

APPROVED CLAIMS

- The Board has approved claims 607095 to 607132 in the amount of \$33,138.46

ACTION ITEM: CONSIDER RESOLUTION REAPPOINTING SCOTT ROBINSON TO THE CANYON COUNTY MOSQUITO ABATEMENT DISTRICT BOARD OF TRUSTEES

The Board met today at 9:18 a.m. to consider a resolution reappointing Scott Robinson to the Canyon County Mosquito Abatement District Board of Trustees. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Laura Keys, Ed Priddy, and Deputy Clerk Monica Reeves. On May 23, 2024, Jim Lunders, the Director of the Canyon County Mosquito Abatement District, requested the Board reappoint Mr. Robinson to the board of trustees. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to reappoint Scott Robinson to serve on the Canyon County Mosquito Abatement District Board of Trustees. It shall be a four (4) year term. (Resolution No. 24-134.) The meeting concluded at 9:19 a.m. An audio recording is on file in the Commissioners' Office.

ACTION ITEM: CONSIDER ADOPTING BYLAWS OF THE CANYON COUNTY DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE

The Board met today at 9:23 a.m. to consider adopting the bylaws of the Canyon County Development Impact Fee Advisory Committee. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Director of Constituent Services Aaron Williams, Deputy PA Laura Keys, Assessor Brian Stender, Appraisal Supervisor Greg Himes, Ed Priddy, and Deputy Clerk Monica Reeves. The Board wanted more time to review the bylaws. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to amend the agenda and continue the review and potential action item for the bylaws of the Canyon County Development Impact Fee Advisory Committee to this afternoon at 1:45 p.m. Commissioner Holton said there is a legal issue that needs to be taken care of before the next meeting begins. An Executive Session was held 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 9:26 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (f) records exempt from public disclosure, and to communicate with legal counsel regarding pending/imminently likely litigation. 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, and Deputy PA Laura Keys. The Executive Session concluded at 9:42 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.

BOARD OF EQUALIZATION – GLAR INDUSTRIES, INC., PROTEST NOS. 24115, 24116, 24117, 24118, 24119, 24120, 24121, 24122, 24123, 24124, 24125, AND 24126

The Board of County Commissioners, sitting as a Board of Equalization, met today at 9:42 a.m. to conduct a property tax assessment protest hearing for Glar Industries, Inc., Protest Nos. 24115, 24116, 24117, 24118, 24119, 24120, 24121, 24122, 24123, 24124, 24125, and 24126; PIN: 36109137 0, 36109138 0; 36109139 0; 36109140 0; 36109141 0; 36109142 0; 36109143 0; 36109144 0; 36109145 0; 36109146 0; 36109147 0; and 36109148 0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Assessor Brian Stender, Administrative Property Appraiser Supervisor Greg Himes, Deputy PA Laura Keys, Ed Priddy from Glar Industries, Inc., and Deputy Clerk Monica Reeves. Ed Priddy offered testimony in support of the protest applications related to Idaho Code, Section 63-602W, which grants a reprieve for developers based on the difference between the value of the land and the site improvements they bring to the land for purposes of property taxes until each lot is sold. The code allows for a 75% reduction. They initially made application in 2017, but didn't realize that they had to reapply for the exemption when they did new phases. He asking the Board to grant the 75% exemption based on the statute even though they missed the April 15 filing deadline. Assessor Brian Stender offered testimony on behalf of the Assessor's Office and noted that applicants have to apply for the exemption on each individual phase. The parcels in question today did not exist during the filing of the first application. Mr. Priddy said the Assessor's Office should improve its communication process because the statute makes no mention of applying in phases. He asked the Board to grant the exemption because he met all the other qualifications except the filing deadline. Following testimony and Board questions, discussion and deliberation, Commissioner Van Beek made a motion to uphold the Assessor's value on Protest Nos. 24115, 24116, 24117, 24118, 24119, 24120, 24121, 24122, 24123, 24124, 24125 and 24126, that are a part of the Greenleaf Air Ranch No. 3. The motion was seconded by Commissioner Brooks and carried unanimously. The hearing concluded at 10:08 a.m. An audio recording is on file in the Commissioners' Office.

