clerk Rick Hogaboam, Director of Juvenile Detention Sean Brown, Assistant Director of Juvenile Detention Shawn Anderson, Senior Admin. Specialist Sue Britton, COO Greg Rast, Facilities Director Rick Britton, IT Director Steven Higgins, Director of Juvenile Probation Elda Catalano, Assistant Director of Juvenile Probation Jose Orozco, and Deputy Clerk Monica Reeves. Highlights were as follows:

- A review of the detention center's goals and accomplishments.
- HB 508 was passed which grants all juvenile detention officers and supervisors the Rule of 80.
- Total detention days are increasing; additional staff is not needed at this time.

#### Revenue for the SWIJDC includes:

\$25,000 for the school breakfast program and \$35,000 for the school lunch program.

\$103,000 for the Clinician Program.

Housing fees from contracted counties: The 3-year average is \$470,000, but Director Brown is requesting \$425,000 which is an increase of \$100,000 from last year. Clerk Hogaboam said the year-to-date amount is \$297,000. He thinks the revenues were too conservative in the past. Commissioner Holton asked if it can be set up as a pass-through and said if Director Brown thinks the amount will be \$470,000 that's the amount we should reflect. Commissioner Brooks agrees. Director Brown thinks they will reach \$470,000 if they keep all the contracts, but if they lose the

state contract it will be \$400,000 or less. The Board wants Director Brown to use the \$450,000 number.

\$9,000 from the Ctel Inmate Telephone System.

#### "A" Budget - Personnel

The department is not asking for new positions; however, Director Brown may need to look at new positions in the future if the number of juveniles in detention continues to increase. He is not requesting any adjustments or promotions.

\$93,180 to cover extra time for shift changes.

\$46,736 for overtime to cover mandatory training and actual overtime.

\$86,240 for holiday pay.

\$61,360 for part-time.

There was discussion regarding the PERSI contributions. The Clerk will update the baseline for next year based on the change which hasn't been made yet.

#### "B" Budget – Operating Expenditures

Misc prof services was decreased by \$500

Hospital service \$500

Increase inmate medical services to \$165,000

Document shredding increased by \$100

\$50,900 for service contracts (total increase was \$1,900)

Training and equipment were increased by \$1,000

Employee appreciation \$1,200

The food line item increased by \$35,000 following discussion with the Board

Director Brown has not spent his IT budget because he hasn't purchased what he needs because he was trying to stay within budget. COO Rast said IT's recommendation was \$28,000 and there was \$7,000 in the line item for cameras and monitors for a total of \$35,000. He said the purchases could be combined and have the invoice hit on October 1 or 2 and pay for it in one shot to see where the department is at and have it come out of the next fiscal year. Director Brown will do what the Board wants, but said he was trying to stay within his budget.

#### "C" Budget – Capital Budget

Continue replacing locks throughout the facility. We replaced half of them last year and need to replace the rest of them. These locks are now obsolete and parts cannot be obtained for them. The estimated cost is \$10,000

Flooring throughout facility. This project will be expensive, so we would like to do it in stages. The floor is 25 yrs. old and continues to get worn out. It causes security risks when it peels and breaks apart. The new floor is a very durable floating floor, which lays over the original floor helping in demolition costs. The estimated cost is \$7,500.



Cover for outdoor gym area to help with people trying to get contraband into our facility by throwing it through the fence, it would also help by shading the outside area on hot days so the kids can be outside as much as possible. The estimated cost is \$6,500.

The Board asked Director Brown to check with the Sheriff's Office because they are hiring a new radio specialist to help with maintenance and procurement because there might be some possibility for collaboration. The Board is in consensus to accept the budget as presented and move it along in the budget process.

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

#### FY2025 BUDGET WORKSHOP FOR JUVENILE PROBATION

The Board met today at 10:20 a.m. to conduct the FY2025 budget workshop for the Juvenile Detention Center. Present were: Commissioners Brad Holton and Zach Brooks, Auditing Supervisor Sarah Winslow, Clerk Rick Hogaboam, Director of Juvenile Detention Sean Brown, Assistant Director of Juvenile Detention Shawn Anderson, Senior Admin. Specialist Sue Britton, COO Greg Rast, Facilities Director Rick Britton, IT Director Steven Higgins, Director of Juvenile Probation Elda Catalano, Assistant Director of Juvenile Probation Jose Orozco, and Deputy Clerk Monica Reeves. Highlights were as follows:

Director Catalano reviewed the revenue projections, noting some are lower than expected.

#### 2025 Revenues

Cigarette/Tobacco (IDJC) \$532,883  
JCA/Parole Block (IDJC) \$404,236  
Lottery (IDJC) \$ 75,000  
Court Order Fees \$ 25,000  
Urinalysis Drug Testing and Diversion Fees \$ 40,000  
OPTUM Idaho \$3,000  
District 3 SUDS Reimbursement (IDJC) \$ 20,000  
Community Based Alternative Services (IDJC) \$ 255,000

#### "A" Budget – Personnel

Director Catalano is not requesting any new positions in the FY2025 budget. She is requesting merit-based adjustments and promotions as follows:

- Assistant Director- 5% annual increase of \$3,989. The requested adjustment would keep the staff in the same range.
- Division Supervisor - 3% annual increase of \$2,304. The requested adjustment would keep the staff in the same range.

- Juvenile Probation Officers III - 3% annual increase of \$1,664 (each). The requested adjustment would keep these staff in the same range.

Promotions:

- JPO I to JPO II, 4% annual increase of \$2,080. The requested salary would keep the staff in the same grade range.
- JPJO I to JPO II, 4% annual increase of \$2,080. The requested salary would keep the staff in the same grade range.

COO Rast asked if it would be prudent to reduce it for promotions only and have the others considered as part of the compensation allocation. Clerk Hogaboam said the promotions will stay in, and if there is a requested adjustment that will be pulled off to consider as part of the Countywide allocation, unless it's an equity adjustment in which case that is something Director Catalano should work with HR on. There will be further discussion at the compensation workshop where they will review all new position requests, promotions, and equity requests.

"B" Budget – Operating Expenditures

Juvenile Probation:

Community Incentive, re-entry & mental health (Community Based Alternative Services): \$250,000 (This revenue is not a true cost to the County because these monies are grant funds, made available for various services, that will be paid by the County but reimbursed by the Idaho Department of Juvenile Corrections (IDJC). An MOU is signed yearly to access these funds based on criteria set by IDJC.

Contract workers comp \$500 (these funds will pay workers comp and based on the number of community service hours completed. Note: the youth pay the court \$.60 per hour to the court as mandated by I.C 20-520 (1) (q).

Document Shredding \$700

Service Contracts \$9,975 (This line item will pay for the Case Management System (CMS) database support. The amount this year is higher by \$1,975 than last year.

Copiers contract \$6,000 (The amount for copier services/contract will remain the same as FY2024)

Postage \$700 (Pays for postage)

Parole Block/JCA:

Misc. professional services \$1,000 for unexpected items to run the department.

Cellular phone \$18,000 (This amount will pay for the monthly cell service for each phone assigned to juvenile probation officers and supervisors. Further, cell phones will be upgraded this year and this amount includes a fee of \$50 to replace each phone.)

Meals \$2,500 (This amount is dedicated for staff when they attend out of county trainings.)

Taxi \$200 (This amount will be used for transportation costs for out of county/state trainings.)

Parking \$150 (This will be dedicated for parking fees during out of county/state trainings.)

Association dues \$1,000 (This amount will cover the annual membership costs for the Idaho Juvenile Justice Association. The \$35 annual fee per membership allows probation officers to be eligible to receive scholarships to attend the annual conference at minimal cost to the County. Will also pay for the Idaho Association of County Juvenile Justice Administrators membership.)

Subscriptions \$350.00 (This amount will cover the cost of one-year subscription for the Idaho Tribune.)

Employee appreciation \$600 (These funds are used to purchase plaques and small items to show the County's appreciation to the Probation Officers during the week long national JPO appreciation week and during the annual Luncheon.)

Office supplies \$2,500 (These funds will be used to purchase on-going miscellaneous office supplies, including but not limited to notebooks, pens.)

Uniforms \$2,000 (These funds will be used to purchase Polo shirts with the County logo.)

Computer equipment \$20,000 (These funds will be used to replace the recommended computer equipment.)

Tobacco/Cigarette Tax:

UA's \$40,000 (These funds will pay for drug tests for youth who have been court ordered to submit to drug testing at sites such as Averhealth and Cordant Solutions. About 60% of the youth will pay the County for tests after the County has paid the fees.)

Psychological/Psychosexual evaluations \$30,000 (These funds will pay for court ordered evaluations. The cost for psychological evaluations has increased from previous years. Some of these evaluations cost over \$5,000 each. They are increasing the funds in this line by \$10,000. Juveniles and parents do not reimburse the County for these costs.) Following the discussion regarding the cost of evaluations and assessments, the amount was changed from \$30,000 to \$40,000.

Family Counseling \$15,000 (These funds are utilized for juveniles and their family when they need to access immediate services and when no other funding is available. The goal is for the therapist

to provide limited number of sessions to address the crisis the family is experiencing while they on a waiting list for long term services paid by Medicaid or other funding.)

Electronic Monitoring \$25,000 (These funds will pay for court ordered Electronic Monitoring services. I do not anticipate an increase for these services as the Court has ordered a few juveniles to pay for services directly to the provider.)

Group counseling \$10,000 (These funds will pay for specialized groups for boys and girls under supervision. These groups are offered only to youth under supervision.)

Sex offender group counseling \$10,000 (These funds will pay for sex offense specific treatment for juveniles who are not eligible to access other funding sources.)

Mentors \$10,000 (These funds will pay for Consultation of a mentor to participate in the Juvenile Drug Court Team and for mentoring service as ordered by the court and when youth are not eligible for other funding.)

Restorative Justice \$10,000 (These funds will be used to pay for conflict resolution, mediation, and restorative conferencing and to divert youth from the formal court process, when appropriate.)

Juv-Detention \$15,000 (Juvenile Detention receives these funds annually.)

Office Supplies \$2,500 (budget a total of \$5,000 for office supplies in two different divisions.)

Office Furniture \$3,000 (budgeting to replace desks and chairs that are over 20 years old.)

Lottery:

DocuSign \$3,500 (These funds will pay for the annual fee.)

Radios \$3,000 (These funds will cover the annual fee for each radio, replace ear pieces, and any needed parts to maintain the radios.)

