

OCTOBER 2024 TERM
CALDWELL, IDAHO OCTOBER 1, 2024

DETAILED MINUTES TO COME AT A LATER TIME

Meeting to consider matters related to Indigent Services

- Action item: Consider approval/denial of indigent decisions and signing of liens

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

- Action Item: Consider IPSCC Grant Award Document for E911
- Action Item: Consider signing Independent Contractor Agreement for Court Appointment Counsel with Shawn Miller and CK Quade Law
- Action Item: Consider signing Ratification for Ada County Sheriff's Office Jail Housing Billing Agreement

Public Hearing to Consider Comments Regarding the Increase Administrative Fees for Vehicle Title and Registration Services

- Action Item: Consider signing a Resolution Increasing the Administrative Fee Charged by the Canyon County Assessor for Vehicle Registrations

- Action Item: Consider signing a Resolution Increasing the Administrative Fee Charged by the Canyon County Assessor for Vehicle Title Services

Action Item: Consider signing Domestic Violence Awareness Month Proclamation

Commissioners Attending Domestic Violence Awareness Press Conference

Location: Justice Park (Across from the Canyon County Administration Building, Caldwell, Idaho)

CONSIDER ACTION ITEMS: CONSIDER SOUTHWEST IDAHO JUVENILE DETENTION CENTER AND SUMMIT FOOD SERVICE, FOOD AND COMMISSARY SERVICE AGREEMENT FY2025 RENEWAL NO. 1 AND AMENDMENT; AND CANYON COUNTY JAIL AND SUMMIT FOOD SERVICE FOOD AND COMMISSARY SERVICE AGREEMENT FY2025 RENEWAL NO. 1 AND AMENDMENT

The Board met today at 2:32 p.m. to consider two action items: Southwest Idaho Juvenile Detention Center and Summit Food Service, Food and Commissary Service Agreement FY2025 Renewal No. 1 and Amendment; the Canyon County Jail and Summit Food Service Food and Commissary Service Agreement FY2025 Renewal No. 1 and Amendment. Present were: Commissioners Brad Holton and Leslie Van Beek, Deputy PA Trent McRae, Juvenile Detention Center Director Sean Brown, Captain Harold Patchett, and Deputy Clerk Monica Reeves. Deputy PA McRae said the agreements look appropriate from Legal's point of view and he noted that this is the smallest increase in pricing available. Captain Patchett said the Sheriff's Office was anticipating a 10% increase and so they were happy to see a 5% increase instead. Upon the motion

of Commissioner Van Beek and the second by Commissioner Holton, the Board voted unanimously to sign the Southwest Idaho Juvenile Detention Center and Summit Food Service, Food and Commissary Service Agreement FY2025 Renewal No. 1 and Amendment; and the Canyon County Jail and Summit Food Service Food and Commissary Service Agreement FY2025 Renewal No. 1 and Amendment. (Agreement Nos. 24-130 and 24-131.) The meeting concluded at 2:35 p.m. An audio recording is on file in the Commissioners' Office.

OCTOBER 2024 TERM

CALDWELL, IDAHO OCTOBER 2, 2024

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Dawson Peters, GIS Analyst - Assessor's Reappraisal Department
- Jacqueline Beaumont – 4-H Program Coordinator, new hire
- Amber Lewter – Promotion to Associate Planner
- Robert P. Villegas – Deputy Judicial Marshal, rehire

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- W2W Flooring in the amount of \$7470.00 for the Facilities department (PO #6027)
- W2W Flooring in the amount of \$10,200 for the Facilities department (PO #6026)
- Platt in the amount of \$5580.63 for the Facilities department (PO #6028)

APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Grant's Grill to be used on 10/13/24 for the Freiburghaus wedding
- Salon Columbia Event Center LLC to be used on 10/12/24 for the Kelly wedding
- Liberty Lounge to be used on 10/25/24 for the Talor wedding
- Liberty Lounge to be used on 10/12/24 for the Kerwin wedding

DETAILED MINUTES TO COME AT A LATER TIME

Action Item: Consider Certificates of Noncompliance on the following Properties:

- 5833 Joe Ln, Nampa (R27957010)
- 13217 Sand Hollow Rd, Caldwell (R37383)
- 246 N Robinson, Nampa (R30590011)
- 2100 W Orchard Ave, Nampa (R31384010)

Action Item: Consider Final Plat for Hawk View Estates, Case No. SD2022-0038

Public Hearing: A request by Greg Payne for a Conditional Rezone from an "A" (Agricultural) Zone and "C-1" (Neighborhood Commercial) Zone to a "CR-C-2" (Conditional Rezone - Service Commercial) Zone, Case No. CR2022-0007

THIS CASE WAS REMANDED BACK TO THE P&Z COMMISSION DUE TO A MATERIAL CHANGE IN THE APPLICATION

OCTOBER 2024 TERM
CALDWELL, IDAHO OCTOBER 3, 2024

APPROVED OCTOBER 4, 2024 PAYROLL

- The Board approved the October 4, 2024 payroll in the amount of \$2,273,516.35

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Plumbmaster in the amount of \$14,754.60 for the Facilities Department (PO #6144)
- Alexander Clark Printing in the amount of \$5,309.00 for the Treasurer's Office (PO #6117)

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Makenna Doramus, Deputy Coroner
- Kelli Rogers, Misdemeanor Probation Officer
- Jesus Valdivia, Deputy Sheriff, new hire

APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Grant's Grill to be used on 10/10/24 for the Murphy wedding

ADMINISTRATIVE MEMOS

COO Rast filed administrative memos on the following:

- FY25 Employee Appreciation Time Off (ATO)
- New revision to Sheriff's Employee Status Change form (Blue Sheet)

DETAILED MINUTES TO COME AT A LATER TIME

Meeting with County Attorneys for a Legal Staff Update

- Action Item: Consider signing Notice of Intent to Award Contract for Employee Benefit Brokerage and Consulting Services RFP
- Action Item: Consider signing Administrative Services Agreement between GemPlan and Blue Cross of Idaho Health Service, Inc.

DSD General Business

Meeting to consider matters related to Indigent Services

- Action item: Consider approval/denial of indigent decisions and signing of liens

Executive Session pursuant to Idaho Code, Section 74-206 (1) (d) and (f), records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation

Discuss ADP Performance Management and Costs

Action Item: Consider Signing Two (2) Letters of Engagement with Langston and Associates

Action Item: Consider a resolution granting a new alcoholic beverage license to Post No. 18 The American Legion

OCTOBER 2024 TERM
CALDWELL, IDAHO OCTOBER 4, 2024

APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Smith's Lawnmower Sales in the amount of \$5521.00 for the Facilities department (PO #6145)

DETAILED MINTUES TO COME AT A LATER TIME

Consider County Clerk's Notice of Provisional Planning for Contingent Polling Locations

OCTOBER 2024 TERM

CALDWELL, IDAHO OCTOBER 8, 2024

APPROVED CLAIMS

- The Board has approved claims 609851 to 609870 in the amount of \$18,382.53
- The Board has approved claims 609871 to 609895 in the amount of \$37,402.31
- The Board has approved claims 609896 to 609908 in the amount of \$32,931.33
- The Board has approved claim 609909 to 609932 in the amount of \$20,068.94
- The Board has approved claims 609933 to 609974 in the amount of \$100,039.66
- The Board has approved claims 609975 to 610009 in the amount of \$31,809.37
- The Board has approved claims 610010 to 610041 in the amount of \$92,390.22
- The Board has approved claims 610042 to 610064 in the amount of \$14,773.73
- The Board has approved claims 610065 to 610097 in the amount of \$20,535.50
- The Board has approved claims 610098 to 610108 in the amount of \$5,767.55
- The Board has approved claims 610109 to 610128 in the amount of \$34,478.09
- The Board has approved claims 610129 to 610166 in the amount of \$79,821.67
- The Board has approved claims 610167 to 610203 in the amount of \$59,708.75
- The Board has approved claims 610204 to 610239 in the amount of \$243,551.23
- The Board has approved claims 610260 to 610268 in the amount of \$29,656.00
- The Board has approved claims 610241 to 610259 in the amount of \$375,029.64
- The Board has approved claims 610269 to 610270 in the amount of \$84,657.81
- The Board has approved claims 610271 to 610307 in the amount of \$127,868.44
- The Board has approved claims 610308 to 610337 in the amount of \$182,992.56
- The Board has approved claim 610338 in the amount of \$515.09