ACTION ITEM: CONSIDER SIGNING FINAL PLAT FOR KIMBER RIDGE #3, CASE NO. SD2022-0057

The Board met today at 11:16 a.m. to consider the final plat for Kimber Ridge #3, Case No. SD2022-0057. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, DSD Principal Planner Dan Lister, DSD Director Sabrina Minshall, Jerry Uptmor, and Deputy Clerk Monica Reeves. Principal Planner Lister reported that the preliminary plat was approved by the Board in May, subject to six conditions. A summary packet was provided demonstrating how the conditions have been met and based on a review the plat meets the code and is ready to be signed. Upon the

motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to sign the final plat for Kimber Ridge #3, Case No. SD2022-0057. The meeting concluded at 11:18 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION PURSUANT TO IDAHO CODE, SECTION 74-206(1)(A) REGARDING PERSONNEL MATTERS, AND TO CONSIDER AN ACTION ITEM: SIGN JOB OFFER TO HIRE THE HR DIRECTOR CANDIDATE

The Board met at 11:35 a.m. to conduct an Executive Session to discuss a personnel matter and to consider the following action item after the Executive Session: Consider Signing a Job Offer to Hire the HR Director Candidate. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, COO Greg Rast, Interim HR Director Rich, Chief Civil Deputy Sheriff Doug Hart, and Deputy Clerk Monica Reeves. Commissioner Van Beek made a motion to go into Executive Session at 11:36 a.m. pursuant to Idaho Code, Section 74-206(1) (a), regarding personnel matters. 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. The Executive Session concluded at 11:48 a.m. where Commissioner Holton said no decisions had been reached. In open session there was discussion on the job offer to the HR candidate. COO Rast said the hiring committee included himself, CCSO Chief Deputy Sheriff Doug Hart, Chief Deputy Assessor Joe Cox, HR Interim Director Rich Soto, and Chief Public Defender Aaron Bazzoli. Of the 50+ applications that were received the pool was narrowed down to 11 candidates and after the first round of interviews and the pool was further narrowed to four or five for a second round of interviews. One candidate stood out and was invited to meet with the Board and the hiring committee in Executive Session where they had the opportunity to interview the candidate, and subsequently COO Rast made a contingent job offer to the candidate, Marty Danner. Commissioner Holton said the process followed a good vetting system where all concerns have been weighed and considered. Commissioner Van Beek acknowledged the leadership that was a part of the vetting committee. Commissioner Brooks said it has been a good process with good people involved. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to extend the job offer to hire the HR candidate. The meeting concluded at 11:54 a.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

MEETING WITH BENITON CONSTRUCTION FOR UPDATE ON THE ELECTIONS BUILDING AND FINAL REVIEW OF THE ANIMAL SHELTER ROOF AND WAREHOUSE PROJECTS

The Board met today at 1:34 p.m. with Beniton Construction for an updated on the elections building and for a final review of the animal shelter roof and warehouse projects. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Facilities Director Rick Britton, Brandon Grote with Beniton Construction, COO Greg Rast and Deputy Clerk Jenen Ross.

Director Britton explained the shelter roof and warehouse projects were run together which saved a considerable amount of money in having one general contractor handle both projects. He spoke about what will be stored in/at the new warehouse and the approximate savings \$56K annually by no longer having to rent a storage facility.

The old canvas roofs previously on the animal shelter were at end of life and in need of replacement. This change will not only be beneficial to the operation of the shelter but there will also be a savings in heating and cooling costs.

Mr. Grote provided a review of project costs. There will be a credit of \$135,806.03 to the county for unused contingency and weather protection on the animal shelter and warehouse.

Targeted completion for the elections building is January 2025. Currently they are working to get structural pieces completed before winter weather arrives.

The Board would like to have an update meetings every 2 months on the elections building.

