

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved the following employee status change forms:

- Chole Mohr, Juvenile Detention Officer
- Delia Hanes, Deputy Prosecuting Attorney II - Criminal Division

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

The Board met today at 9:36 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Leslie Van Beek and Zach Brooks, Deputy P.A. Zach Wesley, Deputy P.A. Laura Keys, Health Board Trustees Martin Flores, Jennifer Watters and Yvonne Baker (left at 9:43 a.m.), Director of Constituent Services Aaron Williams, COO Greg Rast and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Open Proposals for Request for Proposals for Employee Benefit Brokerage and Consulting Services:***

The Health Plan Trustees will meet Monday to review and discuss the submissions and a recommendation will be presented to the Board at a later time. Submissions were received from the following companies:

- Alliant

Received 7/31/24 at 4:55 p.m.

- HUB Mountain States Limited

Received 7/31/24 at 3:42 p.m.

- Arthur J. Gallagher

Received 7/31/24 at 3:15 p.m.

- USI One Advantage

Received 8/1/24 at 8:49 a.m.

- Alera Group

Received 8/1/24 at 10:48 a.m. (late submission)

*Based on legal advice, this bid was opened in order to be included and will be addressed at a future meeting.*

Mr. Williams and Mr. Wesley provided an update on impact fees, guidelines for creating a committee and next steps as well as guidelines for collecting and using impact fees.

*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 9:51 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 Van Beek took a roll call vote where she along with Commissioner Brooks voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Zach Brooks and Leslie Van Beek, Deputy P.A. Zach Wesley, Deputy P.A. Laura Keys, Director of Constituent Services Aaron Williams and COO Greg Rast. The Executive Session concluded at 10:20 a.m. with no decision being called for in open session.

Commissioner Van Beek noted that a legal staff meeting will be scheduled for Monday.

The meeting concluded at 10:20 a.m. and an audio recording is on file in the Commissioners' Office.

CONSIDER RESOLUTION APPOINTING BRUCE MILLS TO THE SOLID WASTE ADVISORY COMMITTEE

The Board met today at 10:34 a.m. to consider a resolution appointing Bruce Mills to the Solid Waste Advisory Committee. Present were: Commissioners Leslie Van Beek and Zach Brooks, COO Greg Rast, Solid Waste Director David Loper, Bruce Mills from the City of Caldwell, and Deputy Clerk Monica Reeves. Director Loper said the City of Caldwell represents one of the seats on the committee and prior to today Ashley Newbry was that representative; however, the Public Works Director for the City of Caldwell has asked Bruce Mills to sit on the committee. Mr. Mills serves as the Deputy Public Works Director for Transportation and he spoke of his work experience and interest in serving on the committee. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to sign the resolution appointing Bruce Mills to the Solid Waste Advisory Committee. The appointment is through September 30, 2026. (Resolution No. 24-147.) The meeting concluded at 10:38 a.m. An audio recording is on file in the Commissioners' Office.

MEETING TO CONSIDER MATTERS RELATED TO INDIGENT SERVICES

The Board met today at 10:49 a.m. to consider matters related to indigent services. Present were: Commissioners Leslie Van Beek and Zach Brooks, Director of Indigent Services Yvonne Baker, Case Manager Kellie George and Deputy Clerk Jenen Ross.

Case nos. 2024-30, 2024-31 and 2024-32 all meet the eligibility criteria for county assistance and upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to approve the cases as read into the record.

Case no. 2010-1009: The applicant on this case is requesting a reduction in the lien amount so it can be paid off prior to the purchase of a home they are trying to buy. The total amount paid by Indigent Services was \$60,758.85, \$6200 has been repaid leaving a remaining balance of \$54,558.85; the last payment made on the account was July 27, 2022. The home they'd like to purchase is \$439,000 and they'd like to close on August 6, 2024. The applicant has proposed a total payment of \$16,367.66 which is about 30% of the remaining balance. The purchase is being made with an FHA loan which prevents a lien from being placed on the newly purchased home. Commissioner Brooks indicated that he would consider some kind of reduction but does not support this proposal. Board direction to the Indigent Services department is to explore other options with the applicant. A motion was made by Commissioner Brooks to deny the request. The motion was seconded by Commissioner Van Beek and carried unanimously.

The meeting concluded at 11:01 a.m. and an audio recording is on file in the Commissioners' Office.

ACTION ITEM: CONSIDER A RESOLUTION GRANTING A NEW ALCOHOLIC BEVERAGE LICENSE TO BEC 120 LLC DBA BELLE EVENT CENTER

The Board met today at 11:31 a.m. to consider a resolution granting a new alcoholic beverage license to BEC 120, LLC dba Belle Event Center. Present were: Commissioners Leslie Van Beek and Zach Brooks, and Deputy Clerk Monica Reeves. After reviewing the application and related paperwork, Commissioner Brooks made a motion to sign the resolution granting a new alcoholic beverage license to BEC 120, LLC dba Belle Event Center. The motion was seconded by Commissioner Van Beek and carried unanimously. (Resolution No. 24-148.) The meeting concluded at 11:32 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION PURSUANT TO IDAHO CODE, SECTION 74-206 (1)(E) TO CONSIDER PRELIMINARY NEGOTIATIONS INVOLVING MATTERS OF TRADE OR COMMERCE IN WHICH THE GOVERNING BODY IS IN COMPETITION WITH GOVERNING BODIES IN OTHER STATES OR NATIONS

Commissioner Brooks made a motion to go into Executive Session at 1:38 p.m. pursuant to Idaho Code, Section 74-206(1) (e) to consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations. The motion was seconded by Commissioner Van Beek. A roll call vote was taken on the motion with Commissioners Holton, Van Beek, and Brooks voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Laura Keys, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, Certified Property Appraiser Supervisor Holly Hopkins, Caldwell

Economic Development Director Steven Jenkins, and representatives from Project Lifestyle and Project Ag-Tech. The project representatives left at 2:24 p.m. The Executive Session concluded at 2:46 p.m. with no decision being called for in open session.

#### AUGUST 2024 TERM

CALDWELL, IDAHO    AUGUST 2, 2024

#### APPROVED CLAIMS

- The Board has approved claim 608125 ADV in the amount of \$26,561.45

#### APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Gartner, Inc., in the amount of \$5,650.00 for the Information Technology Department (PO #6061)
- Mountainland Supply Company in the amount of \$7,374.55 for the Facilities Department (PO #6019)

#### APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for:

- County Line Wine Company to be used 8/31/24

#### EXECUTIVE SESSION – DISCUSS PERSONNEL MATTER AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE PURSUANT TO IDAHO CODE, SECTION 74-206(1)(B) AND (D)

Commissioner Van Beek made a motion to go into Executive Session at 2:06 p.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d) to discuss a personnel matter and records exempt from public disclosure. The motion was seconded by Commissioner Brooks. A roll call vote was taken on the motion with Commissioners Holton, Van Beek, and Brooks voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, COO Greg Rast, DSD Director Sabrina Minshall, Assistant DSD Jay Gibbons, Planning Supervisor Carl Anderson, and Deputy PA Zach Wesley. The Executive Session concluded at 3:28 p.m. with no decision being called for in open session.

#### DEVELOPMENT SERVICES DEPARTMENT WORKSHOP ON PRIORITIES AND EFFORTS

The Board met today at 3:28 p.m. for a DSD workshop on priorities and efforts. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, COO Greg Rast, DSD Director Sabrina Minshall, Assistant DSD Director Jay Gibbons, DSD Planning Supervisor Carl Anderson,

Deputy PA Zach Wesley, DSD Office Manager Jennifer Almeida, and Deputy Clerk Monica Reeves. Director Minshall provided an outline in the form of handouts which were reviewed as follows:

**BOCC Input Needed:**

1. Are these your priorities?
  - a. What else concerns you that you want addressed and in what relative priority
2. Is this pace acceptable?
  - a. Can the BOCC commit the time needed, or we can slow it down- workshops and individual BOCC policy conversations for context and guidance.
3. Acknowledgement of the interrelatedness of many of the issues, and need for clear, collective policy objectives and intent before writing the ordinances; topics build on each other.
4. Expectations for staff "recommendations" are best practices to achieve what we hear are the policy goals. We do not have personal agendas.
5. Expectations on how to engage P and Z, and timing.
6. Expectations on level/frequency/timing on public and advocate engagement/input.

**Pace/Time: 14-18 mo. (adopting in end of 2025 or early 2026, with Interim Products)**

- Staff preparation including agency input- **underway**
- Legal review and work product- **30 days**
- BOCC workshops (2X month)- 2nd half August end March=**14 workshops**
- Staff updates/revisions- **30 days**
- P&Z workshop (X2 each "topic breakdown", 1 extra meeting /month)- September-March+ **7 workshops**
- Public/stakeholder workshop (x2) **30-60 days**
  - Public/agency written comment period- *during public workshops* **30-60 days**
- BOCC follow up workshop before hearing process (X2) **45 days**
- Staff updates to finalize hearing draft as directed- **30 days**
- PZ formal hearing process- **30-60 days**
- BOCC formal hearing process- **30-60 days**

## Phase 1: Operational Interim Interpretations- Many need discussion w/BOCC

### Done/Finalizing

- Private roads- **at legal, finalizing**
  - Driveways applicability of code
- Property boundary adjustments for legal non-conforming - **done**
- Combining fees vs combining applications- **done**
- Replacement structures and applicability of code/private roads and addressing changes- **done**
- Applicability of land division process for public uses- **finalizing**

### Underway/Coming

- IFC applicability and Canyon County processes
- Original parcels determinations resources and requirements; Parcel inquiries versus "entitlement verification"
- Requirements of evidence and applicant burden of proof for non-viable land divisions
- Easement reduction criteria
- "After the Fact" land divisions
- Historic Development Agreement Applicability and path forward
- Standardization of 3<sup>rd</sup> party agency conditions

## Phase 2: Priority Ordinance Updates/Comprehensive Plan Update

*August, 2024- February 2026 — (14-18 months); may include Interim products/updates (if applicable)*

1. DSD Fee Schedule Update
2. Rezone/Conditional Rezones
3. Comprehensive plan approach- Update/Structure (2-3 workshops)
4. Building Code/IFC applicability and process clarity (may or may not require ordinance updates)
5. Code Enforcement tools, penalties, property violations and application/permit processing; Temporary Use Permits and RV's
6. Administrative/Process based ordinance amendments for inconsistencies, lack of definitions, criteria alignment with operational interim interpretations; Very Limited update to land use matrix

## Phase 3: Ordinance Updates Dependent upon Comprehensive Plan

*March 2026- November 2027 (16-18 months; may include Interim products/updates (if applicable))*

Some may be able to be done with the Comp Plan adoption if the "how" is needed but will potentially extend that phase timeline.

- Administrative land divisions
- "Original" parcel intent and procedures
- Non-viable farmland division
- Relocation of building permits
- Secondary dwelling units
- Minor/Major subdivisions
- Private roads and driveways
- Simple change/minor amendment/replat of subdivisions
- Short plat definition and criteria
- Hillside standards and requirements
- Design standards for certain zones
- Agritourism/wineries/event centers
- Telecommunication facilities
- Solar farms

Director Minshall said Phase 1 is a peek behind the scenes of the work they are doing. Phase 2 is numbered 1-6 in the sequence DSD needs to bring them to the Board and in terms of priority. Are those the right six and are they in the right order?

Commissioner Holton said the Commissioners need a day or two to digest the information and think about they want to do, and they could send their individual thoughts to the Chief Operating Officer who can coalesce them and send them to Director Minshall to get a feel for what the Board does, or we could schedule another meeting to discuss it on the record. Director Minshall talked about having a legal executive session briefing on when it comes to policy issues and Board engagement with the director, and what is really an opening meeting violation or serial meetings vs. what is key information that there are questions on. She worries we are being too cautious where she needs to have some conversations and questions for the Board and she needs better guidance around that. Commissioner Van Beek wants to give feedback directly to Director Minshall rather than COO Rast who has things to do. Deputy PA Zach Wesley said he could provide legal advice on that in Executive Session which was held as follows:

EXECUTIVE SESSION – DISCUSS RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION, PURSUANT TO IDAHO CODE, SECTION 74-206(1)(D) AND (F)

Commissioner Van Beek made a motion to go into Executive Session at 4:02 p.m. pursuant to Idaho Code, Section 74-206(1)(d) and (f) to discuss records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Brooks. A roll call vote was taken on the motion with Commissioners Holton, Van Beek, and Brooks voting in favor of the

motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, COO Greg Rast, DSD Director Sabrina Minshall, Assistant DSD Jay Gibbons, and Deputy PA Zach Wesley. The Executive Session concluded at 4:41 p.m. with no decision being called for in open session.

The open discussion resumed at 4:41 p.m. Commissioner Holton said the printouts have been very informative and he looks forward to the fee schedule and said they can change those priorities next week. He wants to have two meetings per week. Commissioner Van Beek said at the next meeting she would like a timeline with some concrete deliverables. Director Minshall said we can continue to brainstorm and have dialogue on the timelines and determine some realistic deliverables so we can look at some drafts. Commissioner Van Beek said the Board has an interest in the public being privy to the open meeting aspect, but it is raw data we are just considering, and we have to contemplate all the options and some of it represents change and how we're going to do business that's in the best long-term interest of the County. She then made a motion to adjourn. (There was no second to the motion.) The meeting concluded at 4:46 p.m. An audio recording is on file in the Commissioners' Office.

## AUGUST 2024 TERM

CALDWELL, IDAHO    AUGUST 5, 2024

### APPROVED CLAIMS

- The Board has approved claims 608126 to 608165 in the amount of \$134,966.88
- The Board has approved claims 608207 to 608246 in the amount of \$141,954.47
- The Board has approved claims 608247 to 608287 in the amount of \$30,319.50
- The Board has approved claims 608288 to 608315 in the amount of \$29,196.00

### APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Apex Integrated Security Solutions in the amount of \$51,653.55 for the Facilities department (PO #6020)

### APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved an employee status change form for:

- Ryan Shores, Deputy Prosecuting Attorney II – Criminal

### EXECUTIVE SESSION PURSUANT TO IDAHO CODE, SECTION 74-206(1) (C), (D), AND (F) REGARDING AN ACQUISITION OF AN INTEREST IN REAL PROPERTY, RECORDS THAT ARE EXEMPT FROM PUBLIC DISCLOSURE, AND COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION



Commissioner Van Beek made a motion to go into Executive Session at 9:35 a.m. pursuant to Idaho Code, Section 74-206(1) (c), (d) and (f) regarding an acquisition of an interest in real property, records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Brooks. A roll call vote was taken by Commissioner Holton 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: Commissioner Leslie Van Beek, Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley, COO Greg Rast, Clerk Rick Hogaboam, Controller Kyle Wilmot, Sr. Systems Analyst Steve Onofrei and Norm Brown. The Executive Session concluded at 9:54 a.m. with no decision being called for in open session.

Commissioner Holton noted this meeting will be continued to 2:00 p.m. tomorrow, August 5<sup>th</sup>.

The meeting concluded at 9:55 a.m. and an audio recording is on file in the Commissioners' Office.

#### RECEIVE CLERK'S FY2025 SUGGESTED BUDGET

The Board met today at 10:01 a.m. to receive the Clerk's FY2025 Suggested Budget. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Controller Kyle Wilmot, Sr. Systems Analyst Steve Onofrei, Auditing Supervisor Sarah Winslow, Elections Supervisor Haley Hicks, HR Director Marty Danner, Judge Davis Vander Velde, TCA Benita Miller, Lt. Martin Flores, Facilities Director Rick Britton, CCSO Financial Manager David Ivers, Director of Constituent Services Aaron Williams, Communications Specialist Chad Thompson, Director of Court Operations Jess Urresti, Director of Misdemeanor Probation Jeff Breach, Director of Juvenile Probation Elda Catalano, Chief Deputy Sheriff Doug Hart, DSD Director Sabrina Minshall, CCSO PIO Joe Decker, Cpt. Chuck Gentry, Cpt. Harrold Patchett, Lt. Travis Engle, Lt. Chad Harrold, Parks Director Nicki Schwend, Historic Preservation Officer Chelsea Boehm, Parks Programs Manager Dylon Starry, COO Greg Rast, JoDee Arnold, Assessor Brian Stender (arrived at 10:15 a.m.) and Deputy Clerk Jenen Ross.

A letter was presented to the Board regarding the fiscal year 2025 Canyon County Budget. Areas highlighted in the letter include:

- Annual Comprehensive Financial Report
  - Canyon County total net position decreased by \$20,858,243 during fiscal year 2023
- County's Recent Salary History
  - Scenario presented includes a 2% COLA although the Clerk also has a 1.5% scenario available.
- Revenue Highlights
- Historical Implications
- Budgetary Goals

- One of the Clerk's goals is to reduce the reliance on fund balance as a revenue source to balance the operational budget
- Significant capital purchases or what is referred to as "extraordinary" or "non-reoccurring expenses" should not be viewed as part of the normal on-going budgetary demand for the county. There is about \$4M in the budget that the Clerk would put in this category - Pod 6, property acquisitions within the Facilities and Parks budgets – collectively these total the \$4M.