Hotel \$3,000 (These funds will cover the hotel costs for staff who attend trainings within or out of state.)

Air Fare \$2,500 (These funds will cover flight expenses for out of State trainings.)

Training and Education \$9,000 (These funds will be used to provide a variety of trainings, out of state, within the State, and in house. The trainings will be to continue the development of staff in the area or sex offenders, gangs, mental health and substance abuse. The location of trainings varies based on topic.)

Employee Wellness \$1,200 (Employee wellness programs are a must in today's work force. Juvenile Probation implemented an employee driven wellness program and these funds will pay

for activity supplies, food, and specific training to increase employee retention and job satisfaction.)

ARCON supplies \$500 (These funds will pay for gloves specifically used when probation officers participate in the annual “refresher” ARCON trainings.)

#### “C” Budget – Capital Budget

\$16,000 for computer equipment, cell phones, monitors (to upgrade and replace).

There is Board consensus to accept the proposed budget and move it forward in the process with the added changes that were discussed. The workshop concluded at 11:13 a.m. An audio recording is on file in the Commissioners’ Office.

#### 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

CONSIDER A RESOLUTION GRANTING A TRANSFER ALCOHOLIC BEVERAGE LICENSE TO VALLEY WIDE COOPERATIVE INC. DBA VALLEY COUNTY STORE

The Board met today at 9:31 a.m. to consider a resolution granting a transfer alcoholic beverage license to Valley Wide Cooperative Inc. dba Valley County Store. Present were: Commissioners Leslie Van Beek, Zach Brooks and Brad Holton and Deputy Clerk Jenen Ross. Commissioner Brooks said he has reviewed the application and is in favor. Commissioner Brooks then made a motion to approve the resolution granting the transfer. The motion was seconded by Commissioner Van Beek and carried unanimously (resolution no. 24-127).

The meeting concluded at 9:32 a.m. and an audio recording is on file in the Commissioners’ Office.

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 29<sup>th</sup> 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 sight-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 that 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.

#### 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

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

The Board met today at 9:31 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Deputy P.A. Oscar Klaas, Deputy P.A. Laura Keys, Parks Director Nicki Schwend (left at 9:44 a.m.), Facilities Director Rick Britton (left at 9:44 a.m.), Cpt. Harold Patchett (left at 9:38 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Open bids received in response to the Fleet Shop HVAC Project Solicitation of Bids:*** Director Britton said this solicitation was put out to three vendors and two responses were received - ACCO Engineered Systems and TVR. The bids will be opened and dispersed for review. Director Britton will attend Thursday's legal staff update to provide information to the Board on the low bid received.

***Open Statements of Qualification for Request for Qualifications for Architecture/Engineering Services for the George Nourse Gun Range Four-year Phased Construction Plans:*** Five statements of qualification were received. Statements will be reviewed by committee and a selection will be made to the Board at a later time. Bids were received from the following:

- AGROProfessionals
- Breckon Land Design
- Kimley Horn
- Slichter Ugrin Architecture, Inc.
- J-U-B Engineers

***Consider Invitation for Bids for the 2024 Celebration Park Boardwalk and Decking Project; and Consider Legal Notice Inviting Bids for the 2024 Celebration Park Boardwalk and Decking Project:***

This project has been budgeted in FY24. The architectural design has been received for the decking and they are now putting it out to start the IFB process to find a contractor. Upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to sign the invitation for bids and legal notice inviting bids for the 2024 Celebration Park Boardwalk and Decking project.

***Consider Invitation for Bids for the 2024 Celebration Park Boater Improvements Project; and Consider Legal Notice Inviting Bids for the 2024 Celebration Park Boater Improvements Project:***

This is a grant project thru Idaho Parks and Rec which is funded by a gas tax and put back into boating structures and/or boating facilities. The project will allow for the renovation of the boat ramp into the water, improve the decking and provide ADA access to the decking. There is an 18% match on this grant with about ½ being in-kind. Upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to sign the invitation for bids and legal notice for the 2024 Celebration Park Boater Improvements project.

Commissioner Holton asked about a brief that was submitted to the courts yesterday regarding the Crookham case. Ms. Keys indicated that legal can provide an update at an upcoming legal staff meeting. Additionally, he noted that there seems to be several land use ordinances that need to be updated, the Board asked what legal's bandwidth is for reviewing those. Mr. Rast has indicated that he's spoken with Director Minshall and it seems fall/winter is the ideal time to work thru the ordinances with possible drafts completed by the end of the calendar year.

Mr. Klaas provided an update on the request to use the DMV parking lot. A letter was sent yesterday by Constituent Services letting the requester know that the request would be denied based on the public use doctrine – using the public funds/public property for private use; there are also concerns about liability and competition.

An update will be given Thursday regarding the email received about the animal shelter.

The meeting concluded at 9:50 a.m. and an audio recording is on file in the Commissioners' Office.

MEETING TO CONSIDER ACTION ITEMS

The Board met today at 10:15 a.m. to consider action items. Present were: Commissioners Leslie Van Beek and Brad Holton, DSD Director Sabrina Minshall, Assistant DSD Director Jay Gibbons,

Code Enforcement Supervisor Eric Arthur, DSD Office Manager Jennifer Almeida, GIS Supervisor Tony Almeida, COO Greg Rast, Building Official Tom Crosby (arrived at 10:23 a.m.) and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider Findings of Fact, Conclusions of Law, and Order for Case Nos. OR2022-0005 and CR2022-0011:*** Mr. Gibbons explained that this case was heard on 5/14/24 at which time there was a decision of denial. The FCOs have been updated to reflect the decision and direction provided at the public hearing. Upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to sign the findings of fact, conclusions of law, and order for case nos. OR2022-0005 and CR2022-0011.

***Consider resolution approving a refund to Wallace McDowell for a withdrawn application fee, Case No. SD2019-0019:*** Ms. Almeida stated that the applicant applied for a short-plat in April of 2019 at which time fees in the amount of \$1700 were paid. The case was assigned to a planner and it was sent to Keller and Associates for review; a charge of \$557.50 was incurred for that review. The review listed several requirements that needed to be made to the plat, those requirements were conveyed to the applicant but no revisions were made and the project sat idle for several years. The file was recently reassigned to a new planner who contacted the applicant giving them 15 days to respond on how they'd like to proceed and outlining 3 options – resubmit with revisions, withdraw or DSD would move forward with a recommendation of denial and take the project to hearing. The applicant did not respond within the timeframe so DSD proceed forward in getting ready to take the case to hearing, noticing was done, property owners were notified, and posting was completed. After the work was completed, the applicant did reply requesting to withdraw the application. Ms. Almeida did an analysis on the work that was done and is recommending a refund of \$292.50. Upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to sign the resolution approving a refund of \$292.50 to Wallace McDowell for a withdrawn application fee, case no. SD2019-0019 (resolution no. 24-128).

***Consider notice of lien for abatement for property located at 18774 11th Ave N., Nampa; Parcel no. 34437010:*** Mr. Arthur explained an abatement was done on this property for a cost of \$8800 for weed abatement and debris/refuse removal. Upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to sign the notice of lien for abatement done on property located at 18774 11<sup>th</sup> Ave N., Nampa, parcel no. 34437010.

The meeting concluded at 10:23 a.m. and an audio recording is on file in the Commissioners' Office.

#### FY2025 BUDGET WORKSHOP FOR THE DEVELOPMENT SERVICES DEPARTMENT

The Board met today at 10:32 a.m. for a FY2025 budget workshop for the Development Services department. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Sr. Systems Analyst Steve Onofrei, DSD Director Sabrina Minshall, Assistant DSD Director Jay Gibbons, DSD Office Manager Jennifer

Almeida, GIS Supervisor Tony Almeida, Code Enforcement Supervisor Eric Arthur, Building Official Tom Crosby, Engineering Supervisor Dalia Alnajjar, COO Greg Rast, Assessor Brian Stender, Facilities Director Rick Britton, Keri Smith and Deputy Clerk Jenen Ross.

Director Minshall reviewed a PowerPoint which covered the following topics:

- Mission statement and DSD values
- Review of FTEs
- Synopsis of budget requests – overall budget request for FY25 is \$3,479,218 which is a .2% reduction from FY24; reduction of .1% on personnel-salaries; reduction of 1.0% on salaries & benefits; increase of 5.9% to the ‘B’ budget; increase of 26.6% to revenue assumptions
- Review of accomplishments
- Revenue projections
  - FY25 revenue assumption: \$2,563,501
- Comparison snapshot of the real estate market from March 2024, 2023 and 2022
- National statistics of home purchases
- Graph indicating DSD staffing for FY21-FY25
- “A” budget requests
  - No new positions being requested
  - Request to maintain FY24 budget funding levels
  - Total for new/reclassified positions is \$46,300
- “B” budget requests
  - Total requested amount is \$456,800 which is an increase of \$25,246 over FY24
    - Professional Consultants \$105,000
    - Engineers \$40,000
    - Anticipated FY24 underspending of \$50,000 in the Consultants line item
    - Abatement increased from \$25,000 to \$50,000
    - Service Contracts \$29,320
    - Education/Training \$34,000
    - P&Z Commission Fees \$21,500
    - Computer Equipment \$23,000
- Data measures by division for FY24

The meeting concluded at 12:04 p.m. and an audio recording is on file in the Commissioners’ Office.

#### 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 3<sup>rd</sup> 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 be 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

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

The Board met today at 9:31 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Deputy P. A. Zach Wesley, Deputy P.A. Laura Keys, Deputy P.A. Oscar Klaas, Director of Constituent Services Aaron Williams, Facilities Director Rick Britton (left at 9:40 a.m.) and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider Agreement for Noxious Weed Control with the Idaho Transportation Department, Division of Highways District No. 3:*** Ms. Keys explained this is an annual standard agreement. The rates have been adjusted to match current rates. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the agreement for noxious weed control with the Idaho Transportation Department, Division of Highways District No. 3 (agreement no. 24-047).

*Consider Gopher Control Cooperative Agreement with the Idaho Transportation Department, Division of Highways District No. 3:* This is also an annual standard agreement. Director Britton said there is minimal work done for gopher control. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the gopher control cooperative agreement with the Idaho Transportation Department, Division of Highways District No. 3 (agreement no. 24-048).

At the legal staff meeting on Tuesday, June 18<sup>th</sup> bids were received for the Fleet Shop HVAC project, those bid amounts were as follows:

- TVR, \$104,500
- ACCO, \$81,442

This project is based on low-bid and Director Britton will work with legal to evaluate both submissions.