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

CONSIDER ADOPTING BYLAWS OF THE CANYON COUNTY DEVELOPMENT IMPACT FEE ADVISORY COMMITTEE

The Board met today at 1:49 p.m. to consider adopting bylaws of the Canyon County Development Impact Fee Advisory Committee. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Director of Constituent Services Aaron Williams, COO Greg Rast, Development Impact Fee Advisory Committee Chairman Mike Wilson and Deputy Clerk Jenen Ross. This action item was continued from this morning in order for there to be grammatical corrections made; there were no substantive changes made. Mr. Wilson expressed his appreciation for being part of this Board and provided a background on himself. Commissioner Van Beek's questions regarding the first bullet point in article I and annual evaluation of the fees were addressed by Commissioner Holton and Mr. Williams. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to adopt the bylaws of the Canyon County Development Impact Fee Advisory Committee.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR CJM LIMITED LIABILITY PARTNERSHIP, PROTEST NO. 24145

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:30 p.m. to conduct a property tax assessment protest hearing for CJM Limited Liability Partnership, protest no. 24145. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Speiser, Mark Ridley for CJM Limited Liability Partnership and Deputy Clerk Jenen Ross. Assessor Brian

Stender joined the meeting at 3:07 p.m. Mr. Ridley offered testimony in support of the protest application. Darryl Speiser, Mike Cowan and Greg Himes offered testimony on behalf of the Assessor's Office. Following testimony and Board questions, discussion and deliberation, Commissioner Van Beek made a motion to uphold the owner's opinion of value at \$226,000. The motion was seconded by Commissioner Brooks and carried unanimously. The hearing concluded at 3:13 p.m. and an audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR LEE AMARAL CEDAR CITY LLC, PROTEST NO. 24090

The Board of County Commissioners, sitting as a Board of Equalization, met today at 3:22 p.m. to conduct a property tax assessment protest hearing for Amaral Cedar City, LLC, protest no. 24090. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Speiser, Assessor Brian Stender and Deputy Clerk Jenen Ross. The applicant did not appear to offer testimony on behalf of their protest application. Darryl Speiser offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Van Beek made a motion to uphold the Assessor's value. The motion was seconded by Commissioner Brooks and carried unanimously. The hearing concluded at 3:24 p.m. and an audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION MATTERS

The Board of County Commissioners, sitting as a Board of Equalization, met today at 3:24 p.m. to consider Board of Equalization matters. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Assessor Brian Stender, Appraisal Supervisor Greg Himes and Deputy Clerk Jenen Ross.

A review of Assessor adjustments was presented to the Board. Adjustments were made to the following:

- Protest no. 24032, Greek Family Trust
- Protest no. 24441, Executive Air Ranch, LLC
- Protest no. 24047, Gardner Nampa Gateway, LLC
- Protest no. 24149, HFLP LC

Commissioner Van Beek made a motion to approve the adjustments as presented. The motion was seconded by Commissioner Brooks and carried unanimously.

The meeting concluded at 3:31 p.m. and an audio recording is on file in the Commissioners' Office.

APPROVED CLAIMS

- The Board has approved claims 607304 to 607307 in the amount of \$943.50

APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Tree Maintenance in the amount of \$12,000 for the Facilities Department (PO #6031)

APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Grant's Grill to be used 7/6/24
- Van Lith Ranch to be used 7/10/24
- Double Diamond Steakhouse & Saloon to be used 7/6/24, 8/3/24, 9/7/24

LEGAL STAFF UPDATE AND CONSIDER AN ACTION ITEM: FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER FOR CASE NOS. RZ2021-0056 AND SD2021-0059 (REQUEST BY MIDDLETON 187, LLC AND TBC LAND HOLDING, LLC, FOR A CONDITIONAL REZONE, AND A PRELIMINARY PLAT, FOR FARMINGTON HILLS SUBDIVISION)