A review of the PowerPoint presentation was as follows:

- **Budgetary Assumptions**

- ARPA: \$30,181,518.88
- Melba Gopher: \$12,000 levied
- Pest Levy: \$289,309 levied amount
- SWDH: levy is at the request of \$2,416,404
- Landfill Enterprise Fund: revenue now is \$10,299,875; expenses at \$8,768,677.57. Expense side will only change based on potential COLA implications.
- All funds not being levied property taxes remain as requested based on the workshops
- External agency requests, including the animal shelter, remain as requested from the workshops
- VRT remains at \$36,000 as a placeholder

- **Budgetary Updates**

- \$1300 Amazon Business subscription added
- Net neutral adjustments for the Guardian Ad Litem program
- PERSI increase has been added to benefits
- Interest allocations have been distributed, affecting budgeted revenues as follows:

<b>Current Expense #001</b>	<b>District Court #104</b>	<b>Justice Fund #116</b>	<b>Interest 911 #118</b>	<b>Solid Waste #401</b>	<b>Self Insurance #452</b>	<b>CCNU #607</b>
<b>38.30%</b>	<b>6.40%</b>	<b>15.40%</b>	<b>5.40%</b>	<b>27.40%</b>	<b>7.00%</b>	<b>0.10%</b>
\$ 574,500.00	\$ 96,000.00	\$ 231,000.00	\$ 81,000.00	\$ 411,000.00	\$ 105,000.00	\$ 1,500.00

- New Positions

Dept	Position	Cost
Landfill	Landfill Admin Specialist	72,994.00
Landfill	Deputy Director	135,149.00
Coroner	Deputy Coroner	77,156.39
Coroner	Deputy Coroner	77,156.39
Facilities	Project Manager	112,208.31
Weed	Weed Technician	77,979.00
TCA	Court Assistance Officer	25,350.00
County Agents	4-H Program Coordinator	75,581.00
Sheriff	New positions	361,433.00
IT	ISO	132,070.00
Parks	Parks Supervisor	101,683.00
PA	Chief Deputy	210,208.00
<b>Total</b>		<b>1,458,968.09</b>
Enterprise		208,143.00
Non-Enterprise		1,250,825.09

- Market Adjustments

<i>Total Market Adj</i>	<b>\$ 1,601,210.06</b>
<i>Total New Positions</i>	<b>\$ 1,458,968.09</b>
<b>Total REQUESTED Salary Exp</b>	<b>\$ 3,060,178.15</b>

- Budget Scenarios

- As-is – currently the default in PowerPlan
- Clerk's Suggested Option #1: W. \$200k reserve / NO forgone / MINUS PM, ISO, PARKS / MARKET @100% / 1.5% COLA
- Clerk's Suggested Option #1A: W. \$200k reserve / NO forgone / MARKET @100% / 1.5% COLA
- Clerk's Suggested Option #2: W. \$200k reserve / 1% forgone / MARKET @100% / 2% COLA

- Foregone: Philosophy and context

- Historical Salaries

	Salaries	Benefits	Sal + Ben Exp	YoY \$	YoY %
2018	\$ 42,581,502.16	\$ 19,884,194.48	\$ 62,465,696.64	\$ 1,444,604.05	2.37%
2019	\$ 45,335,966.59	\$ 20,447,347.65	\$ 65,783,314.24	\$ 3,317,617.60	5.31%
2020	\$ 47,440,473.95	\$ 21,162,723.22	\$ 68,603,197.17	\$ 2,819,882.93	4.29%
2021	\$ 47,473,837.95	\$ 21,316,028.58	\$ 68,789,866.53	\$ 186,669.36	0.27%
2022	\$ 53,741,801.38	\$ 22,356,143.54	\$ 76,097,944.92	\$ 7,308,078.39	10.62%
2023	\$ 61,573,569.59	\$ 24,594,844.53	\$ 86,168,414.12	\$ 10,070,469.20	13.23%
2024	\$ 66,052,341.44	\$ 25,713,896.38	\$ 91,766,237.82	\$ 5,597,823.70	6.50%
2025	\$ 63,146,486.00	\$ 24,561,577.00	\$ 87,708,062.98	\$ (4,058,174.84)	-4.42%
2025 w 2% COLA			\$ 89,158,062.98	\$ (2,608,174.84)	-2.84%

- FY25 Unfunded positions

CLERK	CHIEF DEPUTY	\$ 178,569.62
TCA	STAFF ATTORNEY	\$ 112,470.70
TCA	EVICITION COURT MEDIATION COORDINATOR	\$ 72,191.00
HR	COMPENSATION/BENEFITS	\$ 132,159.00
Total Unfunded		\$ 495,390.32

- State Sales Tax Revenue

SALES TAX REVENUE			
Year	Total	DIFF	YoY%
2014	\$ 8,125,628.00	NA	NA
2015	\$ 8,850,149.00	\$ 724,521.00	8.92%
2016	\$ 9,577,621.00	\$ 727,472.00	8.22%
2017	\$ 10,236,018.00	\$ 658,397.00	6.87%
2018	\$ 11,199,750.00	\$ 963,732.00	9.42%
2019	\$ 12,018,098.00	\$ 818,348.00	7.31%
2020	\$ 13,039,211.00	\$ 1,021,113.00	8.50%
2021	\$ 16,013,224.00	\$ 2,974,013.00	22.81%
2022	\$ 18,105,050.00	\$ 2,091,826.00	13.06%
2023	\$ 18,629,212.00	\$ 524,162.00	2.90%

- Levy Rate Projections

CANYON COUNTY LEVY RATE			
TAX YEAR	TYPE	AMOUNT LEVIED	LEVY RATE
2023	Actual	\$56,364,662	0.001614778
2024*	w/ Forgone	\$58,864,985	0.001557819
2024*	w/o Forgone	\$58,273,237	0.001542159

- Property Tax Projections

RESIDENTIAL: OWNER OCCUPIED							
	2023				2024		
	PARCEL	AVERAGE	TAX		PARCEL	AVERAGE	TAX CHARGE*
	COUNT	TAX VALUE	CHARGE**		COUNT	TAX VALUE	w/ Forgone** w/o Forgone**
CITY OF CALDWELL	14,025	229,673	\$370.87		14,591	234,955	\$366.02 \$362.34
CITY OF NAMPA	24,485	249,046	\$402.15		25,349	257,898	\$401.76 \$397.72
OTHER CITIES	3,993	271,727	\$438.78		4,231	280,932	\$437.64 \$433.24
RURAL (Excl Cities)	15,205	440,896	\$711.95		16,045	452,593	\$705.06 \$697.97
COUNTY TOTAL	57,708	296,456	\$478.71		60,216	305,835	\$476.44 \$471.65

\*Estimated levy rate and tax charge

\*\*Does not included homeowner tax credits

- Future Needs and Contingencies

- Aumentum
- Court Clerk Equipment
- Capital Projects
- ARPA Projects

Clerk Hogaboam noted that supplemental revenue is not included in the budget.

A general discussion ensued regarding the budget and implications of different scenarios.

The goal of the Clerk's Office is to publish in the newspaper in two weeks but would like some additional time to verify numbers.

Commissioner Holton said the Board is not going to make any decisions today but that they will take the information provided and evaluate the options.

COO Rast and Clerk Hogaboam spoke to the number of positions that were requested vs. what was included in today's presentation, how COLAs and market adjustments may be applied and the savings in a phased approach to filling new positions and applying COLAs.

Commissioner Holton made a motion to continue this meeting to Wednesday at 10:00 a.m. The motion was seconded by Commissioner Brooks and carried unanimously.

The meeting concluded at 11:51 a.m. An audio recording is on file in the Commissioners' Office and the documents reviewed are on file with this day's minutes.

ACTION ITEM: CONSIDER RESOLUTION ADOPTING THE JOB DESCRIPTION AND TRANSFER OF ONE GIS POSITION FROM THE ELECTIONS OFFICE TO THE INFORMATION TECHNOLOGY DEPARTMENT

The Board met today at 1:35 p. m. to consider a resolution adopting the job description and transfer of one GIS position from the Elections Office to the Information Technology Department. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, COO Greg Rast, Assistant IT Director Eric Jensen, HR Director Marty Danner, HR Business Partner Anna Gray, HR Business Partner Jennifer Allen, HR Business Partner Cindy Lorta , Clerk Rick Hogaboam, Controller Kyle Wilmot, Director of Court Operations Jess Urresti, and Deputy Clerk Monica Reeves. Clerk Hogaboam spoke about the benefits of having a GIS person to assist with elections said once their work is completed the IT Department could put them to use on other GIS-related tasks that would be a better value for the investment in this position rather than assigning them other duties in the Elections Office. IT will house the position and work in partnership to make sure they prioritize the needs of the Elections Office and utilize them with the elections load is diminished. Chief Deputy CIO Jensen said the position will be a backup to IT GIS administrator and assist with other GIS duties in the County when they are not performing work in the Elections Office. There were follow-up questions from Commissioner Van Beek. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to approve the resolution adopting the job description and transfer of one GIS position from the Elections Office to the Information Technology Department as presented. (Resolution No. 24-149.) The meeting concluded at 1:44 p.m. An audio recording is on file in the Commissioners' Office.

ACTION ITEM: CONSIDER THE FOLLOWING PARTICIPATION AGREEMENTS AS PROPOSED BY CRUEGER DICKINSON IN CONTINUED RESOLUTION OF THE OPIOID LITIGATION SETTLEMENT PROCESS: KROGER

The Board met today at 2:01 p.m. to consider the following participation agreements as proposed by Crueger Dickinson in continued resolution of the opioid litigation settlement process: Kroger. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Oscar Klaas, Clerk Rick Hogaboam, Controller Kyle Wilmot, Constituent Services Director Aaron Williams, and Deputy Clerk Monica Reeves. Deputy PA Klaas said this is a settlement in the opioid series of cases which the county has been a participating litigant. This settlement is with Kroger. The global settlement is \$1.372 billion, which will be adjusted for fees and costs that will come from private counsel and the state attorneys general, and after those come off the top there is an allocation per state based on population, and it appears Idaho will receive .8 of a percentage of the overall

global settlement after the adjustment. The allocation after that is: 40% will go to the state as a whole; 20% will go to the health districts; and 20% will be split among the participating subdivisions which the County would be part of. Out of that 20%, Canyon County has been allocated .075 percentage of that population. There isn't a hard number at this stage, but it's anticipated to be smaller than some of the other settlements because we are dealing with a retailer and not a manufacturer of the products. The recommendation from class counsel was to enter in the settlement. The funds are restrictive and must be spent on opioid-specific remediation purposes to be paid out over 11 years with the payment coming on March 31<sup>st</sup> of each year. There is no time limit to spend the money, just the restrictions on how to spend it. Commissioner Van Beek is in favor of receipting this and having the Chairman sign for it. She said the County could look at funding programs for people who are incarcerated to help with addiction issues. Commissioner Brooks is in favor of signing the agreement. Commissioner Holton asked if the health district is going to increase their desire of the County funding them directly from our budget? Deputy PA Klaas said the health districts will also get a percentage of the 20%. Clerk Hogaboam said there might be potential opportunities with the Sheriff's Office and others that have not yet been fully explored. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to sign the participation agreement listed as Exhibit "K" as proposed by Crueger Dickinson in continued resolution of the opioid litigation settlement process, and to approve Chairman Holton to sign for the funds. (Agreement No. 24-075.) Once the agreement is signed Deputy PA Klaas will upload it and send it so we meet the deadline. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to adjourn the meeting which concluded at 2:09 p.m. An audio recording is on file in the Commissioners' Office.

AUGUST 2024 TERM  
CALDWELL, IDAHO    AUGUST 6, 2024

#### APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- The Wrap in the amount of \$6468.48 for the Sheriff's Office (PO #6067)
- Oregon Rifle Works in the amount of \$68,462 for the Sheriff's Office (PO #6068)
- Federated Ordnance, LLC in the amount of \$11991.90 for the Sheriff's Office (PO #6069)
- Core & Main in the amount of \$32,282.80 for the Landfill department (PO #5992)

#### APPROVED CLAIMS

- The Board has approved claims 608166 to 608206 in the amount of \$289,162.68
- The Board has approved claims 608362 to 608392 in the amount of \$35,063.81
- The Board has approved claims 608393 to 608424 in the amount of \$252,555.49

#### APPROVED AUGUST 9, 2024 PAYROLL

- The Board approved the August 9, 2024 payroll in the amount of \$2,336,143.92

#### APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved an employee status change form for:

- Christine Smith, GIS Analyst

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

The Board met today at 9:35 a.m. with county attorneys for a legal staff update and to consider an action item. Present were: Commissioners Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley, Deputy P.A. Trent McRae, Director of Parks Nicki Schwend (left at 9:42 a.m.), Historic Preservation Officer Chelsea Boehm (left at 9:42 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross. The action item was considered as follows:

##### ***Consider signing notice of award – consultant for Snake River Canyon Preservation Assessment:***

Three proposals were received and following interviews, Historical Research Associates, Inc best meets the needs of the county for this project. Director Schwend spoke about the project and how it was determined that Historical Research Associates was the best fit. The notice of award will be signed by the Board today and the contract will be added to the Board's agenda for consideration at a later date. Commissioner Holton made a motion to sign the notice of award noting that Commissioner Van Beek will sign later today. The motion was seconded by Commissioner Brooks and carried unanimously.

*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 Brooks made a motion to go into Executive Session at 9:43 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 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. Trent McRae and COO Greg Rast. The Executive Session concluded at 9:56 a.m. with no decision being called for in open session.

Commissioner Brooks motioned to adjourn the meeting at 9:56 a.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.



EXECUTIVE SESSION – ACQUISITION OF AN INTEREST IN REAL PROPERTY, 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 2:04 p.m. pursuant to Idaho Code, Section 74-206(1) (c), (d) and (f) regarding an acquisition of an interest in real property, 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, Clerk Rick Hogaboam, Controller Kyle Wilmot, Deputy P.A. Zach Wesley, COO Greg Rast and Realtor Norm Brown. The Executive Session concluded at 2:31 p.m. with no decision being called for in open session.

AUGUST 2024 TERM  
CALDWELL, IDAHO    AUGUST 7, 2024

APPROVED CLAIMS

The Board has approved claims 608425 to 608455 in the amount of \$12,311.11

The Board has approved claims 608536 to 608557 in the amount of \$65,160.77

The Board has approved claims 608317 to 608361 in the amount of \$360,330.56 \* *Also approved on 8/12/24 for a different amount.*

The Board has approved claims 608456 to 608488 in the amount of \$121,045.71

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Drone Nerds in the amount of \$25,468.00 for the Sheriff's Office (PO #6070)
- UPLIFT Desk in the amount of \$8,284.00 for the Facilities Department (PO #6022)

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved an employee status change form for:

- Rich Soto, HR Investigator – Removal of Lead Pay

CONTINUED MEETING TO RECEIVE CLERK'S FY2025 SUGGESTED BUDGET

The Board met today at 10:03 a.m. for a continuation of the August 5, 2024 meeting to receive the Clerk's Suggested Budget for FY2025. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, COO Greg Rast, Clerk Rick Hogaboam, Controller Kyle Wilmot,

Auditing Supervisor Sarah Winslow, Misdemeanor Probation Director Jeff Breach, Facilities Director Rick Britton, Juvenile Detention Director Sean Brown, TCA Benita Miller, Family Court Services Manager Chris Paulsen, Administrative District Judge Davis Vander Velde, Chief Deputy Sheriff Doug Hart, Lt. Martin Flores, Captain Harold Patchett, Assessor Brian Stender, Senior Systems Analyst Steve Onofrei, HR Director Marty Danner, Constituent Services Director Aaron Williams, Communications Specialist Chad Thompson, Sheriff's PIO Joe Decker, JoDee Arnold, and Deputy Clerk Monica Reeves.

COO Rast said he reviewed the Clerk's information on the suggested budget and got feedback from the Commissioners on the objectives they want to do which he reviewed as follows:

- The Clerk had three options: 1, 1A, and 2 and the Board was unanimous on Clerk Option #2.
- Placing \$200,000 reserve in the general budget under current expense to be used for costs since they removed almost \$1M in capital expenses. It could also be used for the new Prosecutor who takes office in January. It would have to be a 3-0 vote by the Board to allocate that amount to the appropriate budget.
- 1% forgone will work into the base next year.
- Market adjustments that were presented by Directors and Elected Officials are 100%.
- 2% COLA, with a slight shift in the COLA calculations based on the objectives and the positions. The first objective was funding the 13 ½ critical positions of the 26 requested positions. The Board is prioritizing those positions as a critical need, part of which was public safety to expand law enforcement, and to take care of fair market adjustments for qualifying staff starting October 1, by resolution and employee status change forms. Apply a COLA for nonmarket salary adjustments for qualifying staff; so it's either COLA or market adjustment.
- Budget for a supplemental or occupancy prorated tax revenue, which is projected at \$650,000 in revenue and \$650,000 in expense would be a net zero change in the budget.
- There is a \$1.9M placeholder in the budget in anticipation of Pod 6, the female detention facility. We have offered a lower amount of \$1.546M in repairs and upkeep.
- Strategize around a 2-year budget forecast
- Potentially no new positions in FY2026
- Focus on existing employees through COLA, pay schedules, and merit
- Hold the FY2026 expenses close the FY2025 baseline as possible
- Hold start dates of new approved employees of the 11 ½ governmental funded positions until February 1, 2025, pending financial reports of the first quarter of FY2025.
- COLA and fair market adjustments will be put in place between October and November of FY2025.
- Procurement of an adjacent property to benefit the Fleet and Facilities Departments. Potential to use ARPA funds for the \$1.7M purchase. (There was a placeholder of \$1.705M, but it takes it out of ARPA.)