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CALDWELL, IDAHO OCTOBER 9, 2024

APPROVED CLAIM

- The Board has approved claim 610340 in the amount of \$580.00

OCTOBER 2024 TERM

CALDWELL, IDAHO OCTOBER 10, 2024

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Fairbank Equipment in the amount of \$29,737.04 for the Facilities Department (PO #6119)
- Uline.com - Online in the amount of \$11,559.18 for the Facilities Department (PO #6120)
- Idera in the amount of \$9,932 for the Information Technology Department (PO #6084)

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Kenny Jack, Program Analyst II
- Beaudy Harrington, Program Analyst I
- Katie Bronson, Victim/Witness Services Coordinator
- Bethany Cox, Clerk II
- Heidi Rodriguez, Clerk II
- Lauren Giuda, Clerk II (was previously underfilled)
- Fallon Smith, Clerk II
- Julieann Holm, Clerk III
- Kristina Estrada-Radke, Clerk III
- Matt Vermon, Applicator - Weed and Pest

APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Danelion Brewery to be used on 11/2/24 for the country Roundabout Event
- Craft Lounge to be used on 10/20/24 for the Whiskey Release Event
- Craft Lounge to be used on 11/29/24 for the Christmas Market Event

DSD GENERAL BUSINESS MEETING

The Board met today at 10:33 a.m. for a DSD general business meeting. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, DSD Assistant Director Jay Gibbons, COO Greg Rast, Constituent Services Director Aaron Williams, and Deputy Clerk Monica Reeves. Last week there was discussion on the administrative land division provisions and staff showed examples of how sometimes administrative land divisions can be complicated. Assistant Director Gibbons spoke about the areas DSD staff is seeking direction: Is the Board ready to provide direction so staff can know how to proceed as far as a code amendment to improve the process and try to make it better, or is the preference to stay the course and see what happens? Where does the Board stand on widespread random divisions? Does it envision more orderly development and require clustering, or do we continue the current practice with the numbers that are currently available, or do we cut down on that? Do we continue with nonviable divisions

as they are? Do we add the qualifiers to it? Do we seek alternatives with a purpose such as farm development rights which are similar to a one-time division in the outlying areas? Do we consider avenues to rectify administrative division issues in cases where years down the road and multiple owners down the road want to build a house, but it was illegally split, so they are not eligible for a building permit? There are avenues to try to make that happen but it's not well defined.

Commissioner Van Beek said nonviable splits are problematic because there is no definition, and she is inclined to remove it without defining it because it's subjective. The nonviable component causes landowners to present information that has to be interpreted by a governing body and it you can sway it either way, and we are continuing to see an increasing number of people try to apply for a nonviable split when years before it was perfectly fine to buy it even though it may have had rocks or certain soil conditions. She said that was another push by a former Board member to have the soil conservation district, who was opposed to that at the time, provide deep level comments, almost as a decisionmaker in the process. She would rather look at what the trends are then define something as subjective as what makes this nonviable. It wasn't defined, it wasn't well vetted, and it was a brainchild of a former Commissioner, and she doesn't know why we need it because we're going to be tasked with going through the process to decide which parcel qualifies as a nonviable parcel. Commissioner Brooks agreed and said if you look at the date when it was enacted it is the same date that the current comprehensive plan and an ordinance were jammed through. It was not as well thought out as it could have been, and he is in favor of looking at it and removing it. Commissioner Holton agrees and spoke about how landowners whose properties have an agricultural exemption should not be able to apply for a nonviable split unless they remove their ag exemption. It's a very simple thing to do and it puts the burden on the property owner of what they declare and what they want to do with their ground, not what the County wants to do with their ground. He said DSD has one determination of ground and the Assessor's Office can give another determination and that needs to stop. The other issue is the definition of an original parcel because it causes some consternation, and it would not take much editing to make that definition defensible and more clearly defined. He wants to understand what the designers were thinking in 1979 when they enacted original parcels so we can stay within the scope. There are huge foundational issues that have a trickling effect, and he hates that a prior Board enacted ordinances that do not have clear definitions.