The Board met today at 9:33 a.m. for a legal staff update and to consider the Findings of Fact, Conclusions of Law, and Order (FCO's) for Case Nos. RZ2021-0056 and SD2021-0059, regarding the request by Middleton 187, LLC and TBC Land Holding, LLC, for a Conditional Rezone of approximately 217 acres from an "A" (Agricultural) zone to "CR-R1" (Single Family Residential) zone, and a preliminary plat, for Farmington Hills Subdivision. Present were: Commissioners Brad Holton and Leslie Van Beek, Deputy PA Zach Wesley, Deputy PA Laura Keys, DSD Director Sabrina Minshall, DSD Principal Planner Deb Root, Chief Operating Officer Greg Rast, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, Administrative Property Appraiser Supervisor Greg Himes, Denise Rhodes, and Deputy Clerk Monica Reeves. Commissioner Zach Brooks arrived at 9:35 a.m. The public hearing was held on June 10, 2024 where the Board voted unanimously to deny both requests. Today the Board reviewed the draft FCO's that were prepared by DSD staff and reviewed by Legal. Following review and comments, Commissioner Van Beek made a motion to sign the Findings of Fact, Conclusions of Law, and Order for Case Nos. RZ2021-0056 and SD2021-0059, regarding the request by Middleton 187, LLC and TBC Land Holding, LLC, for a Conditional Rezone of approximately 217 acres as presented. The motion was seconded by Commissioner Brooks and carried unanimously. The signed documents are on file with this day's minute entry. The meeting concluded at 9:39 a.m. An audio recording is on file in the Commissioners' Office.

## EXECUTIVE SESSION PURSUANT TO IDAHO CODE, SECTION 74-206(1)(D) AND (F)

The Board met today at 9:41 a.m. for a scheduled Executive Session, 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. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, Administrative Property Appraiser Supervisor Greg Himes, Deputy PA Laura Keys, Deputy PA Zach Wesley, COO Greg Rast , and Deputy Clerk Monica Reeves. Deputy PA Wesley said the Executive Session is intended to be a conversation between Assessor Brian Stender and the Board about hiring outside counsel on a tax appeal litigation case. He said Assessor Stender approached Prosecutor Bryan Taylor in June and on June 5, Prosecutor Taylor concurred and agreed that outside counsel would be beneficial in this case, which is a specialized area of law that we could benefit from some expertise on and considering our staffing needs and the matter of resources and time it would take to litigate a case like this that would be the most appropriate thing to do at this point. He said Prosecutor Taylor asked that Deputy PA Laura Keys be assigned as the liaison with legal counsel because there is a lot to gain from that experience and we've not had an attorney in the PA's Office work on a tax appeal case for a while so it would be a good beneficial practice. The Executive Session is to discuss some potential hires and their arrangements. At 9:44 a.m. Commissioner Van Beek made a motion to go into Executive Session 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. The same parties noted earlier remained present for the Executive Session which concluded at 10:05 a.m. A brief recess was taken from 10:05 a.m. to 10:06 a.m. Commissioner Holton said there was no business brought forward, and the meeting concluded at 10:06 a.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

## MEETING TO CONSIDER ACTION ITEMS

The Board met today at 10:10 a.m. to consider action items. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Deputy P.A. Zach Wesley, Deputy P.A. Laura Keys, Facilities Director Rick Britton (left at 10:16 a.m.), Fair Director Diana Sinner (left at 10:18 a.m.), EOM Christine Wendelsdorf, COO Greg Rast and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider Resolution Reappointing Zach Wesley to the Historic Preservation Commission:*** Commissioners Van Beek and Holton offered comments regarding Mr. Wesley's willingness to serve. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign the resolution reappointing Zach Wesley to the Historic Preservation Commission (resolution no. 24-135).

**Consider Contract with ACCO Engineered Systems for the Fleet Shop HVAC Project:** ACCO submitted the low bid which has been reviewed by legal and there are no issues with the contract. Director Britton explained this will allow for temperature regulation and efficiency in the Fleet shop. Questions were addressed regarding the not-to-exceed amount. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the contract with ACCO Engineering Systems for the Fleet Shop HVAC project (agreement no. 24-059).

Mr. Wesley explained that most of the contracts are the standard entertainment contracts. Rico Weisman coordinates fair talent thru the year and is a specialized contract which includes terms used each year. Commissioner Brooks made a motion to sign each of the fair contracts as presented. The motion was seconded by Commissioner Van Beek and carried unanimously.