- Determine average of unspent historical trends from FY2012 to current

The Board concurs with the summary review.

There was a review of the historical unspent data. (The spreadsheets reviewed are attached with this day's minute entry.)

In the Clerk's suggested budgeted: the \$1.705M was in the budget and the ARPA amount was \$30,181,519. He removed the \$1.705M out of ARPA with a remaining balance of \$28,476,519.60.

For FY2025 what's in the suggested budget is \$76,012,271 minus the \$1.705M with a new revenue line of \$74,307,271.

"A" Budget stays as-is because ARPA doesn't impact that; the \$65,337,282 in expenses on the "B" budget side. If you minus \$1.705M we have a new expense line of \$63,632,282.

The landfill enterprise fund consists of nontaxpayer dollars so it is separate.

\$45,830,752 is minus the \$28M of ARPA, which is the remaining amount for revenue. Our property tax full levy with the 1% forgone, the 3%, new construction is \$58,864,985. This is where we get into budgeting we have not done before: the supplemental or occupancy prorated tax and unanticipated revenue is \$650,000 and an expense for \$650,000 that net zeroed it out. It would take a unanimous Board decision to spend out of that expense if the revenue came in. "B" budget expenses without ARPA is \$35,155,763. Between revenues and expenses, there is a negative balance of \$15,369,851. Salaries make up 70% of our expenses. It's a heavy load and we have to be careful about what we do on the salary side. If you take the 11.81% on the average of unspent of the \$120M expense, that is an anticipated amount of unspent of \$14,256,510.94. Counter those two numbers and the burn is a **-\$1.1M**.

Regarding Pod 6, this is the last year to purchase to own the facility and COO Rast anticipates it is only worth \$354,000 of the \$1M but is waiting to hear if ADS will accept that. He ran a best-case scenario of subtracting another \$1.546 out on the "B" budget side and that would be the net positive of \$432,659.94.

Regarding the self-funded health trust, costs are through the roof. There will not be any increases on employee contributions until calendar year 2025 when we have a broker in place and can determine what the new plans look like.

The Sheriff's Office pay schedule was approved in FY2023 to go into place in FY2025 for the commissioned staff. It also includes the Sheriff's command staff. The commissioned salaries total \$15.2M, if you take specialty pay of \$281,200 out of the number at a proposed 1.5% COLA, that's \$224,767.44. There is also a benefit load. The remaining salary amount for general employees, including elected officials is \$45.8M, minus specialty pay, and certification pay, with a 2.5% COLA, which is \$1.143M, and a benefit load of \$228,707. If we do fair market value adjustments and a

COLA (one or the other) it will reduce that number. The COLA calculation is the worst case scenario.

If we delay the new positions to a start date of February 1<sup>st</sup>, there will be a savings of \$481,459. The new position cost is \$1.405M based on .67% of that is \$977,000, that is the difference of a full load to start date. The fair market value adjustments is \$1.6M and is already accounted for on the “A” budget side. If you do all the calculations that’s a net burn of \$741,000 from the general fund. The general fund can sustain that, but there is the \$1.5M for Pod 6 and if we have to pay the full amount that burn goes up.

New position requests:

- There were 25 whole requests (some part-time going to full-time), but the tentative is 11½:
  - Prosecutor’s Office: Senior Chief Deputy requested by Chris Boyd who takes office in January
  - Sheriff: 3 Deputy patrol staff for: 1 is a sergeant, 2 deputies
  - Coroner: 2 Deputy Coroners
  - Facilities: Project Manager; Weed spray applicator (adjusted fees to help cover majority of this position)
  - Parks: Celebration Park Supervisor (potential fee structure for revenue for the County)
  - IT: Information Security Officer
  - Courts: Part-time Court Assistance Officer
  - County Agent: The position was 96% funded through the “B” budget; it was a transfer to the “A” budget.

It will take FY2024-FY2026 to pay for all the positions based on our general fund and where we’re at. That’s where the FY2026 hold comes in. The priority is taking care of current employees. If we do new positions and COLAs and hold employee contributions on the health trust until next year he believes it will pencil out. The Clerk used a 10% unspent projection. Commissioner Brooks said the PA Senior Chief Deputy position that Chris Boyd wants cannot wait until February. Commissioner Van Beek said the Board has the liberty to identify a critical need and Mr. Boyd may want to do a reorganization of the office for that one position and the other new positions could be held until February. Commissioner Holton agreed to a start date of January 1<sup>st</sup> but said he is uncomfortable cherry picking one employee over another. The Board could choose to fund that one position out of the \$200,000 amount referenced before, but that is a slippery slope.

Clerk Hogaboam said the savings are being double booked because the vacancy rate is already being applied and then it’s being applied again by delaying the start date and the assumption of what the savings are. Keep in mind you are applying a vacancy rate on unspent because of vacancies and then adding on top of that another rate. The vacancy rate in the County is at historic lows, that’s a good thing, but it means there are less savings at the end of the year. 88% to 90% is a \$1.2M to \$2.4M swing in the projections, and by delaying the hire that’s adding into the

vacancy rate savings as well. We have some minor disagreement about how those numbers will spec out as far as the actual savings, but we need to make sure we are not double-booking anything. Regarding the supplemental, based on further research and after we confer with PA Civil, we can possibly book this as revenue, but we need to get confirmation of an interpretation of a rule. Assessor Stender believes, based on updated projections, that the \$650k amount is higher than he would like. Occupancy and supplemental values are not calculated until November and tax bills go out in December. The market is changing so we need to be conservative. The Clerk does not want to make hard budgetary commitments out of that revenue line high where you are funding ongoing needs - it would be more like supplementary or extraordinary type items. The concern is not to over-obligate. He proposed a delay in hires so he can look at the first quarter of state-shared revenue and process what the numbers are. He proposed phasing the COLA but he is okay with it being implemented on October 1, and if Chris Boyd needs a position in January, that is fine with him. We need to process real time information and let it inform our decisions. Commissioner Holton said he is okay with holding until February with the caveat that Chris Boyd might need immediate hires when he takes office, and he would be okay with funding that for the month. Commissioners Van Beek and Brooks agree.

Commissioner Holton said what's been presented needs some finessing with the Clerk and if we are making fair market value adjustments then they are excluded from the COLA. Commissioners Brooks and Van Beek agree. Last year the Board tried to be intentional to quit taxing our populace over known funded vacant positions and that is part of the cushion that prior administrations have banked on and this Board felt it was unfair to the taxpayer, but it takes the margin that you might get to operate. He is comfortable that we can make policy decisions on the fly that will protect the County and how it may or may not be getting the income. He is okay with the delayed hires and instituting the COLAs on October 1<sup>st</sup> to the extent they can get placed. Commissioner Brook asked if an employee's market adjustment does not equal the 2.5% of the COLA are we going to give that person the remaining balance to be equivalent to the 2.5% COLA? COO Rast said if the fair market is 1% they should at least at a minimum get 2.5%. Commissioner Brooks concurs. Commissioner Holton said everyone will be analyzed, one at a time. COO Rast said these numbers are the worst case, even if you do either or on the 2% minimum. A lot of the market adjustments were beyond the 2.5%. On holding the line for FY2026, the 11.81% goes down to 10% and it rolls into 2026; you can absorb some of that because with the potential of that \$3M to \$4M, COLA is not going to consume all of that and so that's why with the data analytics and holding it on a two-year strategy plan is a buffer. Clerk Hogaboam asked if the range is moving as well with the COLA? COO Rast said yes, we have grades established so they would all slide by that percentage of the COLA that's approved so if you're redlined they would get that 2.5% on the slide of the grade. The market adjustments play within the grade; the only grade it will not change is grade 11 which is the lowest grade because the starting point is \$18 and if we keep sliding that it will change our minimum start point so that is the only grade that will extend a little and the rest will go on a proportion. Clerk Hogaboam said the new positions are budgeted at mid knowing the COLA is going to move the range slightly, he is not encouraging that the mid move up. Commissioner Van Beek wants to get away from the unplanned, unbudgeted requests for mid-year increases that compound at the start of a new year. Commissioner Holton said he is not in favor of a mid-year salary increase where, because of a vacancy, increases are spread among existing employees, but

if a department is doing transfers and adjustments within their budget and it doesn't effect next year's budget starting point that's perfectly fine.

COO Rast said at the July 27 compensation meeting, there was a packet introducing a market analysis for the Sheriff's command staff that didn't make it to the agenda. In FY2023 the pay schedule was approved to go into effect in FY2025. They surpassed a full year of increases to help introduce this plan in FY2025 and in that plan they did a pay schedule which is different than merit. The schedule falls around the deputies, corporals and sergeants. The deputies have 10 steps; corporals have 5 steps and sergeants have 4 steps and that's up the ranks into lieutenants which is more of a supervisory role that does not get overtime. The other part of the pay schedule was in the recruitment of the three tiers of lieutenants, captains, chief and the Sheriff. The rubric that was approved is based on the Sheriff's pay; the original was 5% to the chief, 5% then off chief to the captains, then from the captains to the lieutenants. They revamped that to 6% because what they were seeing from the Sheriff's salary down is the lieutenant was getting paid above market rates, so they spread that out. Idaho Code, Section 31-3106 states all salaries of elected officials are set once a year by the Board through the budget process. If you get the adjustments you don't get the COLA. The analytics show that the Sheriff's salary is 15% behind the Nampa Police Chief, 10% behind the Ada County Sheriff, 13% behind the Caldwell Police Chief, and 14% behind the Meridian Police Chief. Sheriff Donahue's salary is currently at \$154,500 and they are proposing to increase it to \$165,000 which then impacts that 6% in the pay schedule. The Sheriff would not get the COLA, it would just be the equity adjustment. The other Elected Officials would get 2.5% like every other employee. We need to clear that by adjusting the Sheriff's salary it also adjusts 10 other positions in the command staff. Commissioner Van Beek said fees are contributing significantly to the revenue stream for the Sheriff's Office and that should help offset some of the costs. It takes dollars to have people in place who are willing to put their life on the line to protect citizens. Clerk Hogaboam said we are not counting the pay schedule the same as market adjustments. The 1.5% would apply to commissioned staff, it's not either or. COO Rast said the one caveat to that is on the command staff, they would not get a COLA because it's an adjustment.

Chief Deputy Sheriff Doug Hart said they agree, and they want the report they prepared to be public record, but for the 1.5% COLA, if that decision is made he prefers it to be applied to be the scale so that the scale continues to live and grow. That's their retention and recruitment piece and so for commissioned non-command staff 1.5% would be applied to the wage scale. COO Rast said the COLA will affect the pay schedule exactly the way our grades for the non-commissioned is those grades would slide based on that percent.

Clerk Hogaboam said if the Board is okay with this then his office will prepare some numbers. He rolled out the \$1.7M, we are waiting for Pod 6; but we need to publish something ahead of time and if we don't have confirmation on the Pod 6 amount we could publish high and then we could go down. For purposes of trying to figure out the 1.5% and 2.5% COLA and how that applies that will take some work. He can open each division in PowerPlan and see what the payroll budget is and take the salary portion and apply the 2.5%, with benefits it would be closer to 3% and take the baseline and apply a 3% and take that increment and put it in compensation plan to fill out to see what the budget would look like to then run a scenario to apply the levy taxes. It would come

down from that once we get more precision. There will be further discussion this afternoon to refine the numbers. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to adjourn. The meeting concluded at 11:27 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH BOARD OF COMMISSIONERS AND CLERK REGARDING FY2025 BUDGET

The Board met today at 3:31 p.m. regarding the FY2025 budget. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Controller Kyle Wilmot (arrived at 3:43 p.m.), Auditing Supervisor Sarah Winslow, Director of Court Operations Jess Urresti, Sr. Systems Analyst Steve Onofrei, Assessor Brian Stender, CCSO Financial Manager David Ivers, HR Director Marty Danner, Director of Misdemeanor Probation Jeff Breach, Cpt. Ray Talbot, Lt. Chad Harrold, Lt. Martin Flores, Cpt. Chuck Gentry and Deputy Clerk Jenen Ross.

FY2025 budget topics were discussed as follows:

- Occupancy revenue and how it's accounted for within the budget. Clerk Hogaboam needs to confirm with legal the administrative rules surrounding the budgeting of occupancy. The recommendation is not to create a contingent line, understanding it is considered 'other revenue', to show it as revenue but not create a corresponding expense line. The Board is supportive of this course.
- Discussion regarding how COLAs and market adjustments were applied within the budget, specifically to employees who receive market adjustments, promotions and part-time or seasonal employees.
- Total levying authority is \$58,864,985 excluding Melba Gopher.
- Tort fund: levy amount and budgeted amount is \$2M. Commissioner Holton would like to leave this as-is and if the budget needs to be reopened to make adjustments that would need to be a public meeting. The full Board is in support of this.
- Review of the FY2025 tentative budget spreadsheet discussing fund balance and burn rates; Clerk Hogaboam feels this example is one way all the property and sales taxes could be distributed which leaves all the funds solvent and without current expense burning any funds.
- Historic Preservation: will be funded at \$76K to support the projects considered urgent.
- Valley Regional Transit (VRT): Commissioner Brooks spoke to his rationale in not wanting to provide funding this year. Commissioner Van Beek expressed her concern in not funding this although she understands the lack of ridership especially in rural Canyon County. The Board is in favor of putting \$36,000 in the reserve line as a placeholder but not necessarily dedicated to VRT.

Commissioner Brooks moved to adjourn the meeting. The motion was seconded by Commissioner Van Beek and carried unanimously. The meeting concluded at 5:00 p.m. and an audio recording is on file in the Commissioners' Office.

AUGUST 2024 TERM

CALDWELL, IDAHO     AUGUST 8, 2024

#### APPROVED CLAIMS

The Board has approved claims 606489 to 606535 in the amount of \$162,714.45

The Board has approved claims 608559 to 608560 in the amount of \$17,893.39

#### APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Dell in the amount of \$12,970.74 for the Information Technology Department (PO #6062)
- R&H Wholesale Supply in the amount of \$7,133.04 for the Facilities Department (PO #6029)

#### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved an employee status change form for:

- Joshua Hunsucker - Deputy Sheriff, Inmate Control
- Gabriel Huerta, Deputy Sheriff, Criminal Investigations
- Rodney Steinmetz, Deputy Sheriff, Courts and Transports

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

The Board met today at 9:33 a.m. with county attorneys for a legal staff update and to consider an action item. Present were: Commissioners Leslie Van Beek and Brad Holton, Deputy P.A. Zach Wesley, Deputy P.A. Trent McRae, Parks Director Nicki Schwend (left at 9:39 a.m.), Facilities Director Rick Britton (left at 9:39 a.m.), Sr. System Analyst Steve Onofrei (left at 9:53 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross.

The action item was considered as follows:

***Consider Contract for the 2024 Celebration Park Boardwalk and Decking Project:*** Veritas Facility Services and Construction was the lowest bidder and met the qualifications, however, all bids came in higher than expected. This project will be rolled to FY25 and will commence after 10/1/24; the contractor is aware of the change. Director Britton doesn't anticipate weather being an issue and anticipates completion in 6-8 weeks. The contract has been reviewed by the PA's office. Upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to sign the contract for the 2024 Celebration Park Boardwalk and Decking project (agreement no. 24-076).



Discussion ensued regarding newspaper publication timeline statutes of the tentative budget. Mr. Wesley said he would review an internal budget process memo within his office for additional clarification. The Board directed him to email the Board and Mr. Onofrei with any additional information.

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

EXECUTIVE SESSION – PERSONNEL MATTERS, 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 9:54 a.m. pursuant to Idaho Code, Section 74-206(1) (b), (d) and (f) regarding personnel matters, records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Holton. Commissioner Holton took a roll call vote where he along with Commissioner Van Beek voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton and Leslie Van Beek, Deputy P.A. Zach Wesley, Deputy P.A. Trent McRae, COO Greg Rast. The Executive Session concluded at 10:09 a.m. with no decision being called for in open session.

Commissioner Van Beek moved to adjourn the meeting at 10:09 a.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

OPENING OF SEALED BIDS RECEIVED FOR THE SURPLUS PROPERTY AUCTION OF PIN 34980000 0, 0 POND LANE, CALDWELL, IDAHO

The Board met today at 1:34 p.m. to open sealed bids received for the surplus property auction of PIN 34980000 0, 0 Pond Lane, Caldwell, Idaho. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Zach Wesley, Norm Brown, other interested citizens, and Deputy Clerk Monica Reeves. The sealed envelopes were opened as follows:

- H & B Crushing submitted a cashier's check in the amount of \$2,000.01. It was noted that a bid amount was not included in the sealed envelope which was received on July 31, 2024 at 1:45 p.m.
- Tiger Investments, LLC, submitted a cashier's check in the amount of \$1,200 along with a purchase and sale agreement and receipt of earnest money noting an amount of \$12,000 (\$1,200 earnest money and \$10,800 purchase price balance). The bid was received on August 8, 2024 at 10:13 a.m.