There was discussion about using the Assessor's ProVal software to research property history, and the desire to have the public be able to research the ordinances to determine what they can do with their ground.

Assistant Director Gibbons said we would have been better off to go back to the 2005 code that had nonviable splits and a list of criteria that should be considered, but they didn't do that, they chose to give another administrative split option. Commissioner Van Beek said that was not a Board decision, it was an individual Commissioner's decision which passed, and she wants the record to be clear. She agrees that an ordinance should not be convoluted and webbed and she should not have to reference 15 different places in the ordinance to try to make clarification. There are areas of conflict within our own ordinance that depending on which citing of the code you go to you could make an argument both ways. Regarding administrative land divisions, the

approval of a division or a subdivision in rural Canyon County or an area of impact shall not constitute spot zoning and people use that all the time to say it's not spot zoning. We put a caveat in our own ordinance that people can argue on interpretation and it's subjective. Assistant Director Gibbons said we need to update many issues in the code, and they intend to bring forward the ones with the most priority followed by the more complicated ones and then the ones that need to change because of the comprehensive plan. Commissioner Van Beek said the idea that we can create additional administrative land divisions if we create a 5-acre parcel with a building permit while the other portion remains in agriculture in perpetuity becomes problematic for farmers and she doesn't see that as way to help preserve agriculture, and it probably creates unintended consequences when they become standalone pieces and are eventually sold. With regard to the Director's decision on some of the road reductions, we could make the argument that with growth in Canyon County any approval of those reductions that service multiple parcels that we may not know what the entitlements are at the end of that, we are shooting ourselves in the foot because those roads then become private roads that are never picked up by a highway district that are enclaves for surrounding city development. She wants good long-term planning but that doesn't mean she wants a lot of government restriction. When looking at the 1970 subdivisions they present as less than desirable today and if you have a subdivision in rural Canyon County outside of an area of impact and that area of impact has now moved there or has been annexed into the city, the differences between what we could waive as desirable city improvements like landscaping, sidewalks, curb, gutter, it doesn't look as good as if we had just said it will need to be built so that when the city gets there it doesn't look like an anomaly. Commissioner Holton said there is no parcel of ground within Canyon County that is agriculture in perpetuity, and we need to be clear that this Board feels uneasy about that because they have stated they are pro-agriculture and they want the preservation of farm ground but is there isn't an ordinance that gives the Board that authority and there are definitions that are called ag ground only because all viable building permits could have been transferred off the ground but anybody could buy it and ask for a rezone and subdivide it. There is no ordinance that protects the farm ground, and it could require legislative action to give the County that kind of authority because basically it's government choosing to lock up that ground forward as agriculture only. The legislature just passed a new bill that does it on a voluntary basis, but that bill also allows the same person who put it into protection the power to take it back out. He said it's one of our groups that championed that bill, but it's not perfect. The Board has no lawful means to keep a highly productive piece of ag ground forever agriculture. Commissioner Van Beek said large scale diverse interest farmers are opposed to that kind of a measure. Commissioner Holton referenced an email that was sent to Commissioner Van Beek asking the Board to approve the 2030 comprehensive plan, but he is not aware of that work or that document and he finds it ironic because a group was against any changes to the 2030 comprehensive plan and now they're trying to get people to push an updated plan which he is unaware of. Commissioner Van Beek said the constituent who sent the email lives on Aura Vista in the Timberstone Subdivision which is property that was developed by a farmer named Dave Christensen. It's difficult ground to farm with a lot of topography which is why they determined that the highest and best use would be residential development. She said that property was heavily opposed by George Crookham, who now lives in the Timberstone Subdivision, and who approached the person (who sent the email) and gave them language. She objects to this kind of propaganda, and she spoke about how the CAF (The Coalition for