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

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

Commissioner Van Beek made a motion to go into Executive Session at 9:40 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (f) and (i) regarding records exempt from public disclosure, communicate with legal counsel regarding pending/imminently likely litigation and to 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 Brad Holton, Zach Brooks, Deputy P. A. Zach Wesley, Deputy P.A. Laura Keys, Deputy P.A. Oscar Klaas and Director of Constituent Services Aaron Williams. The Executive Session concluded at 10:11 a.m. with no decision being called for in open session.

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

#### FY2025 BUDGET WORKSHOP FOR PUBLIC DEFENDER'S DEPARTMENT

The Board met today at 10:35 a.m. for a FY2025 budget workshop for the Public Defender's department. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Chief Public Defender Aaron Bazzoli, COO Greg Rast and Deputy Clerk Jenen Ross.

Mr. Bazzoli reviewed the following with the Board:

- Public Defense will transition to a state system on October 1, 2024.
- Based on statutes signed in the spring, counties will need to continue to fund attorneys for the Guardian Ad Litem which is a program that represents children in child protection cases as well as some other civil cases. Counties will have to front this cost and seek reimbursement annually from the state. \$300,000 has been allocated in the conflict attorney line for this expense; \$500,000 has been set aside by the state for reimbursement state-wide.
- The state has obligated counties to pay the cost of transferring up to 40 hours of sick time and up to 40 hours of vacation for every county public defense employee employed on 9/30/24. Remaining balances up to the 240 hours will need to be cashed out. This dollar amount won't really be able to be pinned down until closer to October. Approximately \$400,000 has been reserved in the budget to account for this expense.
- Mr. Bazzoli read into the record items counties will still be responsible for including certain transcripts, evaluations and interpreters; these expenses have been accounted for in the TCA budget.

Discussion ensued regarding the Guardian Ad Litem program and the funding allocated by the state for that program. Commissioner Holton indicated he would like to go into executive session to discuss further.

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

Commissioner Van Beek made a motion to go into Executive Session at 11:04 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (f) and (i) regarding records exempt from public disclosure, communicate with legal counsel regarding pending/imminently likely litigation and to 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, Auditing Supervisor Sarah Winslow, Chief Public Defender Aaron Bazzoli and COO Greg Rast. The Executive Session concluded at 11:32 a.m.

Following the executive session, Commissioner Holton noted that the Board would like to change the title of line item 521128 from 'Conflict Counsel' to 'Guardian Ad Litem'. The Board is accepting this draft budget as-is and will work toward some other adjustments.

The meeting concluded at 11:33 a.m. and an audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION PURSUANT TO IDAHO CODE § 74-206(1) (A) REGARDING PERSONNEL MATTERS

Commissioner Van Beek made a motion to go into Executive Session at 11:37 a.m. pursuant to Idaho Code, Section 74-206(1) (a) regarding personnel matters. 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, Clerk Rick Hogaboam, Chief Deputy Sheriff Doug Hart, Interim HR Director Rich Soto, Chief Public Defender Aaron Bazzoli, COO Greg Rast and HR Director Candidate. The HR Director Candidate left the meeting at 12:20 p.m. The Executive Session concluded at 12:43 p.m. with no decision being called for in open session.

Commissioner Holton adjourned the executive session and noted the Board would reconvene at 1:15 p.m.

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

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.

FY2025 BUDGET WORKSHOP FOR THE SOLID WASTE DEPARTMENT

The Board met today at 1:35 p.m. to conduct the FY2025 budget workshop for the Fleet Department. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Solid Waste Director David Loper, Landfill Operations Manager Daniel Pecunia, Auditing Supervisor

Sarah Winslow, Clerk Rick Hogaboam, Senior Systems Analyst Steve Onofrei, COO Greg Rast, Parks Director Nicki Schwend, Outdoor Recreation Planner Alex Eells, Facilities Director Rick Britton, IT Director Steve Higgins, and Deputy Clerk Monica Reeves. Highlights from the workshop included:

## REVENUES

The overall direction of the Canyon County Solid Waste (CCSW) budget appears to be increasing for FY2025. So far for FY 2024, CCSW budget is down slightly from FY 2023. This is likely due to the unseasonable cold and wet winter/spring. The revenue appears to be catching up this spring and it is hopeful that we will be close to FY2024 projections. The trend may continue upward for FY2025 budget cycle. The influencing factors are population growth and the economy, especially related to construction and housing. Please see the attached tonnage chart. During FY 25 new fee/rate adjustments will be implemented. The standard tipping fee will be adjustment upward to plan for future expenses and also a discussion on special wastes, hard to handle waste, late fees, out of county waste, etc. is warranted.

Landfill total projected revenue for FY2025: \$10,292,875

FY2025 Fee schedule projected increase: \$1,800,000.

Per COO Rast, \$96,000 was added to the Sheriff's budget for the purchase of land from the enterprise fund so we should reflect that amount in the landfill revenue.

## "A" BUDGET – PERSONNEL BUDGET

Director Loper reviewed his plans for reorganization of the department which includes at 12-hour shift for employees. He is requesting two new fulltime employees:

- Deputy Director, succession planning, providing a variety of supervisory, planning, budgeting, directing and coordinating landfill activities.
- Senior Landfill Administrative Specialist, succession planning for office manager position, accounts receivable, accounts payable, month end, assisting the office manager on the day to day operation of fee collection, IT services, etc.

There was a review of the reorganizational chart of the department and reclassification requests. They have moved the operators to a 12-hour work shift to improve operational efficiencies. There is a request to move the screener/operator position from Grade 11 to Grade 12 as it will be a better fit within the hiring structure. It is a step up from the screener position and serves as an "operator" in training. There was discussion about increasing salaries the salary of the heavy equipment operators. The Board is supportive so Director Loper will discuss it further with HR.

## "B" BUDGET – OPERATING EXPENDITURES

The FY25 "B", budget is less than the FY23 and FY24 budgets. The last couple of years there have been significant costs related to land acquisition, installation of capital projects such as the landfill gas collection system and flare station, dust control system and asphalt projects. In FY25 they will increase fees to plan for future costs and rebuild the reserve accounts for future infrastructure needs. There was discussion regarding recycling waste and wood waste.

### “C” BUDGET – CAPITAL BUDGET

New Transfer or Water truck	\$250,000
Re-build 836K Compactor	\$750,000
Truck Replacement	\$ 50,000
Asphalt Patch Work & Crack Sealing	\$ 75,000

There will be further discussion at a later date regarding:

- The interest in the reserve account.
- The \$35,000 debit from the Solid Waste account to the Parks Department related to Jubilee Park. Clerk Hogaboam said the transfer has been occurring for the past 8 years but Director Schwend said she was not aware of the revenue being transferred to her department.
- Landfill expansion.

There is Board consensus to move the budget request forward. The meeting concluded at 2:38 p.m. An audio recording is on file in the Commissioners’ Office.

### FY2025 BUDGET WORKSHOP FOR THE FACILITIES DEPARTMENT AND THE WEED AND PEST DEPARTMENTS

The Board met today at 2:45 p.m. to conduct the FY2025 budget workshop for the Facilities Department and the Weed and Pest Departments. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Facilities Director Rick Britton, Assistant Facilities Director Carl Dille, Office Manager Becky Kearsley, Weed & Pest Superintendent Corey Flatt, Sr. Admin. Specialist Becky Siino, Auditing Supervisor Sarah Winslow, Clerk Rick Hogaboam, Senior Systems Analyst Steve Onofrei, COO Greg Rast, Parks Director Nicki Schwend, Outdoor Recreation Planner Alex Eells, IT Director Steve Higgins, Captain Harold Patchett, and Deputy Clerk Monica Reeves. Highlights from the **Facilities** workshop included:

### REVENUES

A notable addition to the financial records is the introduction of revenues stemming from assuming maintenance responsibilities for the Canyon County Ambulance District. This expansion of services has led to the incorporation of a new line item, reflecting income generated from the service contract. These revenues are attributed to the provision of maintenance services rendered, marking a significant development in the organization's revenue stream. Anticipated revenue for fiscal year 2025 is expected to total \$32,000, supplemented by seasonal costs from snow removal, parts and extra housekeeping services. This projection reflects the revenue generated from these activities, contributing to the financial outlook for the year.

No fee adjustments are anticipated for FY2025.

### “A” BUDGET - PERSONNEL BUDGET

## **New and Reclassified Positions - \$276,024.12**

### **Backflow certification pay - \$3,913.53**

- Employees with backflow certification receive an additional 50 cents per hour, while outside contractors charge \$108 per hour plus a \$50 administrative fee, totaling \$158. Our campus has 60 backflow units, and if we offer the 50 cents hourly increase, it will cost us \$1,304.51 annually for each certified employee, totaling \$3,913.53 for all three. In contrast, hiring outside contractors would cost \$9,480, creating a savings of \$6,360 per year by keeping the certification in-house. This shows that it is cost effective to offer the certification pay to employees instead of outsourcing.

### **Journeymen Apprenticeship Certification Pay - \$5,202.46**

- 1 Electrical 2nd Year Apprenticeship (Finished 5/2024) - \$2,601.23
- 1 HVAC 1st Year Apprenticeship (Finished 5/2024 - \$2,601.23

### **Specialty Pay - \$2,601.23**

- Brandon Barker is the Lead Carpenter and oversees construction and carpentry projects, managing teams, and ensuring that tasks are completed according to the project plan.

### **New Position - Project Manager - \$112,208.31**

- New Position Project Manager

### **New Position - Maintenance Technician - \$68,191.44**

- Due to the increased workload caused by the addition of new Paramedics
- buildings, a new Warehouse, and an Elections facility, there is now more
- square footage to manage and more acres of landscaping to maintain.
- Additionally, Gabby Field adds maintaining a total of 8 acres.
- Midpoint \$44,553.60 Position 1 - \$68,191.44

### **New Position - Safety Coordinator - \$83,907.15**

- The Safety Coordinator helps improve the overall safety of the workplace. Their duties include accessing safety, enforcing safety standards and educating employees. Further duties include documentation and training, assessing the skills of the employees and delivering training needs, as well as managing the intake, handling and storage of documentation for the organization. COO Rast said the HR Department had a safety and risk manager and we have decided to split that up throughout the County so the risk shared between the BOCC and Legal, and the COO as well as other offices/departments, then shifting safety into the Facilities Dept. which turned into a request for a safety coordinator. The risk and safety manager position will be repurposed to a fulltime benefits administrator and removing the part-time position.