Deputy PA Zach Wesley reviewed the submissions and said the Board should take the matter under advisement and not make an award immediately so we can see if we are missing something. He will reach out to the designee of H & B Crushing for confirmation. Commissioner Holton made a motion to continue this matter to August 13, 2024 at 9:30 a.m. The motion was seconded by

Commissioner Brooks and carried unanimously. Deputy PA Wesley spoke with representatives of H & B Crushing who were in the audience and asked them to send an email to the Board of Commissioners that confirms their bid is \$20,000.

Commissioner Holton requested legal counsel and an Executive Session was held as follows:

EXECUTIVE SESSION – REGARDING ACQUISITION OF AN INTEREST IN REAL PROPERTY;  
RECORDS EXEMPT FROM PUBLIC DISCLOSURE; COMMUNICATE WITH LEGAL COUNSEL  
REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

Commissioner Van Beek made a motion to go into Executive Session at 1:39 p.m. pursuant to Idaho Code, Section 74-206(1)(c), (d), and (f) regarding acquisition of an interest in real property; records that are exempt from public disclosure; and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Brooks. A roll call vote was taken on the motion with Commissioners Holton, Van Beek, and Brooks voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Zach Wesley, and Norm Brown. The Executive Session concluded at 2:07 p.m. with no decision being called for in open session.

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

MEETING TO CONSIDER MATTERS RELATED TO INDIGENT SERVICES

The Board met today at 2:08 p.m. to consider matters related to Indigent Services. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Indigent Services Director Yvonne Baker, Case Manager Kellie George, Controller Kyle Wilmot, and Deputy Clerk Monica Reeves. The matters were considered as follows:

- Case No. 2024-33 - Indigent Services did an investigation in regards to eligibility and the case meets all eligibility for the County to pay for cremation. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek the Board voted unanimously to approve Case No. 2024-33 as presented.
- Case No. 2010-1009 – This case was brought before the Board last week for a request for a reduction in the lien amount. The applicant was purchasing a home and Indigent Services has since learned the entire amount of \$54,558.85 will be paid through the purchase of the home. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously release the lien contingent upon the closing of in the amount of \$54,558.85 on Case No. 2010-1009 as presented.

The meeting concluded at 2:11 p.m. An audio recording is on file in the Commissioners' Office.

CONSIDER ACTION ITEMS: RESOLUTION AUTHORIZING EXPENDITURE OF AMERICAN RESCUE PLAN ACT FUNDS; AND PURCHASE AND SALE AGREEMENT FOR PARCELS R01596, R01596010, R01596011, AND R01596012 COMMONLY KNOWN AS 1419 E CHICAGO, 1423 E CHICAGO AND 1422 E DENVER STREET IN CALDWELL

The Board met today at 2:32 p.m. to consider a resolution authorizing expenditure of American Rescue Plan Act (ARPA) funds; and to consider entering into a purchase and sale agreement for parcels R01596, R01596010, R01596011, and R01596012 commonly known as 1419 E Chicago, 1423 E Chicago and 1422 E Denver Street, Caldwell Idaho. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Zach Wesley, Controller Kyle Wilmot, Solid Waste Director David Loper, COO Greg Rast, Norm Brown, and Deputy Clerk Monica Reeves. The items were considered as follows:

***Resolution Authorizing Expenditure of American Rescue Plan Act Funds:*** Commissioner Holton said this is about the expenditure of \$1,705,000 of ARPA funds to purchase a property known as the Poly Farm which is comprised of four lots and will be sold as one sale. Commissioner Van Beek said the Board allocated in the FY2024 budget certain expenses to be paid out of that fund which is the basis of the argument now that they are receipted in as revenue into current expense, revenue replacement. This is a good move and represents long-range planning and will be beneficial for a number of offices and departments and has a potential to generate revenue for the County. Deputy PA Wesley said the resolution came out of conversations with the Clerk and Controller about the potential for the purchase and how we would pay for it and where the funds would come from because we didn't have a specific budget line for this in FY2024. A variety of potential funding mechanisms were discussed and in reviewing the FY2024 budget it's clear that the Board did not specifically allocate those funds to particular projects. The 2024 budget includes ARPA funds for other expenses at \$38,106,840. It's not a specific allocation of those funds to projects, but it is very clear that the Board intended those funds to be spent on available County needs within the ARPA funds guidelines. The resolution makes clear that those funds are available; some are spent but a lot of them have not and remain in the budget under the general ARPA other expenses budget line. Miscellaneous property expenses was budgeted at \$1M and this resolution makes clear that the Board will designate another \$1.7M into that general miscellaneous property expenses fund. They do not need to come from a specific project line on those other ones because they are hypothetical and a majority of those funds are not committed yet to any particular project or contract and will likely not be this fiscal year. Commissioner Holton said a commercial property appraisal was done which shows the property has a value of \$1,705,000, which is the amount of the County's offer. The advertised sale amount of the parcels was \$1,795,000. Commissioner Brooks said the property is immediately adjacent to property we already own and we will be able to move in and use it to help offset some of the costs to taxpayers from the Fleet Department outfitting other jurisdictions' vehicles. Commissioner Van Beek said with the space constraints the County is continually looking for places. She then made a motion to sign the resolution designating American Rescue Plan Act funds for permitted expenditures, specifically for the acquisition of this

capital investment in the amount of \$1,705,000 as presented in the resolution. The motion was seconded by Commissioner Brooks and carried unanimously. (Resolution 24-150.)

***Consider entering into a purchase and sale agreement for parcels R01596, R01596010, R01596011, and R01596012 commonly known as 1419 E. Chicago, 1423 E. Chicago and 1422 E. Denver Street, Caldwell, Idaho:*** Deputy PA Wesley said there is material agreement on the major terms of the purchase and there are ongoing conversations regarding the continued occupancy and use of the property until the current owner is ready to vacate. The seller's initial offer included a lease and there was a counter offer with different terms for the continued occupancy and so the agreement isn't ready today but he expects it will be soon. Commissioner Holton said the seller would like the opportunity to have occupancy until May 15<sup>th</sup> and there are some variances and nuances and he is agreeable to the aggregate amount of the agreement but he wants it contingent upon review by Deputy PA Wesley in a way that is transparent and protects the County. Commissioner Van Beek and Brooks agree. Upon the motion of Commissioner Holton and the second by Commissioner Van Beek, the Board voted unanimously to approve the agreement contingent upon Deputy PA coming back with a final document that has been reviewed by the seller's attorney. The agreement will be placed on the Board's agenda at a later date. The meeting concluded at 2:45 p.m. An audio recording is on file in the Commissioners' Office.

#### AUGUST 2024 TERM

CALDWELL, IDAHO    AUGUST 9, 2024

No meetings scheduled this day.

#### AUGUST 2024 TERM

CALDWELL, IDAHO    AUGUST 12, 2024

#### APPROVED CLAIMS

The Board has approved claims 608317 to 608361 in the amount of \$359,580.58\* *Also approved on 8/7/24 for a different amount.*

The Board has approved claims 608561 to 608574 in the amount of \$14,864.00

The Board has approved the July Jury claim in the amount of \$5,566.28

#### AUGUST 2024 TERM

CALDWELL, IDAHO    AUGUST 13, 2024

#### APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Dell in the amount of \$8,354.40 for the Information Technology Department (PO #6063)

#### APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved the following employee status change form:

- Jacob King, Assessor's Reappraisal Dept., GIS/Land Records Supervisor

#### 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. Oscar Klaas, Lt. Martin Flores (left at 9:36 a.m.), EOM Christine Wendelsdorf (left at 9:33 a.m.), Deputy Treasurer Tonya May, Chief Deputy Treasurer Jennifer Watters, COO Greg Rast, Assessor Brian Stender (arrived at 9:36 a.m.), Realtor Norm Brown, Representatives from H&B Crushing and Deputy Clerk Jenen Ross.

The action items were considered as follows:

***Consider Supplemental Services Addendum with Forensic Logic, LLC:*** This is standard agreement that is entered into annually which allows for the sharing of information between agencies. The only change this year is the cost which is paid thru the SHSP grant managed by Ms. Wendelsdorf. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to approve the supplemental services addendum with Forensic Logic, LLC (agreement no. 24-077).

***Consider a Resolution Approving Award of Badge and Duty Weapon:*** Deputy Bryce Smith has served with the Sheriff's Office for nearly 27 years and has recently decided to retire. Sheriff Donahue has written a letter requesting Deputy Smith's badge and duty weapon be awarded to him. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution approving award of badge and duty weapon to Deputy Bryce Smith (resolution no 24-151).

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

#### EXECUTIVE SESSION – ACQUISITION OF AN INTEREST IN REAL PROPERTY, 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 9:36 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (d) and (f) regarding acquisition of an interest in real property, 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. Oscar Klaas, COO Greg Rast and Realtor Norm Brown (left at 9:46

a.m.). The Executive Session concluded at 9:52 a.m. with no decision being called for in open session.

***Continuation: Opening of Sealed Bids received for the Surplus Property Auction of PIN 34980000 0, 0 Pond Lane, Caldwell, Idaho:*** Zach Wesley explained that two bids were received for this property, neither of which were in strict conformance with the notice. Bids were required to be in writing, in a sealed envelope, include a check for 10% of the bid amount and to be received timely.

The bid received from H&B Crushing included a short memo, the 10 % deposit and was received on time. The deficiency is that it did not specify the bid amount. At the time bids were opened, representatives for HB Crushing were in the audience and able to confirm the bid amount of \$20,001 which was also followed-up with an email confirming the same.

The bid received from Tiger Investments LLC was received timely, included a \$12,000 bid amount and a check for the 10%. The deficiency is that a purchase and sale agreement was included that does not conform to the terms set out by the county. As this is a tax deed property any interest the county has will be transferred by quitclaim deed. The bid submitted required the sale go through a title company for closing and other terms such as transferring of water rights and mineral rights which are both unknown to the county.

In Mr. Wesley's opinion this puts both offers not in conformance so the options for the Board would be to treat both fairly and accept both with deficiencies and make award to the high bidder or decline both offers and start the process again or some other mechanism for getting rid of this surplus property. This property has been offered for auction previously so the county is technically free of any requirements to go through the auction period.

The Board is supportive of accepting both bids with deficiencies and taking the highest bid which was received from H&B Crushing. Commissioner Van Beek moved to award the surplus property of PIN 34980000 0, 0 Pond Lane, Caldwell to H&B Crushing with a bid amount of \$20,001 with the documentation as-is. The motion was seconded by Commissioner Brooks and carried unanimously. Mr. Wesley said the next step will be for H&B Crushing to tender the full purchase price and then the quitclaim deed can be issued.

***Resolution Approving an Alcoholic Beverage Transfer License for JX Sushi, LLC dba Momiji Sushi and Steak Bistro:*** Commissioner Brooks stated that he has reviewed the application and everything seems to be in order, he then made a motion to approve the alcoholic beverage transfer license for JX Sushi, LLC dba Momiji Sushi and Steak Bistro. The motion was seconded by Commissioner Van Beek and carried unanimously (resolution no. 24-152).

The meeting concluded at 10:00 a.m. and an audio recording is on file in the Commissioners' Office.

ACTION ITEM: CONSIDER CANCELLATION OF PROPERTY TAXES FOR NEW LIFE CELEBRATION CHURCH OF GOD

The Board met today at 10:33 a.m. to consider the cancellation of property taxes for the New Life Celebration Church of God. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Assessor Brian Stender, Chief Deputy Treasurer Jennifer Watters, Assessor's Office Manager Jennifer Loutzenhiser, Deputy Treasurer Tonya May, Deputy PA Zach Wesley, Charlotte Fields, Dionne Clagg, and Deputy Clerk Monica Reeves. Commissioner Holton requested an Executive Session which was held as follows:

EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE; COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION; AND COMMUNICATE WITH THE COUNTY'S RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

Commissioner Van Beek made a motion to go into Executive Session at 10:34 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (f) and (i) to discuss records exempt from public disclosure, to communicate with legal counsel regarding pending/imminently likely litigation, and to communicate with the County's risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Brooks. A roll call vote was taken on the motion with Commissioners Holton, Van Beek, and Brooks voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Assessor Brian Stender, Chief Deputy Treasurer Jennifer Watters, Assessor's Office Manager Jennifer Loutzenhiser, Deputy Treasurer Tonya May, and Deputy PA Zach Wesley. The Executive Session concluded at 10:50 a.m. with no decision being called for in open session.

Commissioner Holton said the Board has reviewed the application for cancellation, but the taxes for 2024 have not been completed yet so he proposed that an estimate of both properties would be around \$5,100. He suggested a cancellation of a value not to exceed \$5,200. Commissioner Brooks is in favor of the cancellation. Upon the motion of Commissioner Holton and the second by Commissioner Brooks, the Board voted unanimously to approve a cancellation up to \$5,200 for this tax year. The cancellation is for Account Nos. 04774-000, and 04778-000. The meeting concluded at 10:54 a.m. An audio recording is on file in the Commissioners' Office.

ACTION ITEM: CONSIDER RESOLUTION ISSUING A REFUND TO STEVE LAW, CASE NO. SD2022-0019

The Board met today at 11:01 a.m. to consider a resolution issuing a refund to Steve Law, Case No. SD2022-0019. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, DSD Director Sabrina Minshall, DSD Office Manager Jennifer Almeida, and Deputy Clerk Monica Reeves. DSD Office Manager Almeida gave a background on the refund request. The applicant

applied for a preliminary plat along with a comprehensive plan map amendment and a rezone in 2022. The comprehensive plan map amendment and rezone went through the public hearing process and was ultimately denied by the Board and therefore the preliminary plat was not able to move forward. The applicant requested a refund of the unused preliminary plat fees. Staff reviewed the work completed on the project and recommends a refund in the amount of \$593.75. (Supporting documentation is on file with this day's minutes.) Director Minshall gave a review of her communication with the applicant throughout the process. The applicant believes he should receive a full refund for all of the applications that were submitted, not just for the preliminary plat. She said this is why the department changed the processes because if they had not done the engineering upfront the applicant would have had a full refund on the preliminary plat. In addition, there was time spent on the plat that didn't need to be spent until they ensured the entitlements were in place. In the future Director Minshall is recommending to applicants they not submit their preliminary plat until they have gone through the process. Commissioner Van Beek said the Board appreciates Director Minshall trying to set a vision for Canyon County for the future that will benefit everyone and doesn't operate on historic practices that are not in the best of the County. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to issue a partial refund in the amount of \$593.75 because of the detail work that's been done to identify the costs incurred by the County. (Resolution No. 24-153.) Commissioner Holton said in his opinion it's ludicrous the applicant thinks he can apply for a refund for all of it. He spoke of the change in DSD to separate the comingling of applications and is distressed that previous administrations have allowed it. Director Minshall said it can be discussed further when they have their ongoing meetings but once we stabilize the comprehensive plan, next year or the year after, we all need to do a better job reaching out to real estate organizations and title companies. The meeting concluded at 11:15 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING TO CONSIDER MATTERS RELATED TO INDIGENT SERVICES

The Board met today at 11:16 a.m. to consider matters related to indigent services. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Indigent Services Case Manager Kellie George, and Deputy Clerk Monica Reeves. Case Manager George gave a summary of Case No. 2024-34, which is a cremation application submitted by a funeral home. The Indigent Services Department has done a review and found that the person had assets of value, and noted that the County has a public administration process that could be used in this case. Commissioner Van Beek said it appears there are sufficient funds to pay for the cremation and she believes it should go to the Treasurer's Office to institute the public administration process. Commissioner Brooks agrees. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to deny the request for funds to pay for the cremation for Case No. 2024-34 given that the County is not the payer of last resort and because there are sufficient assets to cover the cost. The meeting concluded at 11:23 a.m. An audio recording is on file in the Commissioners' Office.



#### APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Hart Intercivic in the amount of \$216,764.00 for the Elections office (PO #6077)
- WBS in the amount of \$20,272.16 for the Facilities department (PO #6023)

#### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Melody A. McCombs, DPA I – Criminal (conditional)
- Anja Hansch, Drug Testing Technician
- Jan Julian, Deputy Treasurer

#### APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for the following:

- The Curb Bar & Grill to be used 9/14/24 for the Davis wedding reception
- Swirl Wine Shop and Lounge LLC to be used 8/17/24 for the Shumaker wedding
- The Swanky Saloon to be used 9/14/24 for the Sanchez wedding
- Capital City Event Center to be used 10/19/24 for the Fetzer wedding
- Capital City Event Center to be used 10/18/24 for the Andresen wedding
- Capital City Event Center to be used 10/5/24 for the Bride wedding
- Capital City Event Center to be used 9/15/24 for the Peterson wedding
- Capital City Event Center to be used 9/8/24 for the Nguyen wedding

#### FY2025 TENTATIVE BUDGET WORKSHOP

The Board met today at 10:01 a.m. for a FY2025 tentative budget workshop. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Controller Kyle Wilmot, Auditing Supervisor Sarah Winslow, Sr. Systems Analyst Steve Onofrei, Assessor Brian Stender, HR Director Marty Danner, Director of Constituent Services Aaron Williams, Lt. Martin Flores, COO Greg Rast, CCSO Financial Manager David Ivers, TCA Benita Miller, JoDee Arnold and Deputy Clerk Jenen Ross.