Agriculture's Future) distributed flyers using the Canyon County seal without Canyon County approval. She is pro-ag but said if we want to preserve agriculture we might need to pay our growers higher prices for their commodities and we need to make it lucrative and make it so it's not subsidized. There is a problem with this, and people are uninformed on what the real dynamics are - to send her a request to approve a 2030 comp plan that passed two years ago clearly demonstrates there is a lack of complete information being conveyed to the public about what's really happening. She said there is a person in the community who states that locking up ground constitutes one of the greatest transfers of wealth that we would ever see. She referenced a land trading deal on a home in the Seattle area that was purchased for \$600,000 and was sold for \$1.8M and said the owners moved to the Timberstone development. Telling a seller that they are obligated to sell an asset for a certain price is not the America she is used to, and it represents socialism. We need to get all the information on the table and consider both sides, not just for a political action benefit by someone with a monopoly. Commissioner Holton said we need an updated ordinance to deal with the glaring shortcomings and he wants DSD to look at it and let the Board know if there are nuances that need further review as we prepare to have a draft ordinance go through the public input process. Commissioner Van Beek said the direction the Board is trying to give and the integrity it wants to represent to the public is in line with the Board's motto of *transparency, respect, unify, service, and teamwork*. She is fatigued with people providing misinformation to the public and making arguments that weaponize the political process. DSD staff will bring a draft back to make sure the Board is comfortable with the direction. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to adjourn at 11:11 a.m. An audio recording is on file in the Commissioners' Office.

PUBLIC HEARING: APPEAL BY SHAWN MAYBON, REPRESENTING CORNELIUS AND ARLENE HOUWELING, REGARDING THE APPROVAL OF AD2024-0027, A LAND DIVISION CREATING AN AGRICULTURAL PARCEL ON PARCEL R28390

The Board met today at 1:31 p.m. to conduct a public hearing in the matter of an appeal by Shawn Maybon, representing Cornelius and Arlene Houweling, regarding the approval of Case No. AD2024-0027, a land division creating an agricultural parcel on Parcel R28390 (19.52 acres). Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, DSD Principal Planner Dan Lister, DSD Assistant Director Jay Gibbons, Deputy PA Zach Wesley, other interested persons, and Deputy Clerk Monica Reeves. Deputy PA Zach Wesley believes we have an immediate resolution for this matter because a stipulation has been signed by the appellants and the applicant. The attorney for the appellant sent a request for mediation and as Deputy PA Wesley was responding to that it seemed that all parties were on the same page as far as a resolution and so they put an agreement together to have this case go back to the DSD Director. The private road name change and the easement reduction which were done initially were not required for the administrative division application. The appellants were primarily opposed to the name change and easement reduction and the applicant was primarily interested making sure the land use division went forward. The proposal is to remand it back to the Director to issue a new decision vacating the road name change and easement reduction and then processing the application again

for the applicant's administrative land division. Commissioner Van Beek said there appear to be questions regarding the actual ownership of the one-acre parcel that provides access. Principal Planner Lister said initially it was an appeal of the land division, the private road, and the easement and the concerns about legal access came through, but the amendment from the appellant is more about the private road change or an easement reduction at this moment. The division that was taken is to create an agricultural parcel which doesn't create an entitlement for that parcel so it doesn't expand or extend the nonconforming shared access. If we remand it back it allows the owner to work out if they ever want to build another dwelling then they can work through the private road and easement process at that time, not during a process that doesn't require it at this point. Commissioner Van Beek said the intent is to sell a parcel, but nothing that prohibits them from rezoning to rural residential. All administrative splits have been taken on this parcel and now this is allowed to provide for an additional split with the provision that it's ag only with a minimum of five acres. The Board is wrestling with some of the potential unintended consequences from the 2030 comprehensive plan which continue to create additional divisions in rural areas of the County and if we are talking about not fragmenting agricultural ground, the 5-acre parcel cutups are not functioning in the real realm for people with any serious agricultural intent. Planner Lister said the code allowed 40-acre agricultural only sizes to be divided without going through any process and during that change to our land division changes we have added that five acres or greater as long as it's ag only does not count towards the divisions you are asking for through that land division. It gave an extra way to make a parcel out of it and that's what was adopted in 2022. It will be discussed as we update the comprehensive plan and the ordinance. Commissioner Brooks said we have a signed agreement between the two parties. Commissioner Holton said at the rate we are cutting ourselves off one division at a time we are going to burn through our ground and until the public can understand the realm that we find ourselves in the Board needs to follow the ordinances. We need to honor that the parties have an agreement to remand it back to the Director. He then made a motion to vacate the land use hearing denial and honor the agreement between the parties and remand the matter back to the DSD Director. The motion was seconded by Commissioner Van Beek for discussion. She asked staff how many parcels there can be before it trips a subdivision requirement? Planner Lister said the code says five acres or greater from an original parcel requires platting. The motion carried unanimously. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to adjourn at 1:43 p.m. An audio recording is on file in the Commissioners' Office.