- Entertainment Contract with Chad Stephan Taylor aka Mad Chad for the 2024 Canyon County Fair (agreement no. 24-060)
- Entertainment Contract with Jason Buckalew aka Dueling Pianos for the 2024 Canyon County Fair (agreement no. 24-061)
- Entertainment Contract with Tom K. Phelps dba Kings of Swing for the 2024 Canyon County Fair (agreement no. 24-062)
- Entertainment Contract with Killarney Irish Dance Company for the 2024 Canyon County Fair (agreement no. 24-064)
- Entertainment Coordinator Contract with Rico Weisman, Boise Arts and Entertainment for the 2024 Canyon County Fair (agreement no. 24-063)

**Consider signing Continued Local Disaster Emergency Severe Weather Declaration:** The initial declaration was signed by the chairman last week and today is for the Board to ratify the declaration and continue to the extent necessary. Ms. Wendelsdorf doesn't see a need to continue as most property owners have contacted their insurance and are working to mitigate damage. She said the damage doesn't rise to the threshold for state or federal emergency assistance; there needs to be 25 households to qualify for low interest loans and at this point they are only at about 20 but she is still evaluating the submissions. Based on the information provided, the Board has chosen not to continue the emergency declaration and the initial declaration will expire tomorrow. No action was taken on this item.

The meeting concluded at 10:26 a.m. and an audio recording is on file in the Commissioners' Office.

ACTION ITEMS: CONSIDER FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER, AS WELL AS THE DEVELOPMENT AGREEMENT AND ORDINANCE FOR GOLDBERG/ LGD VENTURES LLC, CASE NO. RZ2021-0030, AND FCO'S FOR LEWIS HEIGHTS SUBDIVISION, CASE NO. SD2021-0018

The Board met today at 10:32 a.m. to consider the Findings of Fact, Conclusions of Law, and Order, Development Agreement, and Ordinance for Goldberg/ LGD Ventures LLC, Case No. RZ2021-0030,



and the FCO's for Lewis Heights Subdivision, Case No. SD2021-0018. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Laura Keys, Deputy PA Zach Wesley, DSD Director Sabrina Minshall, DSD Principal Planner Michelle Barron, DSD Principal Planner Deb Root, DSD Senior Admin. Specialist Pam Dilbeck, Garrett Goldberg, COO Greg Rast, and Deputy Clerk Monica Reeves. Following public hearings held on March 14, and May 1, 2024, the Board approved the requests. A brief summary was given by Principal Planner Michelle Barron. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to sign the FCO's, Development Agreement, and Ordinance for Goldberg/LGD Ventures LLC, Case No. RZ2021-0030, and the FCO's for Lewis Heights Subdivision, Case No. SD2021-0018. (See Agreement No. 24-065 and Ordinance No. 24-008.) The meeting concluded at 10:36 a.m. An audio recording is on file in the Commissioners' Office.

ACTION ITEMS: CONSIDER FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER FOR CASE NO. CU2022-0036-APL, REGARDING THE APPEAL BY DANNY AND DEBRA CARDOZA

The Board met today at 10:42 a.m. to consider the Findings of Fact, Conclusions of Law, and Order for the appeal by Danny and Debra Cardoza, Case No. CU2022-0036-APL, regarding the confined animal feeding operation for AK Feeders, LLC. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Laura Keys, Deputy PA Zach Wesley, DSD Director Sabrina Minshall, DSD Principal Planner Deb Root, COO Greg Rast, and Deputy Clerk Monica Reeves. The P&Z Commission had approved the CAFO permit for AK Feeders and the Cardozas appealed that decision and following the public hearings held on May 30, 2024 and June 17, 2024, the Cardozas' appeal was denied by the Board. The FCO's were prepared by Principal Planner Deb Root and were reviewed by Legal. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to sign the Findings of Fact, Conclusions of Law, and Order for the appeal by Danny and Debra Cardoza, Case No. CU2022-0036-APL. The meeting concluded at 10:48 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 11:00 a.m. to consider matters related to Indigent Services. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Director of Indigent Services Yvonne Baker, Case Manager Kellie George, COO Greg Rast and Deputy Clerk Jenen Ross.