Discussion ensued regarding changes since the last meeting outlined as follows:

- Refinement of the COLA costs

- Occupancy tax – per guidance from the Idaho State Tax Commission, the guidance states: “if a taxing district knows or can reasonably estimate its occupancy tax at the time its budget is certified, it should do so, just like any other non-property tax element that may be estimated”
- A purchase order for \$226,000 will be submitted for print-on-demand units to be purchased in FY24. There will be no need for a budget adjustment as these will be able to be purchased from the ‘B’ budget. The FY25 budget has been reduced by \$125,000 to \$50,000.
- A \$3600 market adjustment for a Deputy Coroner position will not be needed. With Board support, \$13,600 will be moved to reserve/contingent; \$10,000 for Elections and \$3600 for the Coroner’s Office.
- The Valley Regional Transit line amount was zeroed and out moved to reserve.
- A spreadsheet reviewing salaries & benefits, other expenses and total expenses was reviewed (see below). All lines show lower year-over-year which is to be expected with ARPA and Public defense rolling out. \$3.6M in salaries and benefits reflects new positions, market adjustments as well as COLAs.

SUMMARY						
	2022 Actual	2023 Actual	2024 Budget	2025 Tentative Budget	2025 vs 2024	2025 less 2024
Grand Total (\$)						
Salaries and benefits	\$ 70,766,298.22	\$ 80,683,661.64	\$ 91,766,237.91	\$ 88,982,008.00	Lower	\$ (2,784,229.91)
Other expenses	\$ 33,735,924.04	\$ 38,983,580.68	\$ 74,222,438.00	\$ 67,809,803.00	Lower	\$ (6,412,635.00)
Total Expense	\$ 104,502,222.26	\$ 119,667,242.32	\$ 165,988,675.91	\$ 156,791,811.00	Lower	\$ (9,196,864.91)
Grand Total (%)		% Chg 2023	% Chg 2024	% Chg 2025		
Salaries and benefits		14.01%	13.74%	-3.03%		
Other expenses		15.56%	90.39%	-8.64%		
TOTAL \$ (Excluding ARPA & Public Defender)						
Salaries and benefits	\$ 65,369,301.22	\$ 74,656,425.64	\$ 85,335,395.91	\$ 88,982,008.00	Higher	\$ 3,646,612.09
Other expenses	\$ 26,047,704.04	\$ 37,585,448.68	\$ 34,908,603.00	\$ 39,309,803.00	Higher	\$ 4,401,200.00
Total Expense	\$ 91,417,005.26	\$ 112,241,874.32	\$ 120,243,998.91	\$ 128,291,811.00	Higher	\$ 8,047,812.09
TOTAL % (Excluding ARPA & Public Defender)		% Chg 2023	% Chg 2024	% Chg 2025		
Salaries and benefits		14.21%	14.30%	4.27%		
Other expenses		44.29%	-7.12%	12.61%		

- Review of the spreadsheets that have been prepared for publication pending Board approval at tomorrow’s meeting. The documents show actuals for the prior two years, budget for the current year and tentative budget for FY2025.
- The Board would like to see forgone retained for both Melba Gopher and Canyon County Pest Control.
- \$2M will be levied for tort, the budget can be amended if necessary.
- Budget excluding ARPA, Pest, Gopher & Enterprise Funds

Revenue	\$104,854,163.00
Expense	\$119,172,964.36
Net Budget	-\$14,318,801.36

- Scenarios based on percentage of spend from 86-92%

BUDGET EXCLUDING ARPA, LANDFILL, PEST, GOPHER			
Budget % Spent Scenarios	PROJECTED SPEND	100% REV	Rev-Spend
92%	\$ 109,639,127.21	\$ 104,854,163.00	\$ (4,784,964.21)
91%	\$ 108,447,397.57	\$ 104,854,163.00	\$ (3,593,234.57)
90%	\$ 107,255,667.92	\$ 104,854,163.00	\$ (2,401,504.92)
89%	\$ 106,063,938.28	\$ 104,854,163.00	\$ (1,209,775.28)
88%	\$ 104,872,208.64	\$ 104,854,163.00	\$ (18,045.64)
87%	\$ 103,680,478.99	\$ 104,854,163.00	\$ 1,173,684.01
86%	\$ 102,488,749.35	\$ 104,854,163.00	\$ 2,365,413.65
TOT EXPENSE @100%	\$ 119,172,964.36		
TOT REVENUE	\$ 104,854,163.00		

- HR Director Danner confirmed there are 44 funded but vacant positions.
- Commissioner Holton expressed that he wants Public Defender assets inventoried prior to the state taking over on October 1<sup>st</sup>. Clerk Hogaboam believes this has been done by Facilities and IT.
- A workshop will be scheduled to determine logistics of the budget hearing.

Commissioner Van Beek moved to adjourn the meeting.

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

#### MEETING WITH CITY OF NAMPA STAFF

The Board met today at 1:40 p.m. with staff from the City of Nampa to review the City's priority projects. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, COO Greg Rast, DSD Assistant Director Jay Gibbons, Senior Public Works Director Tom Points, Water Resources Director Jeff Barnes, Transportation Director Crystal Craig, Communications Manager Kelly Black, Nampa DSD Director Mark Sawyer, and Deputy Clerk Monica Reeves. The priority projects were outlined in a PowerPoint presentation as follows:

#### **Nampa's Recycled Water Program**

- History of Nampa's Recycled Water Project
  - In 2010 the EPA Issued Stringent Wastewater Requirements
    - Reduce phosphorus by 2026
    - Reduce temperature by 2031
    - Started a decade-long planning and funding process
- Benefits of Recycled Water
  - Supplements irrigation resources by 11 million gallons per day
    - Addresses declining regional drain flows
  - Protects Boise River fish and fish habitat
  - Improves irrigation water quality

- Irrigation capacity for growth
- Supports our “One Water Plan”
  - Conservation goals
  - Dry scape landscape guide
  - Development code changes

#### **Karcher Constructed Wetlands Project**

- Karcher Wetland Overview and Project Goals
- Contaminants of Emerging Concern and Wetlands Overview
- Grant Funding and Project Origination
- Karcher Wetland Project Layout

#### **SH-16 Southerly Connection**

The project area is from Robinson Road to McDermott Road and I-84 to Airport Road, which is a one-mile square block area.

##### **Purpose of Study**

- The East Nampa Access Study addresses the following concerns:
- Insufficient transportation network south of I-84 and east of Robinson Rd
- Significant projected growth
- SH-16 connection to I-84
- Potential redevelopment
- Comprehensive Plan land use update
- Future connectivity to Airport Road extensions (ACHD project)
- Property owners’ concerns
- Project Goals
- Support mobility, efficiency and accessibility
- Enhance economic vitality
- Support land use/transportation interactions to connect people to work, commerce, and recreation
- Identify appropriate ROW
- Amend City’s Long-Range Transportation Plan

##### **Currently**

- Parametrix developing scope of work for IMR/NEPA
- 24-month timeline
- Estimated cost of \$1.1M (city budget)
- Agency partners
- Invitation for Input

##### **Future**

- Estimated total project cost of \$70M-\$80M
- Identify Funding

- Development Impact Fees
- Grants
- Other funding opportunities
- Right-of-Way

At this time the initiative they are looking at is a service interchange that attaches to a system

interchange, such as the “Y” in Boise, and they are having conversations with ITD to see if SH-16 south ultimately needs to continue as an expressway to the south. They have been working with the City of Caldwell on the interchange between Middleton and Ustick, and the City of Nampa has helped fund some of that project. Another large project is on Ustick Road because of SH-16 coming in and Ustick will be an interchange, they have been focusing their utility and transportation funding towards that corridor. They are trying to get their trunk line down Ustick all the way to SH-16 and there is a utility impact fee which has been helping fund some of that work. Their second priority is down Madison, across US-20 and a trunk line down Joplin Road toward the County line. They were able to obtain a transportation grant to widen Ustick from Owyhee Storm almost to Can-Ada Road. Additionally, the City of Nampa has plans for a bike master plan that will have connection all the way along Indian Creek into Caldwell. Commissioner Van Beek suggested Nampa staff reach out to representatives from the Deer Flat National Wildlife Refuge who are planning for connectivity along Lake Lowell, specifically on how to allow access to the lake. Commissioner Holton asked if there is any focus for water and sewer north of the lake, but south of Nampa city limits and onto the western boundary, and how much emphasis is there for new arterial mains for development? Staff said the City of Nampa can help front some costs in the areas they know are deep and expensive, and they are trying to pick areas in the impact area that are troublesome. Their first focus is up north and after that they will probably go southeast of the city. They are still seeing people tie into the existing arterials. Commissioner Holton spoke about the importance of having Nampa provide input on what works and what doesn’t work for them when the County is considering land use decisions. Director Mark Sawyer said he recognizes the need for input and he thanked Commissioner Holton for bringing it up. The meeting concluded at 2:38 p.m. An audio recording is on file in the Commissioners’ Office.

ACTION ITEM: CONSIDER ENTERING INTO A PURCHASE AND SALE AGREEMENT FOR PARCELS R01596, R01596010, R01596011, AND R01596012 COMMONLY KNOWN AS 1419 E. CHICAGO STREET, 1423 E. CHICAGO STREET AND 1422 E DENVER STREET IN CALDWELL, IDAHO

The Board met today at 3:16 p.m. to consider entering into a purchase and sale agreement for parcels R01596, R01596010, R01596011, and R01596012 commonly known as 1419 E. Chicago Street, 1423 E. Chicago Street, and 1422 E. Denver Street, Caldwell, Idaho. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Deputy PA Zach Wesley, COO Greg Rast, Facilities Director Rick Britton, Norm Brown, and Deputy Clerk Monica Reeves. Deputy PA Wesley said the seller has agreed to a significant amount of our terms for the occupancy agreement and what the post-purchase occupancy is going to look like, what the penalties are, and what the condition of the property will be when it’s returned to the County in May. Upon

approval the Board should designate one member to sign and there are number of changes that need initialed on nearly every page as well as signatures throughout the document. Upon the motion of Commissioner Holton and the second by Commissioner Brooks, the Board voted unanimously to authorize Commissioner Van Beek to sign and initial the agreement. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to enter into the purchase and sale agreement for R01596, R01596010, R01596011, and R01596012 commonly known as 1419 E. Chicago Street, 1423 E. Chicago Street, and 1422 E. Denver Street, Caldwell, Idaho, pursuant to the agreed upon changes in the contract. (Agreement No. 24-078.) The property is located adjacent to County property and the buildings will be ready for immediate occupancy once we take possession in May, 2025. A \$5,000 earnest money will be paid to Pioneer Title as soon as possible. The property closing will occur on August 28. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to adjourn the meeting at 3:24 p.m. An audio recording is on file in the Commissioners' Office.

#### AUGUST 2024 TERM

CALDWELL, IDAHO    AUGUST 15, 2024

#### APPROVED CLAIMS

- The Board has approved claim 608575 in the amount of \$13,000

#### APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Titan HQ in the amount of \$42,066.00 for the Information Technology Department (PO #6064)
- SHI in the amount of \$6,045.00 for the Sheriff's Office (PO #6072)

#### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Tyler Patrick McFarland, Emergency Communications Officer 1, Dispatch
- Shaya Marguerite Layton, Customer Service Specialist, Booking

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

The Board met today at 9:30 a.m. with county attorneys for a legal staff update and to consider an action item. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley, Health Board Trustees Mark Tolman, Yvonne Baker, Jennifer Watters,

Jennifer Loutzenhiser, Martin Flores (left at 9:33 a.m.), Controller Kyle Wilmot (left at 9:33 a.m.), HR Director Marty Danner (left at 9:33 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross. The action item was considered as follows:

***Consider Notice of Intent to Award Contract for Request for Proposals for Employee Benefit Brokerage and Consulting Services:*** Mr. Wesley explained there is no recommendation prepared at this point. Several competitive proposals were received and the Health Board Trustees are continuing to review the submissions. They may set up interviews with the top selections. Mr. Wesley would like to continue this action item to a date uncertain. An addendum will be signed next week with the revised timeline for this project. Commissioner Holton made a motion to continue this action item to a date uncertain and to approve Commissioner Van Beek participating in the interviews as an ex-officio member. The motion was seconded by Commissioner Brooks and carried unanimously.

*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 9:33 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 and COO Greg Rast. The Executive Session concluded at 9:56 a.m. with no decision being called for in open session.

The meeting concluded at 9:56 a.m. and an audio recording of the open portion of the meeting is on file in the Commissioners' Office.

ACTION ITEM: CONSIDER APPROVING FY2025 TENTATIVE BUDGET FOR PUBLICATION

The Board met today at 10:31 a.m. to consider approving the FY2025 Tentative Budget for publication. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Clerk Rick Hogaboam, Controller Kyle Wilmot, Auditing Supervisor Sarah Winslow, Senior Systems Analyst Steve Onofrei, COO Greg Rast, ADJ Davis Vander Velde, Assessor Brian Stender, Director of Court Operations Jess Urresti, Elections Supervisor Haley Hicks, TCA Benita Miller, Family Court Services Manager Chris Paulsen, HR Director Marty Danner, and Deputy Clerk Monica Reeves. Clerk Hogaboam reviewed a few clerical updates that were made to the tentative budget. He has heard from citizens who appreciate the transparency and dialogue in the budget process, and he has also heard from a citizen who feels like the public should have more opportunities to address the budget rather than just at the final hearing on August 28. He said public input is important

and perhaps there could be open houses held next year to engage the public. Commissioner Brooks thanked the Clerk and his team for their due diligence throughout the process, and said citizens are welcome to attend the budget meetings. He also noted that during his term in office he has heard from very few citizens about the budget. Commissioner Van Beek said she appreciates the collaborative effort, the transparency, and the new vision throughout the process. She spoke about the misinformation in the community and said the credibility level is really low for those who criticize the budget process. She said the Constituent Services Department is compiling a budget book which will help people understand the budget. Commissioner Holton said the public has a responsibility to participate in the budget process, but very few attend the meetings. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to approve the FY2025 tentative budget for publication as presented. It was noted that a public workshop will be scheduled prior to August 28. The meeting concluded at 10:50 a.m. An audio recording is on file in the Commissioners' Office.

#### AUGUST 2024 TERM

CALDWELL, IDAHO    AUGUST 16, 2024

There were no meetings held this day.

#### AUGUST 2024 TERM

CALDWELL, IDAHO    AUGUST 19, 2024

#### APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Idaho Tower Construction in the amount of \$12,010 for the Information Technology department (PO #6065)
- Right Systems, Inc. in the amount of \$5037.03 for the Information Technology department (PO #6066)

#### APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Lost Creek Investments LLC to be used 10/12/24 for the Valentine and Bell wedding
- Lost Creek Investments LLC to be used 9/29/24 for the Evanow and Klahn wedding



APPROVED AUGUST 23, 2024 PAYROLL

- The Board approved the August 23, 2024 payroll in the amount of \$2,424,585.73

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 and Zach Brooks, Deputy P.A. Oscar Klaas (arrived at 9:43 a.m.), Deputy P.A. Zach Wesley, Deputy P.A. Trent McRae, Director of Juvenile Detention Sean Brown (left at 9:33 a.m.), Assistant Director of Juvenile Detention Shawn Anderson (left at 9:33 a.m.), Cpt. Harold Patchett (left at 9:51 a.m.), Cpt. Chuck Gentry (left at 9:40 a.m.), Facilities Director Rick Britton (left at 9:51 a.m.), Parks Director Nicki Schwend, Outdoor Recreation Planner Alex Eells, Historic Preservation Officer Chelsee Boehm, Director of Constituent Services Aaron Williams (left at 9:43 a.m.), DSD Director Sabrina Minshall, Assistant DSD Director Jay Gibbons, Controller Kyle Wilmot, COO Greg Rast, DSD Planning Supervisor Carl Anderson (arrived at 9:43 a.m.), DSD Office Manager Jennifer Almeida (arrived at 9:43 a.m.) and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider Juvenile Detention Housing Agreements with Owyhee County, Valley County, Washington County, Payette County and Boise County:*** Director Brown explained nothing has changed within the agreements except daily rate which has increased from \$220 to \$235. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the Juvenile Detention Housing agreements with Owyhee County (agreement no. 24-079), Valley County (agreement no. 24-080), Washington County (agreement no. 24-081), Payette County (agreement no. 24-082) and Boise County (agreement no. 24-083).

***Consider a Resolution Establishing Fees for Services Provided by Tow Companies Participating in the Tow Rotation List System:*** This resolution equalizes rates when a tow is dispatched by the Sheriff's Office. Previously rates have been set by individual companies, but this will create a standardized rate. The cost analysis guidelines for determining the rates followed the guide used by Idaho State Police. Ideally fees will be evaluated year-to-year to match ISP. Rates will be set prior to open enrollment so tow companies will have the option of being on the rotation list. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution establishing fees for services provided by tow companies participating in the tow rotation list system (resolution no. 24-154).

***Consider a Resolution to Make an Appointment to the West Valley Humane Society Board of Directors:*** Mr. Wesley said that at a meeting a couple weeks ago there was Board direction for Director Williams to be a part of the WVHS Board of Directors. Mr. Williams will participate in an

ex-officio capacity meaning he will have no voting authority but more of an observer role. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution to make appointment of Aaron Williams to the West Valley Humane Society Board of Director (see resolution no. 24-155).

***Consider addendum to Service Agreement with Cintas for Facilities Services:*** Director Britton said that the previous janitorial company used by the county was bought out and prices had increased. Director Britton worked with Cintas who provided an evaluation which indicated they are able to provide the same equipment and supplies with cost savings. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to approve the addendum to service agreement with Cintas for facilities services (agreement no. 24-084).