CONSIDER ACTION ITEMS: CONSIDER RESOLUTION TO ADOPT JOB DESCRIPTIONS AND TITLE CHANGES IN INFORMATION TECHNOLOGY, AND A RESOLUTION TO ADOPT JOB DESCRIPTIONS AND TITLE CHANGES IN SHERIFF'S EMERGENCY TECHNICAL SERVICES

The Board met today at 4:00 p.m. to consider a resolution to adopt job descriptions and title changes in Information Technology, and a resolution to adopt job descriptions and title changes in the Sheriff's Emergency Technical Services. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, COO Greg Rast, Captain Ray Talbot, HR Director Marty Danner, HR Business Partner Jennifer Allen, HR Business Partner Cindy Lorta, IT Business Manager Caiti Pendell, and Deputy Clerk Monica Reeves.

The IT resolution was reviewed and summarized by COO Rast as follows:

- To approve changes to the **job title of five (5) positions** in the Information Technology Department
- To approve changes to the **job title and salary grade of two (2) positions** in the Information Technology Department
- To approve changes to the **job title, salary grade and FLSA status of one (1) position** in the Information Technology Department
- To approve changes to the **FLSA status of four (4) positions** in the Information Technology Department
- To approve changes to the **job title and FLSA status of two (2) positions** in the Information Technology Department

Job Title Changes

One (1), Computer Network Technician, salary grade 13, min. \$25.11, mid. \$29.89, max. \$34.66, position control number 16 237 823, FLSA non-exempt

To

One (1), Desktop Support Specialist, salary grade 13, min. \$25.11, mid. \$29.89, max. \$34.66, position control number 16 237 823, FLSA non-exempt

No fiscal impact with this change

One (1) Computer Network Technician, salary grade 13, min. \$25.11, mid. \$29.89, max. \$34.66, position control number 16 237 832, FLSA non-exempt

To

One (1), Desktop Support Specialist, salary grade 13, min. \$25.11, mid. \$29.89, max. \$34.66, position control number 16 237 832, FLSA non-exempt

No fiscal impact with this change

One (1), Computer Network Technician, salary grade 13, min. \$25.11, mid. \$29.89, max. \$34.66, position control number 16 237 834, FLSA non-exempt

To

One (1), Desktop Support Specialist, salary grade 13, min. \$25.11, mid. \$29.89, max. \$34.66, position control number 16 237 834, FLSA non-exempt

No fiscal impact with this change

One (1) Receptionist, salary grade 11, min. \$18.00, mid. \$21.73, max. \$25.46, position control number 16 237 833, FLSA non-exempt

To

One (1) Administrative Specialist, salary grade 11, min. \$18.00, mid. \$21.73, max. \$25.46, position control number 16 237 833, FLSA non-exempt

No fiscal impact with this change

One (1) Sr. Administrative Support Specialist, salary grade 12, min. \$21.54, mid. \$26.02, max. \$30.50, position control number 16 237 755, FLSA non-exempt

To

One (1) Sr. Administrative Specialist, salary grade 12, min. \$21.54, mid. \$26.02, max. \$30.50, position control number 16 237 755, FLSA non-exempt

No fiscal impact with this change

Job Title and Salary Grade Changes

One (1) IT Business Analyst, salary grade 15, min. \$34.85, mid. \$41.47, max. \$48.09, position control number 16 237 822, FLSA exempt

To

One (1) Project Manager, salary grade 16, min. \$41.01, mid. \$48.80, max. \$56.58, position control number 16 237 822, FLSA exempt

Annual fiscal impact of \$2,400.58 with this change

One (1) Administrative Support Specialist, salary grade 11, min. \$18.00, mid. \$21.73, max. \$25.46, position control number 16 237 473, FLSA non-exempt

To

One (1) Sr. Finance Specialist, salary grade 13, min. \$25.11, mid. \$29.89, max. \$34.66, position control number 16 237 473, FLSA non-exempt

Annual fiscal impact of \$6,884.80 with this change. COO Rast said An employee recently retired from a high-end position and there will be savings on the backfill of that position, and for FY2025 there will be probably not be an Assistant IT Director. There are currently seven (7) vacancies in IT.