### **Over-Time - \$75,000 - Increased by 15K this year**

- Weekend work for Parks on the weekend (Sat and Sun) June 1st to Oct 31st

- Weekend events at the Old Fairgrounds and Expo Center
- Full Fair Set-up for the Canyon County Fair
- On-Call for Adult Jail's
- On-Call JDC
- On-Call

**On Call Pay - \$61,009.23 (includes 2 new positions)** The On-Call rotation policy has been established to ensure a Facilities employee will always be available after-hours to address emergency issues and ensure the needs of the County are met in a timely manner.

**“B” BUDGET – OPERATING EXPENDITURES**

521101 – Professional consultants – \$20,000

- Consultant Fees for upcoming Projects \$20,000

521106 – Architects - \$60,000

- Architect design fees for New Parking Lot - \$60,000

521109 – Engineers - \$15,000

- Engineering cost for Annex Jail Demo
- Courthouse remodel

521120 – Misc Professional Services - \$17,000

- Specialty services for new projects \$17,000
- Atlas and other testing contractors

531101 – Water/Sewer - \$205,000

- Increase of 6% from City of Caldwell \$11,225
- New Warehouse Building \$2,500
- New Elections Building \$4,000

531102 – Irrigation - \$26,000

- Irrigation increased due to New Warehouse and New Elections Buildings

531130 – Idaho Power - \$687,000

- 6% increase for FY25 \$37,627
- New Warehouse \$5,000
- New Elections \$17,400

531104 – Intermountain Gas - \$113,500

- 6% increase \$7,000
- New Warehouse Building \$2,000 floor heat
- New Elections Building \$4,000



533301 – Service Contracts - \$58,500

- Acco service \$11,836
- Northwest Powers \$17,500
- SunBelt \$25,235
- GIS \$500
- desktop alert renewal \$3,350

533302 – Elevator Maintenance - \$51,000

- Young Elevator Service Contract \$26,000
- Elevator Maintenance \$25,000

533309 – Fire Alarm Services - \$56,000

- 8.5% increase
- Fire Alarm Testing
- Fire Sprinkler Testing
- Fire Extinguisher Testing and recertification
- New Elections
- New Warehouse
- Building Alarm Monitoring

542203 – Cellular Phone - \$28,5000

- New staff and existing staff with cell phones and accessories
- Time to upgrade a few phones \$50 each we have 13 \$650

542215 – Satellite Equipment - \$15,000

- Cable TV cost -Countywide switching to Dish network

546610- Education and Training - \$24,732

- 546610 Training (\$19,729) Facilities
- Western Detention Training for Kyle Strempe approx. \$1950
- Horticulture Expo Grounds approx. \$1050 training
- CEU's for Electrical -\$400
- Certified Safety Manager - Guy Bollinger \$1995
- Micro Main Training 8 Hour On-Line for several employees on new system \$1914
- CWI for Nate (electrical), Jordan (HVAC), and Jacob (electrical) \$4800 (training & books)
- CPR training for 47 - \$2820 (\$60 per person) Training in November
- Backflow Recertification - Les Johnson - December 2024 \$300 (\$300 training)
- Supervisor Leadership Trainings \$3500
- Ornamental Training for Grounds Fall 2024 - no charge
- Auto Cad and Design Training for Rick \$1,000
- Safety training \$5,000

554400 – HVAC Systems - \$70,000

- Air Filters
- Replacement HVAC equipment under \$5,000
- Freon, ducting, return air, and supply vents
- New Warehouse
- New Elections

554401 – Building Supplies & Materials - \$96,996

- Materials purchased for the upkeep of the buildings such as furniture, lamps, ceiling tile, carpet,
- fixtures and Etc.
- New Warehouse Building
- New Elections Building
- Fair Grounds added to Budget \$10,000
- Parks added to Budget \$5,000
- New work station, lower and upper cabinets for Museum \$2,500

554402 – Ground Maintenance Supplies - \$137,004

- Fertilizers
- Lawn Food Programs
- Annual plantings
- Replacement trees, Bark, shrubs and bushes and sod
- Sprinkler system upgrades, replacements and repairs
- Ice melt, Liquid De-Icer, Snow shovels, Spreaders
- Added building to maintain both in winter and summer and price inflation
- New Warehouse Building
- New Elections Building
- Fair grounds budget \$15,000
- Parks grounds budget \$47,000

554404 – Keys and Locks - \$9,000

- Lock replacements for outdated locks
- New Closures
- Keys Replacement of Jail Keys
- Key blanks
- Badge access
- 2 new buildings
- Cost of product has increased

554405 – Security Systems - \$27,000

- Camera replacements courthouse and County wide

- Wire and connectors
- Hardware and Mounts
- Battery back ups
- Panic buttons
- Alarm systems

554410 - Janitorial Supplies - \$77,000

- Price increase for cleaning product.
- 6 New equipment Vacuums \$3,000
- New Warehouse Building
- New Elections Building
- Parks Budget \$10,000
- Fair Budget \$ 10,000

554418 - Jail Repair & Maint Supplies - \$95,000

- New line item 3rd year to track Jail expenditures for Dale Haile, Annex, Pod 5, and Pod 6
- Added budget number for maintenance and repair work.
- Increased from last year by \$15,000.00 last year was at \$80,000

554420 – Shop Supplies - \$50,000

- Items purchased in larger quantities to be used across multiple small projects. For example, purchasing a bulk package of screws, connectors, or a spool of wire to cover several individual outlet installations

554438 – Batteries - \$6,500

- Batteries for Facilities, Janitorial, grounds and security
- Replace batteries in UPS systems

554445 – Uniforms- \$12,500

- Increased budget for added staff \$12,500

554455 – Pest Supplies - \$20,500

- Western Exterminator Service Contract \$20,500

554491 – SWIJDRC Repair & Maint Supplies - \$28,000

- New line item to track Juvenile Detention Center expenditures
- Added budget number for maintenance and repair work

577100 – Computer Equipment - \$18,684

- IT recommending replacing computers & laptops that have met the end of their useful service life.
- Added equipment for new position.
- New printer in Maintenance shop

577110 – Software - \$10,000

- Software Licensing for:
- AutoCAD
- MicroMain \$4,536
- Continental
- Alarm Lock
- Lennel
- New Elections Building ISR

“C” BUDGET – CAPITAL BUDGET

**Remodel and Equipment Costs - \$2,194,296.61**

DSD glass installation, sound proofing, lighting	\$16,069.35
Crime Lab add ballistics room	\$7,500 (grant reimbursable)
Juvenile Probation remodel	\$6,500
Juvenile Det. Cntr. locks, remodel, flooring, speakers	\$24,000
Fleet Convert old T5 fixtures to LED	\$5,750 (Idaho Power rebate)
Assessor finish cabinets	\$7,500
Building Maint. for automatic openers	\$12,430.08
Parks insulation and heater, and parking lot lights	\$26,500
Building Maint. Engraver cutter, press brake	\$11,400
Parks drinking fountain	\$6,000
Grounds mower broom, bucket, snow plow	\$17,025
Building Maint. new awning for shop	\$25,000
Jail control room upgrade	\$75,000
Misdemeanor Probation (move to Elections bldg.)	\$150,000
DMV remodel	\$23,050 (possible rebate)
Assessor storefront glass, glass for cubic walls	\$65,794.18
Old Fair Bldg. Roof	\$166,000
DMV new HVAC	\$23,900
Jail new HVAC units	\$26,400
Jail kitchen flooring	\$151,400
Bldg. Maint. fire sprinklers	\$250,000
Bldg. Maint. elevator changes	\$190,000
Pod 6 upgrades	\$500,000
Sheriff’s gun range	<del>\$150,000</del>
<i>(This expense will be moved to the justice fund for property being purchased from the enterprise fund)</i>	
Building Maint. seal coating, restriping	\$28,648
DMV parking lot expansion, concrete repair	\$20,000 (may be paid from FY2024)
Grounds mower for parks	\$34,150
New training tables/chairs	\$28,680

New Elections Bldg. furniture	\$22,000
Jail new boilers	\$150,000

There will be another workshop to discuss the capital projects and which funds they should come out of. Commissioner Van Beek wants to look at the long-term facility needs and capital improvement projects of the County and she wants to set aside \$2M for a potential property acquisition. The Board accepted the budget request as a draft with another workshop discussion to follow.

The Facilities workshop concluded at 3:54 p.m.

Highlights from the **Weed Department** workshop included:

Director Britton assumed responsibility for the Weed and Pest Departments in 2023.

### REVENUES

With added staff and training they estimate a 10% increase in revenues. The fees were updated in 2024 and they do not anticipate upcoming adjustments.

**Increased Revenues from \$120,000 to \$132,000**

### “A” BUDGET – PERSONNEL BUDGET

#### **New Position - Weed Technician - \$77,979.20**

- Due to the increased workload caused by additional weed, hay, mowing and owl box work orders there is enough revenue and work to justify an additional position in this department. The position will benefit the revenue side of things for the department and will pay for itself.

COO Rast said a market analysis was done on Director Britton’s position for the additional responsibilities he has taken on, and he is recommending Director Britton receive a \$10,000 salary adjustment. The Board supports the request.

### “B” BUDGET – OPERATING EXPENDITURES

#### **531103 – ID Power - \$3,000**

- 6% increase from Idaho power

#### **531130 – Service Contract - \$2,500**

- Treasure Valley Coffee, Water \$600
- GIS Services 1,900

#### **542003 – Cellular Phone - \$3,996**

- Cell phones for the employees
- Cellular service for 3 laptops \$3,600

- New position 1 added phone \$900

#### **546610 – Education and Training - \$3,500**

- Further education for License staff & License for part-time
- New staff

#### **554403 – Repair and Maint Supplies - \$5,000**

- New spray nozzles & hoses for spray vehicles
- New spray gun

#### **554445 – Uniforms - \$5,796**

- Uniforms - Cintas split with Pest \$6,000

#### **554450 – Chemical Supplies - \$105,000**

- Chemical for spraying increased by \$20,000 due to added staff and price increase \$85,000

#### **577100 – Computer Supplies - \$13,100**

- Recommended to replace by IT. \$10,000
- New Laptops to fill out field reports on the job. \$2,100
- Mounting bracket for laptop in truck \$1,000

### **“C” BUDGET – CAPITAL BUDGET**

Upfit new spray truck with new spray equipment: \$30,000

The Weed Department workshop concluded at 4:10 p.m.