- Case no. 2016-988: This case has been paid in full and Indigent Services is requesting that the lien be released. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to release the lien on case no. 2016-988.
- Case no. 2016-722: There has been a request for a subordination agreement in order to obtain a HLOC which would allow them to do a roof repair along with purchase a new vehicle at a lesser amount than their current vehicle. Following discussion regarding the

applicant's finances and debt still owed to the county, the Board directed Indigent staff to obtain additional information and to bring it back to the Board at a later date.

The meeting concluded at 11:13 a.m. and an audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – SOUTHSIDE BOULEVARD UNITED METHODIST CHURCH, PROTEST NO. 24017

The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:32 p.m. to conduct a property tax exemption protest hearing for Southside Boulevard United Methodist Church, Protest No. 24017, PIN 29542011A1. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Assessor Brian Stender, Certified Property Appraiser Supervisor Greg Himes, Assessor's Business Manager Jennifer Loutzenhiser, Administrative Assistant Helena Thompson, Commercial Supervisor Mike Cowan, Commercial Appraiser Kevin Sorenson, Hans Bruijn, Connie Hill Bruijn, Tom Stone, other interested citizens, and Deputy Clerk Monica Reeves. Hans Bruijn offered testimony in support of the protest application stating there was an oversight on their part and partly because paperwork was not passed on to the correct person. They thought they had filed the correct paperwork but later found out they did not. Paying property tax on the parcel every year will significantly impact the church's mission work so they are asking for the religious exemption to be reinstated. The Assessor's Business Manager Jennifer Loutzenhiser and Assessor Brian Stender offered testimony on behalf of the Assessor's Office. They have statutory requirements they must adhere to and the application deadline is one of them, and although they would like to offer a religious exemption to the parcels they are not able to because the required paperwork was not filed timely. Following testimony and Board questions, discussion and deliberation, Commissioner Brooks made a motion to deny Protest No. 24017. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 1:47 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – FIRST UNITED METHODIST CHURCH, PROTEST NOS. 24003 AND 24004

The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:47 p.m. to conduct a property tax exemption protest hearing for First United Methodist Church, Protest Nos. 24003 and 24004, PIN 29230010 0 and 78392000 0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Assessor Brian Stender, Administrative Property Appraiser Supervisor Greg Himes, Assessor's Business Manager Jennifer Loutzenhiser, Administrative Assistant Helena Thompson, Commercial Supervisor Mike Cowan, Commercial Appraiser Kevin Sorenson, Jeff Hess, Robert Walters, Ron Walter, other interested citizens, and Deputy Clerk Monica Reeves. Jeff Hess offered testimony in support of the protest application. The church has volunteer staff who took the material home and was unaware of the significance of it, and when the email from the Assessor's Office came in it went to an inbox that was not managed daily so they were unaware of the email until after the fact. The required paperwork was filed; however, it was after the deadline. Mr. Hess believes the Board has the discretion, pursuant to Idaho Code,

to grant the exemption. The tax amount is about \$40,000 which is 20% of the church budget and it will devastate their community outreach. Assessor's Business Manager Jennifer Loutzenhiser and Assessor Brian Stender offered testimony on behalf of the Assessor's Office. There is a hardship program for people and organizations who are overly burdened with property taxes. Mr. Hess asked for a postponement of the hearing so the County's legal counsel can considered his question. Following testimony and Board questions, discussion and deliberation, Commissioner Brooks made a motion to deny Protest Nos. 24003 and 24004. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 2:00 p.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – NEW LIFE CELEBRATION, PROTEST NOS. 24001 AND 24002

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:00 p.m. to conduct a property tax exemption protest hearing for New Life Celebration, Protest Nos. 24001 and 24002, PIN 04774000 0 and 04778000 0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Assessor Brian Stender, Administrative Property Appraiser Supervisor Greg Himes, Assessor's Business Manager Jennifer Loutzenhiser, Administrative Assistant Helena Thompson, Commercial Supervisor Mike Cowan, Commercial Appraiser Kevin Sorenson, Brett Clemens, Erica Clemens, other interested citizens, and Deputy Clerk Monica Reeves. Brett Clemens offered testimony in support of the protest application noting that previous church leadership did not submit the required paperwork by the deadline. Assessor's Business Manager Jennifer Loutzenhiser offered testimony on behalf of the Assessor's Office and suggested the organization seek the hardship exemption. Following testimony and Board questions, discussion and deliberation, Commissioner Brooks made a motion to deny Protest Nos. 24001 and 24002. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 2:04 p.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – NAMPA AERIE NO. 2103 FOE, AND NAMPA AERIE #2103 FOE, PROTEST NOS. 24042 AND 24043