Job Title, Salary Grade and FLSA Change

One (1) Application Support Analyst I, salary grade 14, min. \$29.73, mid. \$35.38, max. \$41.02, position control number 16 237 827, FLSA exempt

To

One (1) Sr. Finance Specialist, salary grade 13, min. \$25.11, mid. \$29.89, max. \$34.66, position control number 16 237 827, FLSA non-exempt

No fiscal impact with this change

FLSA Status Changes

One (1) Systems Administrator I, salary grade 14, min. \$29.73, mid. \$35.38, max. \$41.02, position control number 16 237 857, FLSA exempt

To

One (1) Systems Administrator I, salary grade 14, min. \$29.73, mid. \$35.38, max. \$41.02, position control number 16 237 857, FLSA non-exempt

No fiscal impact with this change

One (1) Systems Administrator I, salary grade 14, min. \$29.73, mid. \$35.38, max. \$41.02, position control number 16 237 852, FLSA exempt

To

One (1) Systems Administrator I, salary grade 14, min. \$29.73, mid. \$35.38, max. \$41.02, position control number 16 237 852, FLSA non-exempt

No fiscal impact with this change

One (1) Systems Administrator I, salary grade 14, min. \$29.73, mid. \$35.38, max. \$41.02, position control number 16 237 360, FLSA exempt

To

One (1) Systems Administrator I, salary grade 14, min. \$29.73, mid. \$35.38, max. \$41.02, position control number 16 237 360, FLSA non-exempt

No fiscal impact with this change

One (1) Systems Administrator II, salary grade 15, min. \$34.85, mid. \$41.47, max. \$48.09, position control number 16 237 851, FLSA exempt

To

One (1) Systems Administrator II, salary grade 15, min. \$34.85, mid. \$41.47, max. \$48.09, position control number 16 237 851, FLSA non-exempt

No fiscal impact with this change

Job Title and FLSA Status Changes

One (1) Security Systems Administrator, salary grade 15, min. \$34.85, mid. \$41.47, max. \$48.09, position control number 16 237 998, FLSA exempt

To

One (1) Systems Administrator II, salary grade 15, min. \$34.85, mid. \$41.47, max. \$48.09, position control number 16 237 998, FLSA non-exempt

No fiscal impact with this change

One (1) DevOps Team Lead, salary grade 16, min. \$41.01, mid. \$48.80, max. \$56.58, position control number 16 237 831, FLSA exempt

To

On (1) Systems Administrator III, salary grade 16, min. \$41.01, mid. \$48.80, max \$56.58, position control number 16 237 831, FLSA non-exempt

No fiscal impact with this change

Captain Talbot summarized the resolution to approve the changes to the **job title, job description and salary grade of two (2) positions** in the Sheriff's Office as follows:

One (1), GIS Manager, salary grade 15, position control number 003 390 940, FLSA non-exempt

To

One (1), Systems Administrator II, salary grade 15, position control number 003 390 940, FLSA non-exempt

And

One (1), Spillman Application Analyst, salary grade 14, position control number 003 410 942, FLSA non-exempt

To

One (1), Desktop Support Specialist, salary grade 13, position control number 003 410 942, FLSA non-exempt

Captain Talbot said their GIS Manager left and they found they were replicating things already being performed through IT and so it was much more efficient for the Sheriff's Office to get rid of the GIS Manager position and move to a Systems Administrator II position. As the Sheriff's Office has moved toward technology they have been a drain on the resources of IT which is why they initially developed their own ETS section and by adding a Systems Administrator II it will allow them to be more self-sufficient so that IT can continue to support the rest of the County. The position will be a paygrade 15 so there is no financial impact but there will be a significant benefit for the services provided. They want to change the Spillman Application Analyst position which is a grade 14 to a Desktop Support Specialist with a paygrade of 13.