Highlights from the **Pest Control Department** workshop included:

### **“A” BUDGET – PERSONNEL BUDGET**

There is one seasonal employee in the department. No new positions are requested.

There was discussion regarding comp time and overtime for the Weed and Pest Departments. COO Rast’s preference is to go to overtime and have it pay out as used, but he would like to hear from the Auditor’s Office because it’s a liability holding on the books on comp time that’s eventually just paid out. Commissioner Van Beek prefers overtime pay as opposed to banking it that they may not get to use or potentially lose. Clerk Hogaboam said this is a bigger policy decision that affects the County as a whole. Commissioner Holton agrees. Further discussion is needed.

### **“B” BUDGET – OPERATING EXPENDITURES**

#### **413065 – Seasonal - \$18,500**

- Seasonal position \$18,500

**531103 – ID Power - \$3,000**

- 6% increase from Idaho power

**531130 – Service Contract - \$2,500**

- Treasure Valley Coffee, water for office \$600
- GIS Services 1,900

**542003 – Cellular Phone - \$4,000**

- Cell phones for the employees
- Cellular service for 3 laptops \$3,600
- New position 1 added phone \$900

**548370 – Gopher Bounty – 25,000**

- Gopher Bounty for public to bring in Gopher tails for \$1 a piece

**554445 – Uniforms - \$5,800**

- Uniforms - Cintas split with Weed \$5,800

**554499 – Owl Nest Supplies - \$15, 000**

- Will build roughly 57 owl boxes at \$260 apiece. \$15,000

**577100 – Computer Supplies - \$13,100**

- Recommended to replace by IT. \$10,000
- New Laptops to fill out field reports on the job. \$2,100
- Mounting bracket for laptop in truck \$1,000

**“C” BUDGET – CAPITAL BUDGET**

No capital projects are requested.

The Board accepted the draft budgets with the changes and agreed to move them forward. Another workshop will be held. The meeting concluded at 4:24 p.m. An audio recording is on file in the Commissioners’ Office.

**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)

#### FY2025 BUDGET WORKSHOPS

The Board met today at 9:32 a.m. for FY2025 budget workshops for the Information Technology department and the Trial Court Administrator. Present were: Commissioners Leslie Van Beek (left the meeting at 11:26 a.m.), Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Director of Court Operations Jess Urresti, IT Director Steve Higgins, Project Manager Shawn Adamson, Business Manager Caiti Pendell, Operations Manager Jairo Rodriguez, Development Manager Steve Webb, Interim TCA Benita Miller, Family Court Services Manager Chris Paulson, Deputy TCA Laura Denner, Jury Commissioner Christina Jeffes, Other TCA personnel and Deputy Clerk Jenen Ross.

Director Higgins read the IT mission statement into the record, addressed revenue and reviewed budget line items with significant changes as follows:

- No changes to revenue sources; revenue will remain the same at FY24 at \$10,600
- 'A' budget:



- 412030, regular employees, \$322,809 increase
- 413050, part-time, position was previously funded thru budget savings and now requesting the part-time position in the print shop to be fully funded.
- 413080, new/reclassified positions: new Information Security Officer, salary increases for the Business Manager, System Administrator I, Network Administrator and the Operations Manager
- 'B' budget:
  - 521101, professional consultants, \$7501 increase primarily due to the Microsoft 365 project
  - 521120, misc. professional services, \$11,074 increase
  - 521122, voice and data wiring, \$8000 increase
  - 533301, service contracts, \$66,648 increase
  - Increases to 545501, meals; 545503, taxi; 545505, hotel; 545507 air fare; 546610, education and training – all directly related to education and trainings
  - 551131, computer paper, \$6996 increase
  - 577100, computer equipment, \$26,904 increase
  - 577110, software, \$6,000 decrease
  - 577120, small office equipment, \$6096 decrease
  - 577138, communications equipment, \$53,507 increase

Discussion ensued regarding the salary adjustments

- 'C' budget:
  - 680421, computer/networks/software, \$24000 decrease
  - 684220, office equipment, \$17,100 increase
  - 684221, computer network software, \$58,000 increase
  - 684240, computer equipment, \$15,000 increase

The Board concurred to move the Information Security Officer position salary from \$90,000 to \$99,000.

The Board is accepting this budget as the first draft.

A break was taken from 10:29 a.m. to 10:36 a.m.

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

- TCA divisions and roles
- FY2024 accomplishments and highlights
- Review of donated jury fees - The Board is supportive of adjusting the jury fees line item to \$90,000.
- FY2025 request priorities

- Equity pay adjustments – two staff attorneys and one marshal who has been serving as a Deputy Chief Marshal, Court Assistance Officer
- New positions – full time jury clerk, one position in the court assistance office, bring the two temporary/part-time marshals to full time plus two additional part-time marshals.
- Promotion
- Staff training – training for the judicial assistants
- Line items with significant changes included the following
  - **District Court**
    - 521103, Doctors - \$150,000 (moved from PD budget)
    - 521114, Psycho/sexual evaluations - \$40,000 (moved from PD budget)
    - 521123, Capital crimes expenses - \$10,000 (Ms. Miller feels this will be removed from the county budget and accounted for in the state budget once they take over public defense)
    - 548013, Transcript fees - \$37,917
    - 548900, Reserves - \$24,996
    - 552221, West Law -\$17,004
    - Requested amount of \$8400 will be moved from fund Computer equipment (684240) to Computer equipment (577100)
    - 545501, Meals - \$3500 to account for the magistrate commission, legislative gathering in December or if there is a new judge, judicial council or magistrate judge. Clerk Hogaboam feels that for these types of events, the newly created 'hospitality' line may be more appropriate.
  - **Family Court Services**
    - Both revenues and expenses are reduced in this budget
  - **Court Device Fund**
    - Continues to build each year
    - Fund is used for interlock devices
  - **Court Facilities**
    - 682270, Capital construction contracts - \$100,000
  - **Mental Health Court**
    - Slight decrease to revenue
    - 521102, UAs – increased to account for additional clients and drug testing fees
    - 521111, Incentives – increase of \$750
  - **Drug Court**
    - No additional funds being requested from the county for drug testing
  - **Misdemeanor DUI Court**
    - Adjustment made for fee collection
  - **Veterans Treatment Court**
    - Adjustment made for fee collection

- **Juvenile Drug Court**

- Some revue from cigarette taxes
- Only request is for meals
- 522225, Community incentive, re-entry & mental health - \$15,000

The Board is in favor of accepting this draft budget.

The meeting concluded at 11:42 a.m. and an audio recording is on file in the Commissioners' Office.

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

CONSIDER FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER FOR CASE NO. AD2023-0007-APL, APPEAL BY NORMAN AND KATHRYN ALDER

The Board met today at 9:32 a.m. to consider the findings of fact, conclusions of law, and order for case no. AD2023-0007-APL, appeal by Norman and Kathryn Alder. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Assistant DSD Director Jay Gibbons, Planning Supervisor Carl Anderson, Associate Planner Madelyn Vander Veen and Deputy Clerk Jenen Ross. Ms. Vander Veen explained the hearing was held on April 18, 2024 but no findings were signed at that time. Revisions were made to the FCOs based on Board direction and advice from legal. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign the findings of fact, conclusions of law, and order for case no. AD2023-0007-APL, appeal by Norman and Kathryn Alder.

The meeting concluded at 9:36 a.m. and an audio recording is on file in the Commissioners' Office.

#### MEETING TO CONSIDER ACTION ITEMS

The Board met today at 10:00 a.m. to consider action items. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, HR Business Partner Cindy Lorta, HR Business Partner Demi Etheridge (left at 10:04 a.m.), Cpt. Ray Talbot, Assessor Brian Stender (left at 10:04 a.m.), Assistant IT Director Eric Jensen, COO Greg Rast, Deputy P.A. Oscar Klaas (arrived at 10:08 a.m.), Other interested citizens and Deputy Clerk Jenen Ross.

***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:*** This resolution will update the job title, job description and salary grade of two (2) Customer Service Specialist positions to Plat Technician with a salary grade change from grade 11 to grade 12 and one (1) Sr. Plat Room Technician to a Sr. Plat Technician with and updated job description, there is no change to salary grade. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the 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 (Resolution no. 24-130).

***Consider Resolution Approving Changes to the Job Title, Job Description, Wage Grade and Range of a Systems Administrator I Position:*** Cpt. Talbot provided a history of this position which resides in their Emergency Technical Services division. This position will change from a Systems Analyst to a Systems Administrator I and move from a paygrade 15 to 14. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign the resolution approving changes to the job title, job description, wage grade and range of a Systems Administrator I position (resolution no. 24-129).

The meeting concluded at 10:09 a.m. and an audio recording is on file in the Commissioners' Office.

CONSIDER RESOLUTION DONATING SURPLUS PERSONAL PROPERTY WITH NOMINAL VALUE TO THE VOICE OF IDAHO AMATEUR RADIO CLUB, INC.

The Board met today at 10:15 a.m. to consider a resolution donating surplus personal property with nominal value to the Voice of Idaho Amateur Radio Club, Inc. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Deputy P.A. Oscar Klaas, Cpt. Ray Talbot, COO Greg Rast, Other interested citizens and Deputy Clerk Jenen Ross.

*Note for the record, the name of the club was incorrectly noticed on the agenda which was corrected on the record. The Board is in favor of continuing to move forward as per legal advice.*

Cpt. Talbot provided a history of the equipment to be donated which is approximately 40 years old; he can reasonably confirm that the value of the equipment is less than \$250.

Commissioner Brooks made a motion for the Board to sign the resolution donating surplus personal property with nominal value to the Voice of Idaho Amateur Radio Club, Inc. and also to amend the agenda to display the organization's correct name. The motion was seconded by Commissioner Van Beek and carried unanimously (resolution no. 24-131).

The meeting concluded at 10:22 a.m. and an audio recording is on file in the Commissioners' Office.

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 15<sup>th</sup> 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.