***Consider Agreement with Kimley-Horn for Architecture/Engineering Services for the George Nourse Gun Range Four-Year Phased Construction Plans Project:*** Mr. Klaas explained this is phase I of the gun range project and is a 60% contract for site build-out but does not complete all the A&E portion. The contract is straightforward and legal has approved. Director Schwend spoke about the plans for the gun range, incorporating use for both the public and the Sheriff's Office. Mr. Rast said the Gun Range Advisory Board is in favor of this and Cpt. Patchett confirmed CCSO is also in favor. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the agreement with Kimley-Horn for architecture/engineering service for the George Nourse Gun Range four-year phased construction plans project (agreement no. 24-085).

***Consider Snake River Canyon Preservation Assessment Consultant Services Agreement:*** Several proposals were received for this project and an award letter was recently sent to Historical Research Associates. The contract has been reviewed by legal been signed by the company. Grant funds will be used for this project and Ms. Boehm spoke about the work that will be done with the assessment and the purpose of it. Work is capped at \$10K to be completed September 30, 2025. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the Snake River Canyon preservation assessment consultant services agreement (agreement no. 24-086).

The meeting concluded at 9:58 a.m. and an audio file is on file in the Commissioners' Office.

#### DSD GENERAL BUSINESS

The Board met today at 10:03 a.m. for a general business discussion with the Development Services Department. Present were: Commissioner Brad Holton participated via conference call (10:04 a.m. to 11:00 a.m.), Deputy PA Zach Wesley, Deputy PA Trent McCrae, DSD Director Sabrina Minshall, Assistant DSD Director Jay Gibbons, COO Greg Rast, DSD Office Manager Jennifer Almeida, DSD Planning Supervisor Carl Anderson, and Deputy Clerk Monica Reeves. Deputy PA Wesley said there is a matter to discuss in Executive Session that involves a property owner and there are potential litigation issues and he wants to give an overview of that matter and the proposed response. The Executive Session was held as follows:

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

Commissioner Van Beek made a motion to go into Executive Session at 10:04 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. A roll call vote was taken on the motion with Commissioners Van Beek and Brooks voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Zach Brooks and Leslie Van Beek, Commissioner Brad Holton via conference call, Deputy PA Zach Wesley, Deputy PA Trent McCrae, DSD Director Sabrina Minshall, Assistant DSD Director Jay Gibbons, and COO Greg Rast. The Executive Session concluded at 11:00 a.m. with no decision being called for in open session.

The DSD general business meeting resumed in open session at 11:00 a.m. Present were: Commissioners Zach Brooks and Leslie Van Beek, Deputy PA Zach Wesley, Deputy PA Trent McCrae, DSD Director Sabrina Minshall, Assistant DSD Director Jay Gibbons, COO Greg Rast, DSD Office Manager Jennifer Almeida, DSD Planning Supervisor Carl Anderson, and Deputy Clerk Monica Reeves.

There was a report on the following operational updates:

#### **DSD Phone Project**

Ms. Almeida reported on the phone tree project which will improve the department's customer service. The goal was to provide telephone numbers so customers can directly contact individual divisions within DSD without having to listen to the lengthy phone tree message when calling the main office telephone number.

#### **Implementation Timeline**

- Meet with IT on configuration the week of August 5, 2024
- IT Configuration and setup August 9 through August 23
- Record message on main line – update information on web August 26 through August
- Go live date of September 2, 2024

#### **Standard Operating Procedures to Assist with Implementation**

- Expectations of answering the incoming phone calls
- Expectations of return phone call/email timelines

#### **Other Considerations**

- Update forms and letterhead with correct phone numbers
- Update website with corrected forms
- Business Cards

*(COO Rast, Deputy PA Wesley and Deputy PA McRae left at 11:04 a.m.)*

#### **Code Enforcement Follow-up for 11<sup>th</sup> Avenue and Animal Solution**

- Nuisance code enforcements, structural issues.
- The new owner contracted with a demolition company
- Significant issues with cats on the property and they worked Lake Lowell Animal Rescue volunteers worked through the day/night to capture 70 cats on the site.
  - Director Minshall will work with the Constituent Services to recognize the recognize Lake Lowell Animal Rescue who stepped up to help with the community issue.

#### **Discuss Expectations for the Future Meetings/Schedule and Topics/Deliverables**

Set the stage for DSD/BOCC sessions:

- DSD/Legal/P&Z/BOCC role and public/stakeholder involvement expectations
- Will meet twice a week to get deliverables
  - Operational Topics
  - Policy Topics

Upcoming topics are scheduled as follows:

August 22      DSD Fee Update

August 27      DSD Fee Update #2 (if needed)

Comprehensive Plan #1

A. Confirm approach to simplifications and format – example of new outline and approach to issue identification (Direction)

B. Maps distributed for analysis; will discuss at a later date.

August 29      Comprehensive Plan #2

- Comprehensive Plan 201 (vs. zoning)
- Maps discussion
- Approach to Area of Impact re-negotiation and applicability to Comprehensive Plan (Direction)
- Middleton joint meeting discussion (Direction)

#### **Deliverables by December 31st: (Direction/Confirmation)**

- Draft Ordinance #1 ready for public engagement process – It will include the three areas of focus below. Written comment period/P&Z workshops (Jan–mid Feb 2025), back to BOCC for summary and cover any modifications to the draft (end Feb 2025), P&Z/BOCC public hearing process (March-mid-May, 2025)
  - Conditional Rezone/Comp Plan amendments (criteria, process)
  - Administrative cleanup/clarifications/consistency: Chapters 6 and 7
  - Code Enforcement penalties, processes and consistency: Chapters 2 and 7
- Compliance with state Agricultural Preservation Act (APA) – Ordinance adoption and APA Commission in place
- Planning/Engineering Division Strategic Operating Plan
- DSD Quarterly Reports on metrics and initiatives

- Documented policy and procedure updates regarding International Fire Code applicability
- Comprehensive Plan approach, scope and timelines: update including compliance with the new AOI legislation: Comp Plan work/engagement through 2025-early 2026. May involve interim amendments/products

There was general discussion on the topics, but no Board action was taken. Commissioner Van Beek made a motion to adjourn at 11:58 a.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

RESCHEDULE PUBLIC HEARING: 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

The public hearing which was scheduled for today at 1:30 p.m., regarding Greg Payne's request 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, was rescheduled to October 2, 2024 at 1:30 p.m.

AUGUST 2024 TERM  
CALDWELL, IDAHO    AUGUST 21, 2024

APPROVED CLAIMS

- The Board has approved claim 608340 in the amount of \$750.00
- The Board has approved claims 608600 to 608645 in the amount of \$72,213.82
- The Board has approved claims 608687 to 608736 in the amount of \$81,560.08
- The Board has approved claims 608737 to 608776 in the amount of \$72,240.37
- The Board has approved claims 608810 to 608849 in the amount of \$360,662.75
- The Board has approved claims 608850 to 608889 in the amount of \$349,856.41
- The Board has approved claims 608890 to 608936 in the amount of \$75,035.24
- The Board has approved claims 608937 to 608978 in the amount of \$130,786.93
- The Board has approved claims 608979 to 609023 in the amount of \$95,002.52
- The Board has approved claims 609024 to 609034 in the amount of \$8,862.00

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms:

- Sandi Guerra, Temporary Elections Trainer for November election
- Vivian Ferkin, Temporary Election Specialist for November election
- Trina Harrell, Temporary Election Specialist for November election
- Pamala Black, Temporary help for November election

- Aaron Bazzoli, Chief Deputy – Civil (revised start date from 10/1/24 to 9/2/24)
- Velenlorena L. Montana, Drug Testing Technician, new hire

#### APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Sockeye Grill & Brewery to be used on 9/14/24 for a concert
- 4T Sports Bar to be used 8/25/24 for the Tellez Horseracers event
- Tower Grill to be used on 9/28/24 for the Bolinske wedding
- Tower Grill to be used on 9/7/24 for the Corson wedding
- Craft Lounge to be used on 9/28/24 for the Barrell House Dinner
- Craft Lounge to be used on 9/7/24 for the Heffner wedding

#### AUGUST 2024 TERM

CALDWELL, IDAHO    AUGUST 22, 2024

#### APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Gans & Pugh Associates, Inc. in the amount of \$12,221.00 for the Sheriff's Office (PO #6075)
- Thermo Scientific Portable Analytical Instruments, Inc. in the amount of \$31,072.01 for the Sheriff's Office (PO #6073)

#### APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Raising Our Bar to be used on 9/6/24 for the Gonzalez wedding
- Raising Our Bar to be used on 9/7/24 to be used for the Ferguson Water Works event
- Raising Our Bar to be used on 9/14/24 for the Israel wedding
- Raising Our Bar to be used on 9/15/24 for the Ernesto wedding
- Raising Our Bar to be used on 9/20/24 for the Olsen wedding
- Raising Our Bar to be used on 9/21/24 for the Kiley wedding
- Raising Our Bar to be used on 9/24/24 for the Meyers wedding
- Raising Our Bar to be used on 9/27/24 for the Giesler wedding
- Liberty Lounge to be used on 9/6/24 for the Sunset Series event
- Liberty Lounge to be used on 9/12/24 for the Idaho Republican Women
- Liberty Lounge to be used on 9/13/24 for the Sunset Series event
- Liberty Lounge to be used on 9/14/24 for the Bassett wedding
- Liberty Lounge to be used on 9/14/24 for Idaho Youth Ranch Barn Party

- Liberty Lounge to be used on 9/20/24 for the Sunset Series event
- Liberty Lounge to be used on 9/26/24 for the Rhoda wedding
- Liberty Lounge to be used on 9/27/24 for the Sunset Series event

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

The Board met today at 9:34 a.m. for a meeting with county attorneys for a legal staff update and to consider an action item. Present were: Commissioners Leslie Van Beek and Zach Brooks, Deputy P.A. Zach Wesley, Deputy P.A. Trent McRae, Health Board Trustees Martin Flores (left at 9:38 a.m.), Controller Kyle Wilmot (left at 9:38 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross. The action item was considered as follows:

*Consider addendum no. 2 for Canyon County's employee benefit brokerage and consulting services request for proposals:* This addendum resets the calendar for this project which allows for additional evaluation and interviews by the committee. The notice of intent to award will be on October 3<sup>rd</sup> and objections will be due by October 10<sup>th</sup>. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign addendum no. 2 for Canyon County's employee benefit brokerage and consulting services request for proposals.

On Tuesday, August 20<sup>th</sup> the Board signed the addendum to the service agreement with Cintas for facilities services. Upon receipt of the addendum, Cintas requested that the cooperative acceptance agreement also be signed. Additionally, there was some information missed when the addendum was reformatted. Mr. Wesley and Mr. McRae confirmed that there were no material changes to the contract. Both of the documents were signed the Board this morning and will supersede the addendum that was signed earlier this week.

Recently there was a request received from Assessor Stender to remove Joe Cox from the Health Plan Trustee Board and nominated Jennifer Loutzenhiser as the representative for his Office. The Board is supportive of this change so Mr. Wesley will prepare a resolution for reappointment.

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

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

Commissioner Van Beek made a motion to go into Executive Session at 9:40 a.m. pursuant to Idaho Code, Section 74-206(1) (c) and (d) regarding records exempt from public disclosure and acquisition of an interest in real property. The motion was seconded by Commissioner Brooks. Commissioner Brooks took a roll call vote where he along with Commissioner Van Beek voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Zach Brooks and Leslie Van Beek, Deputy P.A. Zach Wesley, Deputy P.A. Trent McRae and COO

Greg Rast. The Executive Session concluded at 9:48 a.m. with no decision being called for in open session.

The meeting concluded at 9:48 a.m. and an audio recording of the open portion of the meeting is on file in the Commissioners' Office.

### DSD GENERAL BUSINESS

The Board met today at 9:53 a.m. to discuss DSD general business. Present were: Commissioners Leslie Van Beek and Zach Brooks, DSD Director Sabrina Minshall, Assistant DSD Director Jay Gibbons, DSD Planning Supervisor Carl Anderson, DSD Office Manager Jennifer Almeida, Director of Constituent Services Aaron Williams, COO Greg Rast and Deputy Clerk Jenen Ross.

Discussion points were as follows:

- Documents provided to the Board included draft versions of the FY25 proposed fee schedule, FY25 fee schedule specific to building permit fees, a spreadsheet giving a comparison of fees between Canyon County, Ada County, Kootenai County and Bannock County and an exhibit resolution from Ada County which outlines their fee schedule. All of these documents are on file with this day's minutes.
- Approach to fee calculations
  - Board direction has been to look at the actual cost it takes for the county to do the work that is related to a person's application or property specifically.
  - There are tasks done by DSD that are not related to an individual application or are indirect such as long-range planning, general customer service and back-end services such as code enforcement.
  - Fees are estimated based on actuals at this point but staff is time-tracking and over the next year they will continue to evaluate as fact checking.
- Legal direction
  - New fees or increases over 5% require a public notice in the Idaho Press newspaper and a public hearing prior to adoption.
  - The public notice has to run once a week for two weeks.
  - Following the noticing, a public hearing will be held and the Board can consider adoption of the new fees.
  - Per state law, the fee shall not exceed the actual cost of the service being rendered. In order to track costs, a spreadsheet has been created to track costs being considered as far as material, labor, etc. At this point DSD is not trying to capture a complete overhead or a lot of materials; for this step they are focused on the cost of the person doing the work as an average salary and benefits as well as direct cost that are able to be determined with certainty.
- A brief review was provided of how the fees were calculated based on average salary/benefits, ensuring adequate fees are being charged based on the work being done



and how much time is being spent and fees that will either be eliminated or captured in a different way or place.

- Federal per diem rates and average mileage was used for fees that involved inspectors or code enforcement officers as that is a direct cost.
- Examples were provided of fees that had been missing but are now being included in the fee schedule and 'à la carte' fees

The Board broke from the DSD update meeting from 10:33 a.m. to 10:39 a.m. in order to take up a meeting scheduled at 10:30 a.m. Following the break, the following topics were discussed:

- Continued discussion regarding the 'à la carte' fees
- Building permit fee schedule
  - The only proposed change is to the authorized refund amount, changing it from 90% to 75%.
  - Addition for demolition of a structure
  - Correction to roofing fees
  - Revision to solar panel systems
- Discussion regarding comparison of proposed fees vs. current fees including examples

In response to Commissioner Van Beek's question about the Caldwell zoning district, Director Minshall indicated she would come back at a later date with a more thorough answer.

Commissioner Van Beek moved to adjourn the meeting.

The meeting concluded at 11:17 a.m. and an audio recording is on file in the Commissioners' Office.

#### CONSIDER APPROVING FINAL PLAT FOR COUNTRY SAGE RANCHES, CASE NO. SD2021-0051

The Board met today at 10:33 a.m. to consider approving a final plat for Country Sage Ranches, Case no. SD2021-0051. Present were: Commissioners Leslie Van Beek and Zach Brooks, DSD Director Sabrina Minshall, Assistant DSD Director Jay Gibbons, DSD Planning Supervisor Carl Anderson, DSD Office Manager Jennifer Almeida, Representatives for Country Sage Ranches, COO Greg Rast and Deputy Clerk Jenen Ross.

Mr. Gibbons presented the staff report stating that this property is zoned single family residential R-1 with 1.4-acre average residential lot size, 3 residential lots, 5 commercial lots, internal public roads with individual wells and septic. Surface irrigation is provided by Black Canyon Irrigation District and the property is located within Middleton's area of city impact. The preliminary plat was approved with 12 conditions which have all been met; the final plat is eligible for final Board signature. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to approve and sign the final plat for County Sage Ranches, Case no. SD2021-0051

The meeting concluded at 10:36 a.m. and an audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION PURSUANT TO IDAHO CODE, SECTION 74-206(1)(B), (D), AND (F), REGARDING A PERSONNEL MATTER, RECORDS EXEMPT FROM PUBLIC DISCLOSURE, AND TO COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION; AND CONSIDER APPOINTMENT OF A NEW CIO DIRECTOR

Commissioner Van Beek made a motion to go into Executive Session at 3:34 p.m. pursuant to Idaho Code, Section 74-206(1) (b), (d) and (f) regarding personnel matters, records exempt from public disclosure and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner Brooks. Commissioner Brooks took a roll call vote where he along with Commissioner Van Beek voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Zach Brooks and Leslie Van Beek, Deputy P.A. Zach Wesley, HR Investigator Rich Soto and COO Greg Rast. Commissioner Brad Holton participated via teleconference. The Executive Session concluded at 4:51 p.m.

Following the executive session, Mr. Wesley said that this morning the Board received an email from the IT Director resigning his position effective yesterday. At this time the county is currently without leadership in the IT department. Mr. Wesley suggested to the Board that before the close of business today an interim director should be established.

Commissioner Van Beek made a motion to amend the agenda to include the appointment of a new CIO Director as per the recommendation by legal counsel. The motion was seconded by Commissioner Brooks and carried unanimously.

Commissioner Van Beek made a motion to appoint Greg Rast as interim CIO for Canyon County until such time as a new CIO can be recruited. The motion was seconded by Commissioner Brooks and carried unanimously.