Commissioner Van Beek said the total impact is \$9,285.38 and she is in favor of it. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to approve a resolution to adopt job descriptions and title changes in Information Technology, and the resolution to adopt job descriptions and title changes in the Sheriff's Emergency Technical Services as presented. (Resolution Nos. 24-190 and 24-191.) The meeting concluded at 4:15 p.m. An audio recording is on file in the Commissioners' Office.

OCTOBER 2024 TERM

CALDWELL, IDAHO OCTOBER 11, 2024

There were no meetings held this day.

OCTOBER 2024 TERM

CALDWELL, IDAHO OCTOBER 15, 2024

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Aspen Engineers in the amount of \$20,000.00 for the Facilities Department (PO #6123)

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Dalton Kelley, Deputy Prosecuting Attorney II - Criminal
- Alexander Gourley, Deputy Prosecuting Attorney II - Criminal

DETAILED MINUTES TO FOLLOW:

Meet with County Attorneys for a legal staff update and consider action items:

- JobScore renewal order
- Independent Contractor Hearing Examiner Agreements with Leon Letson and Ashley Squyers

DSD General Business

ALCOHOLIC BEVERAGE LICENSES FOR:

- Sunnyslope Market (New License)
- El Camino (Transfer License)

MEETING WITH HR DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

ACTION ITEM: CONSIDER RESOLUTION TO CHANGE ONE (1) POSITION CONTROL NUMBER LEVEL IN THE PA'S OFFICE – CRIMINAL DIVISION

OCTOBER 2024 TERM

CALDWELL, IDAHO OCTOBER 16, 2024

APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Raising Our Bar to be used on 10/18/24 for the Hoskins Wedding

Executive Session pursuant to Idaho Code, Section 74-206 (1) (d) and (f), records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation

OCTOBER 2024 TERM

CALDWELL, IDAHO OCTOBER 17, 2024

DETAILED MINUTES TO FOLLOW

Meeting with County Attorneys for a Legal Staff Update

- Action Item: Consider Agreement Between Ada County and Southwest Idaho Juvenile Detention Center and the Idaho State Department of Juvenile Corrections for FY2025
- Action Item: Consider Gem County Juvenile Detention Housing Agreement
- Action Item: Consider Architecture and Engineering Professional Services Contract with RBA Architects, LLC

DSD GENERAL BUSINESS

Public Hearing: Appeal by Amy Mallard of the Director's Decision to approve a Request by Idaho Power to Establish a New Electrical Substation

OCTOBER 2024 TERM
CALDWELL, IDAHO OCTOBER 18, 2024

OCTOBER 2024 TERM
CALDWELL, IDAHO OCTOBER 21, 2024

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CALDWELL, IDAHO OCTOBER 22, 2024

OCTOBER 2024 TERM
CALDWELL, IDAHO OCTOBER 23, 2024

OCTOBER 2024 TERM
CALDWELL, IDAHO OCTOBER 24, 2024

OCTOBER 2024 TERM
CALDWELL, IDAHO OCTOBER 25, 2024

OCTOBER 2024 TERM
CALDWELL, IDAHO OCTOBER 28, 2024

OCTOBER 2024 TERM
CALDWELL, IDAHO OCTOBER 29, 2024

OCTOBER 2024 TERM
CALDWELL, IDAHO OCTOBER 30, 2024

OCTOBER 2024 TERM
CALDWELL, IDAHO OCTOBER 31, 2024

There were no Board of Equalization matters that came before the Board this month.

THE MINUTES OF THE FISCAL TERM OF OCTOBER 2024 WERE READ AND APPROVED AND FOUND TO BE A PROPER RECORD OF THE PROCEEDINGS OF THE BOARD OF CANYON COUNTY COMMISSIONERS, CANYON COUNTY IDAHO.

DATED this _____ day of _____, 2024.

CANYON COUNTY BOARD OF COMMISSIONERS

Commissioner Leslie Van Beek

Commissioner Brad Holton

Commissioner Zach Brooks

ATTEST: RICK HOGABOAM, CLERK

By: _____, Deputy Clerk