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

#### BOARD OF EQUALIZATION – VACO, LLC, PROTEST NO. 24044

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:36 a.m. to conduct a property tax assessment protest hearing for Vaco, LLC, Protest No. 24044, PIN 05190010 0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Appraisal Supervisor Greg Himes, Sr. Certified Property Appraiser Darryl Speiser, and Deputy Clerk Monica Reeves. The appellant did not appear for today's hearing. Darryl Speiser offered testimony on behalf of the Assessor's Office. He said he has been in discussion with Mark Flitton, the representative from Vaco, regarding the income approach and the sale approach and he summarized that for the Board. Following testimony and Board questions, discussion and deliberation, Commissioner Van Beek made a motion to uphold the Assessor's value for Protest No. 24044. The motion was seconded by Commissioner Brooks and carried unanimously. The hearing concluded at 10:47 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – SUNROC CORPORATION, PROTEST NO. 24039

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:08 a.m. to conduct a property tax assessment protest hearing for Sunroc Corporation, Protest No. 24039, PIN 34128000 0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Assessor Brian Stender, Appraisal Supervisor Greg Himes, Certified Property Appraiser Supervisor Mike Cowan, Sr. Certified Property Appraiser Darryl Speiser, Andrew Phelps on behalf of Sunroc Corporation, and Deputy Clerk Monica Reeves. Andrew Phelps 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. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 10:34 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION - CF HIPPOLYTA NAMPA, LLC, PROTEST NO. 24134

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:04 a.m. to conduct a property tax assessment protest hearing for CF Hippolyta Nampa, LLC, Protest No. 24134, PIN 30481012 0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van



Beek, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, Appraisal Supervisor Greg Himes, Certified Property Appraiser Supervisor Mike Cowan, Sr. Certified Property Appraiser Darryl Speiser, and Deputy Clerk Monica Reeves. The appellant did not appear for today's hearing, however, Chief Deputy Assessor Joe Cox said he spoke with Johnny Deeds last night about this matter. They have a pending court case for the 2023 value and Mr. Deeds wants the Board to uphold the value for this year so they can eventually tie the two appeal years together, and Mr. Cox said the Assessor's Office is in favor of it. Following comments, Commissioner Van Beek made a motion to uphold the Assessor's value for CF Hippolyta Nampa, LLC. The motion was seconded by Commissioner Brooks and carried unanimously. The hearing concluded at 10:07 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE

The Board met today at 2:00 with county attorneys for a legal staff update. A request to go into executive session was made as follows:

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

Commissioner Brooks made a motion to go into Executive Session at 2:01 p.m. pursuant to Idaho Code, Section 74-206(1) (d), (f) and (i) regarding records exempt from public disclosure, communicate with legal counsel regarding pending/imminently likely litigation and to communicate with risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Holton. Commissioner Holton took a roll call vote where he along with Commissioner Brooks voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley, Deputy P.A. Laura Keys, Director of Constituent Services Aaron Williams, Controller Kyle Wilmot and Clerk Rick Hogaboam. Commissioner Van Beek joined the meeting at 2:06 p.m. The Executive Session concluded at 2:32 p.m. with no decision being called for in open session.

#### SPECIAL MEETING: JOINT MEETING WITH THE HEALTH TRUSTEE BOARD

The Board met today at 3:03 p.m. for a joint meeting with the Health Trustee Board. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley, Health Trustees Mark Tolman, Yvonne Baker, Jennifer Watters and Martin Flores, Clerk Rick Hogaboam, Controller Kyle Wilmot, Director of Court Operations Jess Urresti, COO Greg Rast and Deputy Clerk Jenen Ross.

Recently the county made application to join the State of Idaho insurance plan; an opinion has been issued stating that the county doesn't qualify but no one is sure who the opinion came from. Mr. Wesley said that Lt. Flores has a copy of the legal opinion and feels it would be worth pulling some of the legislative history and requesting a formal reconsideration of the opinion as there seems to be room for interpretation. Mr. Wesley said he will take the lead in formulating an

internal opinion and then determine who best to approach with it. He feels it might be better to go thru a personal contact vs. the chain the application and denial came thru. Mr. Wesley said this will be a high priority and anticipates about 2 weeks to get back the Board with more information. The BOCC and Health Board Trustees are supportive of this course of action.

The meeting concluded at 3:15 p.m. and an audio recording is on file in the Commissioners' Office.

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

The Board met today at 4:05 p.m. for a joint meeting with the City of Nampa regarding public participation and input process for the SW Nampa Specific Area Plan, and to discuss the Area of Impact Joint Powers Agreement. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, DSD Assistant Director Jay Gibbons, DSD Planning Supervisor Carl Anderson, DSD Principal Planner Dan Lister, COO Greg Rast, Nampa Mayor Debbie Kling, Nampa Council Members Randy Haverfield, David Bills, Sebastian Griffin, and Dale Reynolds, Nampa Long Range Planner Doug Critchfield, Nampa Planning Director Rodney Ashby, Nampa Long Range Planner Brianna Son, other interested persons and Deputy Clerk Monica Reeves. Councilman Victor Rodriguez arrived at 4:42 p.m. Today's meeting was held in the Administration Building Public Meeting Room and the agenda topics were as follows:

- 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

**Meeting Goals**

1. Share the proposed land use designations, concepts, and transportation network for the plan area.
2. Provide a summary of the public engagement completed to date, including a review of the completed public questionnaire results.
3. Review next steps in the planning process.
4. Answer questions and receive feedback and comments from Elected Officials on each of the above.

Looking Ahead: Establishing mutual agreement on the vision for the area

**SW Nampa Specific Area Plan**

WHAT IS A SPECIFIC AREA PLAN? A Specific Area Plan is a guide for the future development of areas of special interest or concern. The plan's focus on land use designations (e.g., industrial, commercial, residential) and potential public infrastructure needs (e.g., roads, sidewalks, parks and pathways) for the area.

WASN'T THIS ALREADY DONE? The City of Nampa recently added much of this area to the City's Area of Impact allowing the City to plan for future development of this area. The Specific Area Plan will define future land uses and transportation needs.

The plan does not cover all of the area that was adopted into the area of impact because most of that area is very low-density residential designation. It will probably stay in agriculture or large lot residential, and it is close to Lake Lowell and the wildlife refuge so the City of Nampa decided they didn't want to spend a lot of time with that area. The plan area is 1,600 acres.

### **Review of Project Process**

- Public Outreach.
- Modify the Proposed Plan based on input received.
- Public hearing before the Nampa P&Z Commission.
- Public hearing before the Nampa City Council.
- Implementation if the Nampa City Council adopts the plan, the P&Z Department will use the plan to guide development in this area. The comprehensive plan and zoning ordinance go through a separate public hearing process.

### **Current Future Land Use Designations**

Reviewed and approved by Nampa City Council in February 2023

Area of Impact Expansion reviewed and approved by BOCC in September 2023

### **Proposed Future Land Use Designations**

Proposed changes were based upon individual property owner interviews.

Shown to the public during the in person and virtual open houses.

### **Midway Road/Lone Star Rd Area Concept**

### **Recommended Transportation Network**

### **Public Engagement Methods**

March 13, 2024 through May 29, 2024

Information was shared and feedback collected through:

- Property Owner Meetings
  - Mailed invitations to property owners of parcels 10+ acres in size
- In-Person Open House
  - Mailed invitations to property owners within the plan area and within 300' of the plan boundary.
  - Press release and social media posts
- Questionnaires (in-person & electronic)
- Project webpage visited by 368 people

### **Public Engagement Outcomes**

Individual Property Owner Meetings, March through April 2024

Comments were collected through:

- 7 meetings (9 owners attended)
- 3 additional meetings held following the completion of the individual property owner feedback phase (3 owners)

### **Public Engagement Outcomes**

Property Owner Feedback

- Concern over the potential for higher traffic speeds and traffic volumes due to wider road (53%)
- Expectation that the plan will require additional right-of-way (50%)
- Concern over potential conflicts between people walking and biking on the sidepaths (18%)

### **Property Owners Interest in Development**

- 7 meetings, 9 owners attended
- 3 additional meetings held following the completion of the individual property owner feedback phase.

*Interested in Developing - 807.454 Acres*

*Not interested in Developing - 130.366*

- The plan area includes 296.65 acres of land that is actively pursuing or under development.
- Of all highlighted areas on the map, 89% of this land is in the process of or looking to be developed.

### **Public Engagement Outcomes**

General Public Feedback, May 15, 2024 through May 29, 2024

Public comments were collected through:

- In-Person Open House (108 attendees)
- Questionnaires (175 participants)
  - 39 in-person questionnaires were completed
  - 136 online questionnaires were completed

### **Location of Questionnaire Respondents**

- Of the 175 questionnaire participants, 60 provided their home address.
- Of those 60, 12 (20%) live within the plan area and 48 (80%) live outside of the plan area.

### **Public Engagement Outcomes**

Do You Support the Proposed Land-Use Designations?

- Yes: 26%

- No: 74%

#### General Public Top Concerns

- Traffic congestion and safety.
- Concern that the rural feel and environment of the area would be degraded. Respondents commented on the abundant wildlife and rich soil in the area and their desire to preserve those facets of the land.
- The potential for water shortages from further development. Some property owners indicated they're already experiencing some depletion in their wells.

#### General Public Top Likes

- Preserving the integrity of Deer Flat.
- People want to see transportation improvements, including safer roads and more separated places for walking and biking.
- The proposed location of commercial uses.

#### Desired Transportation Improvements

- Intersection Safety Improvements: 14%
- Sidepaths for People Walking & Bicycling: 16%
- Separated Walking and Bicycling Paths: 20%
- Upgrade Existing Streets: 21%

Commissioner Van Beek had follow-up questions related to the feedback the public provided and the importance of planning for quality projects. Doug Critchfield said there are a lot of people who simply don't want growth, but when it came down to those who didn't understand the process and maps there was a lot of positive feedback although he cannot justify why the 74% was so high, but they can extrapolate from that that it was primarily concerns about growth in general and people do not want to see any more growth in this area. Rodney Ashby said concerns from property owners were about traffic and being able to farm their land and as growth happens that becomes more challenging, and we need to think about that because if it becomes infeasible for them to operate their farm then what do we offer them as an alternative? The solution to that is probably what we are proposing, which is a solution for that land to be used in a feasible way. Nampa has been working with DSD to craft changes to this area and in the midst of coordinating the new joint powers agreement there was a major update to state code and so they had to rethink that and see if it still fits within the bounds of state code. They think it does, but it likely means the County needs to adopt the land uses Nampa is proposing in the plan. In the end, the County's future land use map needs to match what Nampa is proposing so there is a joint vision. The County's comprehensive plan does not match what Nampa is proposing so there will need to be some changes in the future.