Commissioner Van Beek made a motion to appoint Greg Rast under the established MOU as a quasi 911 Services Director for Canyon County. The motion was seconded by Commissioner Brooks and carried unanimously. Commissioner Holton noted that this is part-and-parcel of the job description that Mr. Rast is taking as the interim CIO.

Commissioner Van Beek moved to adjourn the meeting. The motion was seconded by Commissioner Brooks.

The meeting concluded at 4:55 p.m. and an audio recording is on file in the Commissioners' Office.

AUGUST 2024 TERM  
CALDWELL, IDAHO    AUGUST 23, 2024

No meetings were held this day.

AUGUST 2024 TERM  
CALDWELL, IDAHO    AUGUST 26, 2024

#### APPROVED CLAIMS

- The Board has approved claim 609035 in the amount of \$189.05
- The Board has approved claims 608578 to 608598 in the amount of \$68,349.25
- The Board has approved claims 608646 to 608686 in the amount of \$71,181.24
- The Board has approved claims 608777 to 608809 in the amount of \$51,675.36

#### APPROVED PURCHASE ORDERS

The Board approved the following purchase order:

- Gartner: IT Symposium in the amount of \$5,650.00 for the Information Technology Department (PO #6079)
- Idaho Survey Group in the amount of \$19,950.00 for the Solid Waste Department (PO #5993)

#### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved the following employee status change forms:

- Joan Silva, Recorder/Passport Specialist
- Bonnie Wood, Temporary Election Specialist
- Krystal Gonzalez, Deputy Sheriff - Inmate Control
- Douglas Ward, Emergency Communications Officer I

#### PUBLIC HEARING AGENDA WORKSHOP

The Board met today at 3:34 p.m. for a public hearing agenda workshop. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, COO Greg Rast, Constituent Services Director Aaron Williams, Controller Kyle Wilmot, Senior Systems Analyst Steve Onofrei, Director of Court Operations Jess Urresti, and Deputy Clerk Monica Reeves. Director Williams presented a quote from Rocky Mountain Audio Visual for \$2,064 to provide A/V services at the August 28, 2024 budget hearing. The company will bring cameras and audio equipment and stream the hearing on YouTube, Facebook and WebEx. It will be a more transparent process so

the audience can follow and track what's going on. The expense will be taken from the IT budget. There was a review and discussion of the draft agenda for the FY2025 Budget Hearing which is scheduled for August 28, 2024 at 5:00 p.m. (A copy of the proposed agenda is attached to this day's minute entry.) The meeting concluded at 4:13 p.m. An audio recording is on file in the Commissioners' Office.

## AUGUST 2024 TERM

CALDWELL, IDAHO     AUGUST 27, 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 Leslie Van Beek and Brad Holton, Deputy P.A. Oscar Klaas (left at 9:45 a.m.), Deputy P.A. Zach Wesley, Deputy P.A. Trent McRae (left at 9:45 a.m.), Director of Juvenile Detention Sean Brown (left at 9:34 a.m.), Assistant Director of Juvenile Detention Shawn Anderson (left at 9:43 a.m.), Lt. Travis Engle (left at 9:43 a.m.), COO Greg Rast, DSD Staff Sabrina Minshall, Jay Gibbons, Jennifer Almeida and Carl Anderson (arrived at 9:40 a.m.), Director of Constituent Services Aaron William (arrived at 9:44 a.m.) and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider Juvenile Detention Housing Agreement with Ada County:*** Director Brown explained this is a mutual agreement in case there is a conflict of interest in either facility. This is the 3<sup>rd</sup> year of this agreement and has only been used once by each county. There is no monetary exchange, this is a courtesy mutual agreement between the counties. Upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to sign the Juvenile Detention Housing agreement with Ada County (agreement no. 24-089).

***Consider Malheur County Juvenile Detention Housing Agreement:*** Although Malheur County is the State of Oregon, Canyon County is the closest facility. This is the 4<sup>th</sup> year of this agreement and the only change is to the daily rate from \$220 to \$235. Upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to sign the Malheur County Juvenile Detention Housing agreement (agreement no. 24-088).

***Consider Canyon County Sheriff's Office Smartphone Application Development Services Agreement with OCV, LLC:*** A request was made to reschedule this action item until it has been vetted by IT. No action was taken and this will be added back to the agenda when it is ready.

***Consider Amendment No. 5 to Agreement for Inmate Health Care Services with VitalCore Health Strategies, LLC:*** Lt. Engle explained this agreement was established in 2019 and since that time has

worked well for both the county and VitalCore. At this time CCSO is supportive of continuing to work with VitalCore but noted they are always analyzing to ensure they are the best fit for both parties. There is an increase of 10% on the CCSO side and 2% on the Juvenile Detention side, Lt. Engle said this increase is due to the type of inmates they are holding and that the increase is comparable to the increased need for services. Upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to sign amendment no. 5 to the agreement for inmate health care services with VitalCore Health Strategies, LLC (agreement no. 24-087).

As part of the legal staff update, Mr. Wesley spoke to the email received regarding the Yanecko case which affirmed the Board's decision; oral arguments will happen tomorrow regarding the Gross Family Trust case; the property transaction is scheduled for closing on Thursday.

***Consider Treasurer's tax charge adjustments by PIN for July 2024:*** Most of these adjustments are homeowner exemptions and upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to sign the Treasurer's tax charge adjustments by PIN for July 2024.

The meeting concluded at 9:46 a.m. and an audio recording is on file in the Commissioners' Office.

#### DSD GENERAL BUSINESS

The Board met today at 9:49 a.m. to discuss DSD General Business. Present were: Commissioners Leslie Van Beek and Brad Holton, Deputy P.A. Zach Wesley (left at 9:54 a.m.), DSD Director Sabrina Minshall (left at 10:48 a.m.), Assistant DSD Director Jay Gibbons, DSD Office Manager Jennifer Almeida, DSD Planning Supervisor Carl Anderson, Director of Constituent Services Aaron Williams, COO Greg Rast and Deputy Clerk Jenen Ross.

Director Minshall reviewed the following topics:

- Comprehensive Plan Update – approach
  - Public Input: How to apply public input and finding a way for the concepts to be implemented.
- Functionality and Usability
  - Simplifying and focusing the current plan: What can be done now.
  - Restructure and Compliance with state laws
    - Anticipating new base documents redlined with portions that will be revised or removed.
    - Incorporation of chapters and revisions
    - Creating a usable document
- Policy
  - Built Environment
  - Agriculture/Growth Interface
  - Cities and AOI

- Essential Services
  - Board wants to ensure the definition of “essential services” is clearly defined
- Comprehensive Plan Scope, Schedule, Deliverables and Tandem Ordinances
  - There are some ordinances being worked on now that are not directly related to the comprehensive plan including conditional rezone vs. rezone and the criteria, administrative clean-up, and matters related to code enforcement
- Maps – Acreage heat map, Agriculturally exempt properties, Soil classifications, Comprehensive Plan 2030 and Comprehensive Plan 2020
  - Provided for Board review, comments and questions at a future meeting
- Planning Fee Schedule
  - Commissioner Van Beek asked if a land use inquiry per parcel can be done by a title company. Mr. Gibbons said that a title company would provide the research back to creation of the parcel but DSD needs to know if it was created prior to 1979 or what has happened to it since that time. He indicated that DSD staff is pretty good at locating the necessary information in an efficient manner. Mr. Anderson said they are working to break apart the parcel inquiries into general inquiries and larger inquiries that they may start requiring a title report to be submitted with those applications.
  - Discussion regarding completeness reviews and associated fees

Commissioner Van Beek moved to adjourn the meeting.

The meeting concluded at 11:18 a.m. and an audio recording is on file in the Commissioners’ Office.

AUGUST 2024 TERM  
CALDWELL, IDAHO    AUGUST 28, 2024

#### APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Mountain Alarm in the amount of \$8,266.33 for the Facilities Department (PO #6024)

#### APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved the following employee status change form:

- Dylan Evans - Senior Deputy Coroner

### APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for:

- Raising Our Bar to be used 9/1/24 for the Clucas Wedding

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

The Board met today at 10:07 a.m. with the Facilities Director to discuss general issues, set policy, and give direction. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Facilities Director Rick Britton, Assistant Facilities Director Carl Dille, Facilities Office Manager Becky Kearsley, COO Greg Rast, and Deputy Clerk Monica Reeves. Director Britton gave a report on the following topics:

- Elections Building Update
- Pod 6 Update
- New Albany/13<sup>th</sup> Avenue parking Lot to start October 1
- Courthouse parking lot – striping and patch work Union Pacific area
- Industrial Way Warehouse – move out by September 27
- Jail Laundry Room complete
- Dock Removal at Lake Lowell
- Micro Main Upgrade - Testing and Training first week of September
- First Courthouse bricks - 1 pallet – Carpenter historic sign base in park
  - Director Britton will inquire with the Historic Preservation Commission to see if they can offer guidance

Commissioner Holton had questions regarding the Assessor's plat room project that was started last year. The Assessor had budgeted \$25,000 for stand-up desks but then changed the project and it added extra material and costs that came out of the Facilities budget. The cost of the glass for the project will not be covered by the Facilities budget. There are concerns that if the project is not completed by September 30<sup>th</sup> it will become a fiscal year 2025 unbudgeted expense. Commissioner Van Beek said this is discretionary spending and although Assessor Stender has communicated that the Board has granted similar requests for the Sheriff's Office this is not comparable because the Sheriff has provided a 3-year strategic plan of every expense. Commissioner Holton said we should reconfigure where we are, and the Assessor should cover the difference in his budget. Director Britton said it's not fair to the budget or his staff when projects change, and this project changed multiple times and had to be redesigned multiple times. The Board instructed Director Britton that if a project changes and if there are budget implications the director or elected official needs to meet with the Board to discuss it.

Director Britton's department review continued as follows:

- Weed & Pest - Looking for Collection Agency to address past due invoices
  - Working with Legal

- Weed & Pest staff to perform own box cleaning for a fee of \$100
  - The Board will speak with Legal about this request

Commissioner Holton wants to look at an ordinance change where a non-property owner cannot order weed mitigation without putting up a bond to pay, or, if they don't pay it automatically liens on next year's taxes with penalty and interest. Office Manager Becky Kearsley said they met with Legal who advised that when a landowner asks to mitigate weeds the County cannot put a lien on the property. If it's an abatement where someone has complained, and the owner is not taking care of it and the County has to take care of the weeds and if the owner does not pay for it then we can place a lien on their property. Commissioner Holton said in that case the County will request it be prepaid. Ms. Kearsley said they have a good track record with payments; there are only 9 unpaid accounts out of the 375 work orders they have received this year. The Board wants to discuss this issue with Legal. Director Britton said there are ordinances he wants to change to address the rural rangeland areas that have sagebrush and cheat grass. Commissioner Van Beek said this discussion highlights the need for the Board to look at ordinances, many of which need updated. The meeting concluded at 10:55 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH COUNTY ASSESSOR REGARDING PLAT ROOM PROJECT

The Board met today at 11:22 a.m. to discuss the Assessor's plat room project. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Assessor Brian Stender, Administrator Property Appraiser Supervisor Greg Himes, Facilities Director Rick Britton, and Deputy Clerk Monica Reeves. Assessor Stender wants to use the surplus in his FY2024 budget to install glass across the top of new cubicles to help with sound retention. He said other offices/departments have been able to use budget surplus on other projects and he is hoping to do the same. They estimated cost of materials at \$25,000 and he thought the glass was included in the original cost, but it wasn't. Commissioner Brooks said he takes issue with the Assessor comparing his request to the Sheriff's requests because the Sheriff's Office brings in proposals with detailed information including cost breakdowns and they stick to it and when they come to the Board and say there are savings, they're just doing next year's projects with this year's savings. Assessor Stender said he has been asking for a playbook so that everyone can play by the same rules; he will do that in the future. Director Britton said the initial project was for cubicles, two offices and the conference room but all the desks on the cubicles were L-shaped desks that changed to a U-shape and a standup style. He does not recall talking about glass partitions. There were some other changes as well and an additional \$7,000 in costs that were covered by the Facilities budget. Commissioner Brooks said due to lead times it's hard to say if the materials will be here by September 30, and this feels like an unbudgeted item in the ninth inning of the fiscal year, and he cannot reconcile that and does not want to set a precedent. It is an unbudgeted item. Assessor Stender said the money will still be there; unspent monies go to fund balance. Commissioner Van Beek said the unspent of the fund balance is going to be exceptionally tight and this is what was frustrating with a previous Board where they would look at the cost of something and marginalize that in the overall comparison to the budget itself as a whole and all of it matters.



Previous Boards have supported budgeting practices that have us in a very narrow range of contingencies with a lot of needs. Commissioner Holton is concerned that the project will go into next year's budget. Commissioner Brooks is not comfortable going forward with the project and said if it becomes a significant issue put it in next year's budget. Commissioner Van Beek said this is a project that needs to wait. Perhaps there was not communication on the part of the Assessor's Office that was clear enough to even bid this project; there were cost overruns, and the changes are expensive and given the budget year we are in, we need to hold. Even though there is a return to general fund there are places everywhere for those dollars. We must hold the new construction and not put another unbudgeted project on the Facilities Dept. This is not something that can be compared with the life and safety issues in the Sheriff's Office. Commissioner Holton said he is not against the positions of Commissioners Van Beek and Brooks, but asked if they have any guidance for the Assessor on how to address the noise pollution if it becomes a customer service issue? Commissioner Brooks said if it becomes an extreme situation we could perhaps use funds in the reserve account. Commissioner Van Beek said they could see if there are other solutions such as having a space for high conflict calls. It's unfortunate there was better communication on the schematics that were provided. Commissioner Holton said the precedence issue is a concern, and it makes it hard to say yes to one group and no to another group. He sees the Assessor's need. Commissioner Van Beek said there was a prioritization of what the needs are in the Assessor's Office, including retaining quality employees through market adjustments, but this project fell below the bar. She also noted there were cuts from the projects list totaling \$1.3M. Commissioner Van Beek made a motion adjourn. The meeting concluded at 11:56 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION TO CONSIDER PERSONNEL MATTERS PURSUANT TO IDAHO CODE, SECTION 74-206(1)(A) AND (D): INTERVIEW AND CANDIDATE EVALUATIONS FOR APPOINTMENT OF THE CANYON COUNTY TREASURER

Commissioner Brooks made a motion to go into Executive Session at 1:34 p.m. pursuant to Idaho Code, Section 74-206(1) (a) and (d) regarding personnel matters and records exempt from public disclosure. 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, Zach Brooks and Leslie Van Beek (arrived at 1:37 p.m.), COO Greg Rast, Candidate Jennifer Watters (left at 1:57 p.m.) and Candidate Carol Mitchell (arrived at 2:12 p.m. and left at 2:40 p.m.). The Executive Session concluded at 2:42 p.m. with no decision being called for in open session. Commissioner Van Beek made a motion to adjourn the meeting. The motion was seconded by Commissioner Brooks and carried unanimously.

FY2025 BUDGET HEARING

The Board met today at 5:26 p.m. to conduct the Fiscal Year 2025 Budget Hearing, which was held in the public meeting room of the Administration Building located at 111 11<sup>th</sup> Avenue North in

Caldwell. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, COO Greg Rast, Clerk Rick Hogaboam, Controller Kyle Wilmot, Senior Systems Analyst Steve Onofrei, Auditing Supervisor Sarah Winslow, Constituent Services Director Aaron Williams, Communications Specialist Chad Thompson, Ambulance District Director Michael Stowell, District Secretary, Leann Axe, Director of Court Operations, Jess Urresti, Fair Director Diana Sinner, Fair Office Coordinator Diana Hoffman, Extension Educator Carrie Clarich, Accounting Specialist Reyna Villanueva, Elections Manager Haley Hicks, Juvenile Probation Director Elda Catalano, Assessor Brian Stender, Juvenile Detention Director Sean Brown, Treasurer Tracie Lloyd, Chief Deputy Jennifer Watters, Deputy PA Zach Wesley, Chief Public Defender Aaron Bazzoli, Parks Director Nicki Schwend, Fleet Director Mark Tolman, Assistant Fleet Director Dawn Pence, Director of Misdemeanor Probation Jeff Breach, Administrative District Judge Davis VanderVelde, HR Director Marty Danner, IT Business Manager Caiti Pendell, Facilities Director Rick Britton, Lt. Martin Flores, Captain Harold Patchett, Lt. Travis Engle, DSD Director Sabrina Minshall, Deputy Trial Court Administrator Chris Paulsen, Jeff Huter, Diann Huter, Cindy Foster, Mike Darlow, Jean Darlow, Jan Hanks, Jodee Arnold, Steve Burton, Laura Holton, Garrett Peterson, other interested citizens, and Deputy Clerk Monica Reeves.

Commissioner Holton opened the hearing and noted the Board has held over 60 meetings/workshops prior to this evening's hearing and recognized the work by Clerk Rick Hogaboam and his staff during the budget process.