Mayor Kling referenced those citizens who provided responses noting that of the 60 who provided their home address, 80% lived outside the planned area. There is an active group that opposes growth, and many are from California and once they got here they closed the door, and they are very active in attending meetings. Growing from the inside out is very important in growth, measured and planned growth. She is a proponent of the preservation of ag ground, but in listening to farmers, many of them want the ability to sell their ground. Councilman Griffin said these numbers seem low to get a representation of what is wanted from neighbors and the community, and he asked how can we poll that group again to get a true representation and get updated numbers? Mr. Ashby said there are two groups of people: landowners who want to develop and subdivision dwells. He said they have a good indication of what the landowners want, but if the council wants consensus from subdivision dwellers in the city that's a very different demographic and perspective that may be in direct conflict with those who own the land. Perhaps another meeting can be held. Councilman Griffin said the farmers who we are trying to protect, do not want to be protected, they want to retire and they only way they can do that is by development. Mr. Critchfield said some people want lower densities; some want it to remain as farm ground; the question is how to deal with growth. We need more specific information, and he suggested sending an email and asking how people want to change the plan. Councilman Griffin asked how the Board feels about changing the county comprehensive plan to match this if the city council approves this plan? Commissioner Van Beek said the comprehensive plan was an incomplete plan that was adopted prior to Commissioners Brooks and Holton taking office, and there are very specific aspects of this for implementation that are blatantly missing. We know there are areas we have to look at on the comp plan and where to start is the question, but if we have a proposed area of impact that seems like a logical place to start. She is willing to look at the best way for Canyon County. She realizes long range planning has to take place, but for the 89% of people (1,000 acres) for those farmers, the best way to preserve agriculture is to buy agriculture. Mr. Critchfield said initially they had proposed another 2,000 acres south of Nampa and as they interviewed landowners there was an interest in protecting the seed industry and ag industry in that area. They stopped the process of going south and focused on the southwest area because they see the value in preserving and there is more continuity of ag land in that area. They are proposing to concentrate the growth around where growth is already proposing to go and as they get closer to the outer areas reducing density so that it has more capability with what's out there now, the refuge and other development in Caldwell. Mayor Kling said in those 2,000 acres the City is not moving into she hopes Canyon County likewise will not put subdivisions in there and that mutually both entities can protect that until such time as we figure out collectively how to do it together. Councilman Bills said the conflict between the City and the County is if the County continues to approve rural subdivisions where the property can be reasonably served by the City's infrastructure because when the subdivision goes in and when the City gets to that area the neighbors come out and they don't want a dense subdivision next to them. There needs to be inclusive to Caldwell and other cities, a joint understanding where the County is saying we are allowing development and will continue to have jurisdiction over that area and where we going to relinquish development to the cities, and we are not going to compete as to those applications. It's time to say where the City will have jurisdiction and the County steps back and concentrates on the areas where it's not practical to think about sewer getting to that area for years to come. It needs to be put on the table so we are not playing games with those who are investing.

Commissioner Brooks asked how does the County legally deny an application within an area of impact that is under County jurisdiction? Councilman Bills said there should be a reasonable development agreement or what the process to designate this area as under that City's area of impact and the County has the ability to relinquish development to that area or that jurisdiction. When sewer is only 1-2 miles from some of these properties it is not difficult to get something served, but it is difficult to get it done when you have continual pockets of County subdivisions going in. Canyon County and state representatives need to meet and say this is an area we need to change under Idaho Code to allow some of this to take place. Mr. Ashby said we are all aware of the challenge of county vs. city development occurring and in addition to what has been said it even prevents them from getting utilities beyond those locations sometimes, and we have put a lot of work into the JPA to try to address it. What can be done is we have a joint vision and we all agree on what should occur out there. We have talked about a pre-annexation option so that it's a guarantee that when it goes out there the City is reviewing and signing off on what happens in the impact area so that it meshes with the future growth of the City and it matches the comprehensive plan and specific area plans that we both have adopted. We need a joint vision so there isn't confusion. If a development comes to the County and they are asking for a density that doesn't match what the City is doing and will be in conflict with what future development will be in that area, the Board has the ability to require they go to the City of Nampa to go through the pre-annexation process, and he thinks it would resolve a lot of concerns. Randy Haverfield spoke about the sub-districts like the Village in Meridian and in Boise, the Bown Crossing, Warm Springs and Park Center next to a university district as areas people look at and compare what we have versus what they have. Canyon County has a lot more ag ground we need to try to maintain and people are very aware of that. He said we should look at PUDs instead of just subdivisions because they incorporate some commercial and retail areas along with a mix of housing. It's important to try to be cooperative in a way that works for both of us. Councilman Bills said there needs to be a known demarcation; the consumer feels like they're getting batted back and forth. Old subdivisions are going to fail and it will cause issues in the future and the reasonableness is if cities can serve those grounds there should be an understanding and a joint powers agreement. Commissioner Holton agrees, and said previous Boards of Commissioners were approving many land use applications which is one of the reasons smaller cities had such large areas of impact because they were tired of applications getting approved for a subdivision with no comprehension of how you're going to deal with it. He wants to explore what Councilman Bills is proposing because he predicts we are going to have problems with domestic wells failing. It will take cooperation and long-term planning for the County to do anything. Our current code says if water or sewer is within reasonable reach a developer can propose 12,000 square foot lots. We need the GIS staff to look at this map and the approved county subdivisions and see what we have left over that we could cooperate with. He wants to see the main arterials and the infrastructure. Councilman Rodriguez said when considering applications, it would be advantageous to see what the County has decided/required so the City can see if it can adjust its growth. Mr. Ashby said getting a specific area plan in place allows us both to say here is what we want to see. (Chairman Holton left at 5:30 p.m. for an emergency meeting.) Assistant DSD Director Jay Gibbons said the planners have collaborated to this point but it's not over. The City will adopt their plan and begin implementation and from the County's perspective we will entertain amending our area of city impact to reflect the City's addition to its comprehensive plan. We also need to have common

ground and amend the JPA that will set the mechanisms and how we continue to work. We want to get to the point where we have a JPA that gives the City more of an active role in that and agree to the measures. We don't want to continue to approve County density subdivisions in conflict with the City's vision for what will be future parts of the city proper in Nampa. Commissioner Van Beek said further discussion needs to occur.

### **Next Steps**

- Joint City/County Staff Meeting: Early July
- Draft Specific Plan for City Staff Review: July
- Coordination Meeting with Canyon County & City of Caldwell: Late August/Early September
- Revised Draft Specific Plan for Joint Planning & Zoning/Nampa City Council Meeting: September
- Final Specific Plan for Adoption: September/October

### **Looking Ahead for the County**

- Collaborate with City to identify solutions & mechanisms the County can utilize to implement the City's vision
- Adopt City's Specific Area Plan as an addendum to Area of Impact agreement.
- Update Joint Powers Agreement with regard to City/County development review processes

The meeting concluded 5:37 p.m. An audio recording is on file in the Commissioners' Office.

**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

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

The Board met today at 9:33 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, Deputy P.A. Oscar Klaas (left at 9:48 a.m.), Fair Director Diana Sinner (left at 9:43 a.m.), Lt. Chad Harrold (left at 9:48 a.m.), Lt. Martin Flores (left at 9:48 a.m.), COO Greg Rast, Director of Constituent Services Aaron Williams (arrived at 9:39 a.m.) and Deputy Clerk Jenen Ross. The action items were considered as follows:



***Fair entertainment contracts:***

Mr. Wesley said most of the contracts are the standard entertainment contracts. The only two that are slightly different are Neste Live! and 2 de la S through LM Events DE, Inc. Neste Live! books the national mainstage acts which contain a lot of terms and conditions they along with riders for the artists and additional details. LM Events books the mainstage artist for Sunday. The remainder of the entertainment contracts are all the same with the same indemnification insurance coverage. Each contract lines out the time of performance and payment. Commissioner Van Beek made a motion to sign the agreement with Neste Live!, the contracts with the 7 vendors and the mainstage agreement with LM Events as presented. The motion was seconded by Commissioner Brooks and carried unanimously.

- Neste Live! Booking Contract between Neste Event Marketing, LLC and Canyon County (agreement no. 24-050)
- Entertainment Contract with Ballet Folklorica Yareth de Idaho/Maria Avila for the 2024 Canyon County Fair (agreement no. 24-051)
- Entertainment Contract with Darrell Wagner aka Crickett The Entertainer for the 2024 Canyon County Fair (agreement no. 24-2-052)
- Entertainment Contract with Hispanic Folkloric Dancers of Idaho, Inc./Brad Ebert for the 2024 Canyon County Fair (agreement no. 24-053)
- Entertainment Contract with Joe Black for the 2024 Canyon County Fair (agreement no. 24-054)
- Entertainment Contract with Jon Taylor for the 2024 Canyon County Fair (agreement no. 24-055)
- Entertainment Contract with Patti Syme for the 2024 Canyon County Fair (agreement no. 24-056)
- Entertainment Contract with Danza Azteca Tonatiuh/Antonina Robles for the 2024 Canyon County Fair (agreement no. 24-057)
- Main Stage Agreement with 2 de la S through LM Events DE, Inc. for the 2024 Canyon County Fair (agreement no. 24-058)

***Consider an Ordinance Amending Chapter 3 Article 19, Law Enforcement Towing; and Consider Summary of Ordinance Amending Chapter 3 Article 19, Law Enforcement Towing:*** This ordinance will allow for law enforcement to set a towing fee for companies on the CCSO tow roster. Currently there is no fee structure and prices are determined by the tow companies on the rotation list. With this ordinance in place, in order for a tow company to be included on the rotation list they would need to agree to the pricing as established by the county thru the Sheriff's Office. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the Ordinance Amending Chapter 3 Article 19, Law Enforcement Towing and the Summary of Ordinance Amending Chapter 3 Article 19, Law Enforcement Towing (ordinance no. 24-002). Mr. Klaas noted that there is no price set within the ordinance but that the annual price recommendation will be submitted to the Board for adoption in the near future and will be evaluated annually.

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

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

Commissioner Van Beek made a motion to go into Executive Session at 9:49 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (f) and (i) regarding records exempt from public disclosure, to communicate with legal counsel regarding pending/imminently likely litigation and to communicate with the risk manager 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, COO Greg Rast. The Executive Session concluded at 10:18 a.m. with no decision being called for in open session.

The meeting concluded at 10:18 a.m. and an audio recording of the open portion is on file in the Commissioners' Office.

MEETING TO CONSIDER CERTIFICATES OF NONCOMPLIANCE AND RELEASES OF CERTIFICATES OF NONCOMPLIANCE

The Board met today at 10:35 a.m. to consider certificates of noncompliance and releases of certificates of noncompliance. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley, Assistant DSD Director Jay Gibbons, Code Enforcement Supervisor Eric Arthur, Principal Planner Deb Root, Sr. Administrative Specialist Pam Dilbeck, COO Greg Rast and Deputy Clerk Jenen Ross. The certificates of noncompliance and releases were considered as follows:

***Releases of Certificates of noncompliance***

Mr. Arthur provided a history on each of the following properties:

- **15580 Cantrice Ln, Caldwell (R23266026)**, CDEF2022-0161 – Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the release for property located at 15580 Cantrice Ln, Caldwell (R23266026).
- **9065 Owyhee Dr, Nampa (R25980)**, CDEF2023-0091 – Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the release for property located at 9065 Owyhee Dr, Nampa (R25980).
- **5445 McDermott Rd, Kuna (R28925)**, CDEF2022-0065 – Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the release for property located at 5445 McDermott Rd, Kuna (R28925).

***Certificates of noncompliance***

Mr. Arthur provided a history on each of the following properties:

- **22481 Elm Ln, Middleton (R28098)**, CDEF2024-0098 – Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to issue a certificate of noncompliance on property located at 22481 Elm Ln, Middleton (R28098).
- **71 S. Pit Ln, Nampa (R30678010A)**, CDEF2022-0162 – Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to issue a certificate of noncompliance on property located at 71 S. Pit Ln, Nampa (R30678010A).

The meeting concluded at 10:43 a.m. and an audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING THE FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER FOR CASE NOS. RZ2021-0056 AND SD2021-0059

The Board met today at 10:50 a.m. to consider the findings of fact, conclusions of law, and order for case nos. RZ2021-0056 and SD2021-0059. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley, Assistant DSD Director Jay Gibbons, Principal Planner Deb Root, COO Greg Rast and Deputy Clerk Jenen Ross. Mr. Wesley requested additional time to get these documents in the final form for Board consideration, he asked that this item be included with the legal staff update July 2<sup>nd</sup> at 9:30. Upon the motion by Commissioner Holton and second by Commissioner Brooks the Board voted unanimously to continue this action item to July 2<sup>nd</sup> at 9:30 a.m.

The meeting concluded at 10:51 a.m. and an audio recording is on file in the Commissioners' Office.

CONSIDER RESOLUTION ADOPTING CHANGES TO THE TITLE, JOB DESCRIPTION, AND SALARY GRADE OF ONE (1) POSITION IN THE HR DEPARTMENT

The Board met today at 1:15 p.m. to consider a resolution adopting changes to the title, job description and salary grade of one (1) position in the HR department. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Interim HR Director Rich Soto, HR Business Partner Demi Etheridge, COO Greg Rast and Deputy Clerk Jenen Ross. This resolution will change the Risk and Safety Manager position, at a grade 16 to a Benefits Administrator, at a grade 15. The new position will replace one fulltime Risk and Safety Manager and one part-time Benefits and Training Business Partner and with the consolidation of the two positions, the Human Resources 'A' budget will be reduced by approximately \$35,000 annually. Mr. Soto addressed several questions posed by Commissioner Van Beek. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to approve the resolution adopting changes to the title, job description and salary grade of one (1) position in the HR department (resolution no. 24-133)

The meeting concluded at 1:24 p.m. and an audio recording is on file in the Commissioners' Office.

### CONSIDER ENGAGEMENT AGREEMENT WITH LANGSTON & ASSOCIATES FOR A PROPERTY APPRAISAL

The Board met today at 1:25 p.m. to consider an engagement agreement with Langston & Associates for a property appraisal. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, COO Greg Rast and Deputy Clerk Jenen Ross. Mr. Rast said that a property has come available but since the county can't pay above the appraised value it would be prudent to have an appraisal done on the commercial side. This will help determine if the county can afford the property and if it's in its best interest. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to approve the engagement agreement with Langston & Associates for a property appraisal (agreement no. 24-049).

The meeting concluded at 1:27 p.m. and audio recording is on file in the Commissioners' Office.

### MONTHLY MEETING WITH THE ADMINISTRATIVE DISTRICT JUDGE AND TRIAL COURT ADMINISTRATOR

The Board met today at 1:31 p.m. with the Administrative District Judge and Trial Court Administrator. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Judge Davis VanderVelde, Interim TCA Benita Miller, Deputy TCA Laura Kiehl, COO Greg Rast and Deputy Clerk Jenen Ross.

The following topics were discussed

- Judge VanderVelde's term as TCA will be ending in September and Judge Whitney will be taking over.
- State Public Defender interviews have been moved to courtroom 140. Ms. Miller said other judicial districts will be opening the interviews for the public along with doing a press release; she will set up a time to meet with Commissioner Holton to discuss further.
- Ms. Kiehl expressed her appreciation for the Director of Constituent Services, Aaron Williams and Communications Specialist, Chad Thompson attending the drug court graduation recently.
- Mr. Rast asked if the two fulltime marshal positions that were requested in the budget are critical this year. Ms. Miller said the priority would be the two more part-time employees in order to have a marshal for every courtroom.

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

### 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 Holton 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.

PROPERTY TAX EXEMPTION – LEAP CHARITIES, INC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 9:30 a.m. to reconsider a property tax exemption for Leap Charities, Inc., PIN 15438000 0. Present were: Commissioners Leslie Van Beek and Brad Holton, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Speiser, Commercial Appraiser Kevin Sorensen, Business Manager Jennifer Loutzenhiser, Other Assessor's Office staff, Dan Metzger and Deputy Clerk Jenen Ross. This exemption was originally denied on May 1, 2024, but since that time additional information has been obtained which would now allow for the exemption to be granted. Upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to grant the exemption. The meeting concluded at 9:34 a.m. and an audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR WISHNEY SUSAN AND DAVID FAMILY TRUST, PROTEST NO. 24018

The Board of County Commissioners, sitting as a Board of Equalization, met today at 9:36 a.m. to conduct a property tax assessment protest hearing for Wishney Susan and David Family Trust, protest no. 24018. Present were: Commissioners Leslie Van Beek and Brad Holton, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Speiser, Commercial Appraiser Kevin Sorensen, Dan Metzger, Ataul Karim and Deputy Clerk Jenen Ross. Mr. Himes stated that an email has been received from Mr. Wishney requesting the value be upheld giving him the opportunity to appeal to the State Board of Tax Appeals. Commissioner Van Beek made a motion to uphold the Assessor's value. The motion was seconded by Commissioner Holton and carried unanimously. The hearing concluded at 9:37 a.m. and an audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR M. Ataul Karim, Protest no. 24096

The Board of County Commissioners, sitting as a Board of Equalization, met today at 9:37 a.m. to conduct a property tax assessment protest hearing for M. Ataul Karim, protest no. 24096. Present were: Commissioners Leslie Van Beek and Brad Holton, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Kevin Sorensen, Other Assessor's Office staff, Dan Metzger, Ataul Karim and Deputy Clerk Jenen Ross. Mr. Karim offered testimony in support of the protest application. Mr. Sorensen, Mr. Cowen and Mr. Himes offered testimony on behalf of the Assessor's Office. Following testimony and Board questions, discussion and

deliberation, Commissioner Van Beek made a motion to uphold the Assessor's value. The motion was seconded by Commissioner Holton and carried unanimously. The hearing concluded at 9:58 a.m. and an audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR SOUTHSIDE TOWNHOMES, PROTEST NOS. 24089 AND 24092

The Board of County Commissioners, sitting as a Board of Equalization, met today at 9:58 a.m. to conduct a property tax assessment protest hearing for Southside Townhomes, protest nos. 24089 and 24092. Present were: Commissioners Leslie Van Beek and Brad Holton, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Kevin Sorensen, Other Assessor's Office staff, Dan Metzger and Deputy Clerk Jenen Ross. Mr. Metzger offered testimony in support of the protest application. Mr. Sorensen and Mr. Cowan offered testimony on behalf of the Assessor's Office. Following testimony and Board questions, discussion and deliberation, Commissioner Van Beek made a motion to uphold the Assessor's value on three separate parcels located at 1096 Southside Blvd, Nampa with a total assessed value is \$43,595,250, parcel nos. 22165000 0, 22165012 0 and 22165013 0. The motion was seconded by Commissioner Holton and carried unanimously. The hearing concluded at 10:28 a.m. and an audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR MIHAI AND STEFANIA IRIMIA 24081

The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:38 p.m. to conduct a property tax assessment protest hearing for Mihai and Stefania Irimia, protest no. 24081. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Appraisal Supervisor Greg Himes, Residential Supervisor Holly Hopkins, Other Assessor's Office staff, Miah Irimia and Deputy Clerk Jenen Ross. Mr. Irimia offered testimony in support of the protest application. Ms. Hopkins and Mr. Himes offered testimony on behalf of the Assessor's Office. Following testimony and Board questions, discussion and deliberation, Commissioner Van Beek made a motion to uphold the Assessor's value. The motion was seconded by Commissioner Brooks and carried unanimously. The hearing concluded at 2:07 p.m. and an audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR JONATHAN BOYD, PROTEST NO. 24105

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:07 p.m. to conduct a property tax assessment protest hearing for Jonathan Boyd, protest no. 24105. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Appraisal Supervisor Greg Himes, Residential Supervisor Holly Hopkins, Other Assessor's Office staff, Miah Irimia, and

Deputy Clerk Jenen Ross. Mr. Himes informed the Board that Mr. Boyd has request that the Assessor's value be upheld to preserve his right to take his case to the State Board of Tax Appeals. Commissioner Van Beek made a motion to uphold the Assessor's value on protest no. 24105 for property located at 12383 S. Abbott Downing Way in Nampa. The motion was seconded by Commissioner Brooks and carried unanimously. The hearing concluded at 2:09 p.m. and an audio recording is on file in the Commissioners' Office.

Commissioner Van Beek moved to adjourn the meeting. The motion was seconded by commissioner Brooks and carried unanimously.

The hearing concluded at 2:09 p.m. and an audio recording is on file in the Commissioners' Office.



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 10<sup>th</sup> day of October, 2024.

CANYON COUNTY BOARD OF COMMISSIONERS

  
\_\_\_\_\_  
Commissioner Leslie Van Beek

  
\_\_\_\_\_  
Commissioner Brad Holton

  
\_\_\_\_\_  
Commissioner Zach Brooks

ATTEST: RICK HOGABOAM, CLERK

By: JROSS \_\_\_\_\_, Deputy Clerk