Opening remarks were made by Clerk Hogaboam who recognized Treasurer Tracie Lloyd who will soon retire after 47 years of service to Canyon County. He gave a recap of this year's budget planning process and related workshops, and reviewed the following:

- Clerk's suggested budget included several scenarios of budget presentations
- Summary of new position requests totaling \$1,458,968.09
  - Two positions for the landfill are not funded by property taxes and pay for themselves through the operations and the revenue they generate
  - County Agent 4-H coordinator position already exists, is not a County employee but the County funds most of that salary as a contribution under the "B" budget. This is a transfer for them to become a County employee.
  - The other new positions represent a more modest amount than we started with. More positions were requested but did not make it to the final round.
  - Due to concern about the state sales tax revenue flattening, the Clerk is requesting new positions not be filled until February, maybe with a minor exception or two. He wants see two quarters of sales tax revenue and if that is the case, we may have to hold off on some of the positions.
- State Sales Tax Revenue
  - We have budgeted \$18.3M to come from sales tax
- Final Amended Budgets and 2025 Proposed Budget

- Clarification of ARPA funds mostly being used to fund extraordinary capital needs. The County has used ARPA funds on some reoccurring items such as the lease on Pod 6
- Payroll budget has gone down by nearly \$3M because public defense employees will become state employees on October 1, 2024, and the County will no longer have to fund public defense.
- Property Tax Projections
  - Amount levied in 2024 was \$56,364,662.00 Levy rate: 0.001614778
  - Proposed levy amount for 2025 is \$58,864,985.00 Levy rate: 0.001557819
    - Levy rate is going down, partly because \$1.9M of the tax base is being funded by new construction

Commissioner Holton said pursuant to Idaho Code §63-802(1) (e), the Board the intends to recover \$591,748 of available forgone in the FY2025 property tax levy for ongoing maintenance and operations pursuant to Idaho Code §63-802(1) (f), the Board has elected to levy less than the maximum allowable increase for property tax and intends to reserve the right to recover in subsequent years \$13,769 of forgone for Canyon County Pest Control, and \$712 of forgone for Melba Gopher. The hearing will be held in conjunction with tonight's annual budget hearing.

Public comments were as follows:

Jo Dee Arnold thanked the Board and the Clerk for the budget process, and said she attended a lot of the workshops and found the process to be open and transparent.

Steve Burton thanked the Board for addressing issues he has brought up and for keeping the budget flat. If you remove the enterprise funds and the ARPA funds at end of FY2024 it looks like it will come in at 48% which is much better than he thought. This year the County is looking at taking out \$14M of reserve funds and applying that to FY25 and that amount of money takes it down to 36% which is a good healthy number. He thinks the Board is on a good track and said the only concern he has is that the fund balance for the landfill is \$17M, and it looks like it's going up to \$20.5M, and it was stated by COO Rast that the landfill needs to keep a reserve of \$10M in case they need to close it. It seems like we're getting a bigger number all the time and he asked the Board to try to reduce the fees so the taxpayers can see some relief. It seems we are unnecessarily building up the reserve. Commissioner Van Beek said Canyon County has some of the lowest tipping fees in the nation, and the reserve that's there is intentional. It has been 20 years since the Board has adjusted fees at the landfill. Commissioner Holton said the landfill has a 70-year life but we have to put in millions and millions of dollars and we have to save for future land acquisition. Mr. Burton supports increasing the Sheriff's budget because they need more staff

Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to close public testimony. Deliberation was as follows:

Commissioner Brooks said the Board has held over 60 budget workshops and has systematically gone through every budget in the County and he is in favor of approving it. Commissioner Van Beek said the Board is making every effort to provide transparency and said this is the most collaborative and transparent budget process she has participated in, and she supports the budget. Commissioner Holton said in 2020 there were 96,000 taxable lots and today there are over 106,000 taxable lots, the lion's share of which is housing, and even with all the growth, the County's budget increased just over \$400,000. He supports the budget. Commissioner Van Beek spoke about the 13 new positions in this year's budget and noted that some positions were not funded to make room for critical positions to meet the demand for service. Commissioner Holton said the public information officer is working on the budget book that will give the resources to follow the narrative through the budget process. Commissioner Van Beek said there are three capital projects that are ARPA funded: a warehouse which will save \$56,000 a year savings in lease payments; an Elections building that will quadruple space and serve as a general voting location; and the Sheriff's administration bldg. Commissioner Brooks supports the new positions being available February 3, 2025, but he wants the new Senior Chief Deputy position in the Prosecutor's Office to be available January 6, 2025. Commissioner Van Beek said she supports that as well and then she made a motion to approve the FY2025 budget as presented and to include the hiring of a Senior Chief for the Prosecutor's Office. The motion was seconded by Commissioner Brooks and carried unanimously.

Commissioner Brooks made a motion to adopt a fiscal year 2025 expenditure budget for Canyon County in the amount of \$156,462,033, a fiscal year 2025 expenditure budget for the Canyon County Pest Control District in the amount of \$317,778 and a fiscal year 2025 expenditure budget for the Melba Gopher District in the amount of \$12,000. The elected officials of the County shall have salaries set forth for Fiscal Year 2025 as follows:

Commissioner	\$118,625	Coroner	\$106,098
Commissioner	\$118,625	Prosecuting Attorney	\$173,257
Commissioner	\$118,625	Sheriff	\$165,000
Assessor	\$118,526	Treasurer	\$119,875
Clerk	\$125,041		

Commissioner Van Beek seconded the motion and noted that the \$156,462,033 is inclusive of the ARPA funds. It is money receipted in and accounted for so we can spend it on the identified projects. The budget has not been increased to \$156M, it is an accounting practice to book the revenue the spend the money for the projects. The motion carried unanimously. (Resolution No. 24-156.)

Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to adopt the resolution concerning \$712 of forgone for the Melba Gopher and \$13,769 of forgone for Canyon County Pest Control. (Resolution No. 24-158.)

Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to adopt the resolution for the Canyon County Fiscal Year 2025 property tax

levy of \$58,864,985 which includes \$591,748 of available property tax forgone increase for ongoing maintenance and operation. (Resolution No. 24-157.)

Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to approve and sign the L-2 worksheets for Canyon County, Canyon County Pest Control, and Melba Gopher.

Clerk Hogaboam said we budgeted for a reserve contingency under current expense and those are monies that can be applied over the course of the fiscal year for unanticipated emergent needs that arise by a unanimous vote by the Board on how those reserve funds get applied. Additionally, the County has collected the revenues on new houses being built but they were not in the budget previously and we were treating that as unanticipated revenue. We have budgeted a very modest amount of \$500,000 to be distributed over all the levied funds of that occupancy tax.

Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to adjourn. The hearing concluded at 6:30 p.m. An audio recording is on file in the Commissioners' Office.

AUGUST 2024 TERM  
CALDWELL, IDAHO    AUGUST 29, 2024

#### APPROVED CLAIMS

- The Board has approved claim 609037 in the amount of \$186,420.06
- The Board has approved claims 609038 to 609042 in the amount of \$465.00

#### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved the following employee status change forms:

- Shane Sears, Temporary Election Specialist

#### APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for:

- Mother Earth Micro Brew to be used 9/10/24

#### 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. Zach Wesley, Director of Juvenile Detention Sean Brown (left at 9:34

a.m.), Health Board Trustees Martin Flores, Yvonne Baker, and Jennifer Loutzenhiser (left at 9:35 a.m.), Assessor Brian Stender (left at 9:35 a.m.), Chief Public Defender Aaron Bazzoli (left at 9:47 a.m.), Assistant Public Defender Scott James (left at 9:47 a.m.), Public Defender Erik Ellis (left at 9:47 a.m.), COO Greg Rast, Realtor Norm Brown, DSD Office Manager Jennifer Almeida (arrived at 9:44 a.m.) and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider a Memorandum of Agreement for Juvenile Detention Housing with Baker County, Oregon:*** Director Brown said this is the 2<sup>nd</sup> year for this agreement and that it is similar to the one with Malheur County. Pricing is the same as other housing agreements at \$235/day. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the memorandum of agreement for juvenile detention housing with Baker County, Oregon (agreement no. 24-090).

***Consider a Resolution Appointing a Successor Trustee to the Board of Health Trustees:*** Joe Cox has resigned from the Board and the Assessor's Office has nominated Jennifer Loutzenhiser as the successor. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign the resolution appointing a successor trustee to the Board of Health Trustees (resolution no. 24-159).

***Consider a Resolution Appointing Erik Ellis as the Interim Chief Public Defender:*** Mr. Bazzoli introduced Mr. Ellis to the Board and provided a brief overview of his work history. Mr. Bazzoli has resigned as the Chief Public Defender and Mr. Ellis will assume the position in the interim until public defense is taken over by the state on October 1<sup>st</sup>. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution appointing Erik Ellis as the interim Chief Public Defender (resolution no. 24-160).

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

EXECUTIVE SESSION – PERSONNEL MATTERS, ACQUISITION OF AN INTEREST IN REAL PROPERTY, 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 9:48 a.m. pursuant to Idaho Code, Section 74-206(1) (b), (c), (d) and (f) regarding personnel matters, acquisition of an interest in real property, 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. Oscar Klaas and realtor Norm Brown. Mr. Brown left the executive session at 10:14 a.m. The Executive Session concluded at 10:27 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.

#### SIGN CLOSING DOCUMENTS FOR PROPERTIES LOCATED ON CHICAGO STREET AND DENVER STREET IN CALDWELL, IDAHO

The Board met today at 10:30 a.m. to sign closing documents for properties located on Chicago Street and Denver Street in Caldwell, ID. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley, COO Greg Rast, Realtor Norm Brown, Vicki Hunsperger with Pioneer Title and Deputy Clerk Jenen Ross.

The closing documents were presented to the Board by Ms. Hunsperger with Pioneer Title. The Board recessed the meeting at 10:31 a.m. in order to sign the paperwork. At 11:58 a.m. the Board went back on the record where Commissioner Holton made a motion to sign all necessary documents for the transfer and purchase of property to the county. The motion was seconded by Commissioner Van Beek and carried unanimously. The meeting concluded at 11:59 a.m. and an audio recording is on file in the Commissioners' Office.

#### ACTION ITEM: CONSIDER A RESOLUTION OF APPOINTMENT TO THE OFFICE OF THE CANYON COUNTY TREASURER

The Board met today at 11:00 a.m. to consider a resolution of appointment to the Office of the Canyon County Treasurer. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, COO Greg Rast, Deputy PA Zach Wesley, Treasurer Tracie Lloyd, Chief Deputy Treasurer Jennifer Watters, Commercial Property Appraiser Supervisor Greg Himes, Assessor Brian Stender, DSD Director Sabrina Minshall, DSD Planning Supervisor Carl Anderson, DSD Office Manager Jennifer Almeida, Accounting Supervisor Sarah Winslow, Controller Kyle Wilmott, Ken Watters, other interested citizens, and Deputy Clerk Monica Reeves. On August 28, 2024 the Board interviewed two candidates in Executive Session and today they will deliberate and make a choice between Carol Mitchell and Jennifer Watters. Commissioner Brooks said both candidates interviewed well and have decades of experience but he cannot get beyond the 27 years of experience Jennifer Watters has working in the Canyon County Treasurer's Office having been a deputy treasurer and chief deputy treasurer. Commissioner Van Beek said both candidates have been involved in financial transactions for a number of years and both are very qualified but she supports the Republican Central Committee's recommendation of Jennifer Watters, who has been mentored by Treasurer Tracie Lloyd. Commissioner Brooks made a motion to approve the resolution appointing Jennifer Watters to the Office of the Canyon County Treasurer to be elected in a forthcoming election. The motion was seconded by Commissioner Van Beek. Commissioner Holton said we are fortunate to have two good candidates to choose from. The motion carried unanimously. The meeting concluded at 11:08 a.m. An audio recording is on file in the Commissioners' Office.

## DSD GENERAL BUSINESS

The Board met today at 11:13 a.m. for a meeting to review DSD general business. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, DSD Director Sabrina Minshall, DSD Office Manager Jennifer Almeida, DSD Planning Supervisor Carl Anderson, DSD Assistant Director Jay Gibbons, Controller Kyle Wilmot, Deputy PA Zach Wesley, and Deputy Clerk Monica Reeves. Topics of discussion at today's meeting were as follows:

- Comprehensive plan
  - Getting a scope, schedule, and budget, and what parts are going to be in that to work on it next calendar year.
  - Have draft ordinances ready to go into the public process.
- Code enforcement penalties and consistencies
- Compliance with the Agricultural Preservation Act
- Provide operational updates
- International Fire Code and Building Department

At the end of the year there will be a clear comprehensive plan update approach with the scope and timelines firm, including how to comply with new legislations as well as what does the engagement look like through 2025. Commissioner Van Beek would rather say the comp plan is a dynamic document that will be reviewed as needed to make updates rather than having it be hard and fast with a timeline of 10 years.

Commissioner Holton said compliance with the state Agricultural Preservation Plan Act is at the bottom of the list of his priorities. Canyon County is pro-agriculture and this was a legislative act that was a shotgun across the state and we are already living that in a higher level than most. It needs to get done, but not at the expense of the other items above that. He wants it at the bottom of the list of deliverables. Director Minshall will do that, and she will add compliance with the area of impact legislation to the bottom of the list as well. Staff is making a policy for Canyon County and will review the state laws for compliance but their goal is to do good policy.

On August 22, 2024, there was a deep dive into the DSD fee schedule. There was a lot of information and staff intended to respond to what the Board wanted which was to capture the time spent on development applications that were related to someone's property and their intent to have that cover those fees and have the general fund cover the fees of things that were community based, such as long range planning and code enforcement. Director Minshall requested the follow-up meeting on the DSD fee schedule occur next Thursday.

On August 27, 2024, there was a discussion about the general approach to the comp plan, and they distributed maps for analysis, and as we get through map discussions and come back to fee updates we will look at what does it mean for agriculture? What is agricultural preservation for Canyon County? How do we balance that with private property rights? What does growth start to look like? How does the APA play/not play into this conversation? They will give examples of



implications, what does it mean around administrative land divisions, nonviable agricultural splits, relocation of building permits. Commissioner Holton is uncomfortable with the APA being listed as a top priority and he spoke about how Canyon County is further along than other counties in that regard. Director Minshall offered to remove it and said as we talk about what does agriculture mean, and what does preservation mean to the County we have to think about what that looks like for the state law. She put it on the list so she could share information with the Board including the upcoming draft legislation from the Idaho Association of Counties that's expected to come on the base ordinance. There are big implications for how we proceed, and we want to be eyes wide open on it and sharing information along the way. Commissioner Van Beek doesn't want to move it, she wants to move forward, and she wants things listed in the order they will be tackled. Commissioner Brooks said he is okay with keeping it there for discussion and observation and waiting to see what IAC comes up. He is distracted with the wholesale removal of certain classifications from one plan to the next. Director Minshall will leave it on the list and remove the word *Direction*, so people do not perceive we are ready to do an ordinance right away. There is room to be in compliance but we don't have to jump in and take applications. We have the time to go through comp plan updates and fit it for ourselves. Commissioner Holton wants it further down the list and marked as a discussion item.

There was a review of a diagram showing a simplified version of how we are approaching the comprehensive plan update.

- What is staff doing in terms of functionality and a new base document?
- How do we plug it in as we get to the policies and tough topics?

There was a review of various maps, copies of which are on file with this day's minute entry.

- Density map showing acreages ranging in size from 1 acre to greater than 21 acres
  - Darker areas in/around cities illustrate highest density; it might also illustrate that these size parcels could potentially stand in the way of city expansion.
  - Staff is looking at and discussing what is truly agriculture versus what is rural living?
  - Where are we seeing compatibility issues?

Commissioner Holton said the Board is being pressured about preserving pristine agricultural ground and as he sees it, the only pristine areas are in some respects around the Pickle Butte and Dry Lake area. The rest of the County is one significant hodge podge of small parcels either for residential or cutaway from agriculture for a different use setting themselves up to be able to be sold outside an agricultural use. It isn't one big pristine area that the 2030 plan illustrates. How do we work towards what the public gave input towards and yet deal with the reality? Commissioner Van Beek said a farmer sectioning off a portion to build a house so they can continue to farm is a different story than a subdivision approval. Director Minshall said it could be both stories and that's why they prepared a series of maps. It could be actual subdivisions subdivided at 1-5 acre lots. We have to look at a lot of changing policy decisions over time, and we will talk about options and solutions, it's all about compatibility and buffering but we want to first make sure we know what's there. The discussion will continue next week. Commissioner Brooks said what sticks out to him is the darker blue areas outside of the impact areas in

correlation to questions about what agriculture versus rural living is and there needs to be more discussion on that topic.

There were other maps presented at today's meeting that will be discussed in the future:

- Map showing agricultural exempt and public properties
- Residential (2020 comp plan) map
- Canyon County Comprehensive Plan 2030 and Current Zoning
- Canyon County Comprehensive Plan 2011-0222 and Current Zoning

The meeting concluded at 11:57 a.m. An audio recording is on file in the Commissioners' Office.

AUGUST 2024 TERM

CALDWELL, IDAHO AUGUST 30, 2024

APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Mideo Systems, Inc., in the amount of \$74,998.56 for the Sheriff's Office (PO #6076)

APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved the following employee status change forms:

- Scott Wells, Juvenile Detention Officer - Moving to part-time on-call
- Greg Rast, Chief Operating Officer - Addition of Specialty Pay (Interim CIO, IT Chief Deputy, and Sheriff's 911)

THE MINUTES OF THE FISCAL TERM OF AUGUST 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 16<sup>th</sup> day of November, 2024.

CANYON COUNTY BOARD OF COMMISSIONERS

  
Commissioner Leslie Van Beek

  
Commissioner Brad Holton

  
Commissioner Zach Brooks

ATTEST: RICK HOGABOAM, CLERK By: , Deputy Clerk