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:05 p.m. to conduct a property tax exemption protest hearing for Nampa Aerie No. 2103 FOE, and Nampa Aerie #2103 FOE, Protest Nos. 24042 and 240432, PIN 04774000 0 and 04778000 0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Assessor Brian Stender, Administrative Property Appraiser Supervisor Greg Himes, Assessor's Business Manager Jennifer Loutzenhiser, Administrative Assistant Helena Thompson, Commercial Supervisor Mike Cowan, Commercial Appraiser Kevin Sorenson, Ron Berglund, Sue Griffiths, and Deputy Clerk Monica Reeves. Sue Griffiths and Ron Berglund offered testimony in support of the protest application and stated there were personnel changes and the required paperwork was not filed by the deadline. Assessor's Business Manager Jennifer Loutzenhiser offered testimony on behalf of the Assessor's Office noting that the April 15 deadline was not met. She encouraged the organization

to explore a hardship exemption process. Following testimony and Board questions, discussion and deliberation, Commissioner Brooks made a motion to deny Protest Nos. 24042 and 24043. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 2:14 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – HEARTLAND RECREATIONAL VEHICLES, LLC, PROTEST NOS. 24143 and 24144

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:15 p.m. to conduct a property tax assessment protest hearing for Heartland Recreational Vehicles, LLC, Protest Nos. 24143 and 24144, PIN 31028000 0 and 31027010 0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Assessor Brian Stender, Administrative Property Appraiser Supervisor Greg Himes, Assessor's Business Manager Jennifer Loutzenhiser, Administrative Assistant Helena Thompson, Commercial Supervisor Mike Cowan, Commercial Appraiser Kevin Sorenson, and Deputy Clerk Monica Reeves. The appellant did not appear today. Commissioner Van Beek made a motion to uphold the Assessor's value on Protest Nos. 24143 and 24144. The motion was seconded by Commissioner Brooks and carried unanimously. The hearing concluded at 2:16 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – GRDMJI, LLC, PROTEST NO. 24028

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:16 p.m. to conduct a property tax assessment protest hearing for GRDMJI, Protest No. 24028, PIN 07992000 0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Assessor Brian Stender, Administrative Property Appraiser Supervisor Greg Himes, Assessor's Business Manager Jennifer Loutzenhiser, Administrative Assistant Helena Thompson, Commercial Supervisor Mike Cowan, Commercial Appraiser Kevin Sorenson, and Deputy Clerk Monica Reeves. The appellant did not appear today. Kevin Sorenson and Greg Himes offered testimony on behalf of the Assessor's Office and recommended a slight decrease in the valuation in order to be consistent with how they have treated other hotels and motels. Commissioner Brooks made a motion to modify and approve a value of \$2,613,050, which is broken down by a land value of \$612,150 and an improved value of \$2,000,900 for Protest No. 24028. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 2:20 p.m. An audio recording is on file in the Commissioners' Office.

CONSIDER 2024 HOMEOWNER'S EXEMPTIONS PROCESSED AFTER THE FOURTH MONDAY IN JUNE

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:20 p.m. to consider the homeowner's exemptions presented by the Assessor's Office. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Assessor Brian Stender, Administrative Property Appraiser Supervisor Greg Himes, Assessor's Business Manager Jennifer

Loutzenhiser, Administrative Assistant Helena Thompson, Commercial Supervisor Mike Cowan, and Deputy Clerk Monica Reeves. A couple years ago the legislature removed the deadline for the homeowner's exemption so the Assessor's Office can consider the exemptions all year long. Ms. Loutzenhiser presented a spreadsheet listing 44 parcels they have administered homeowner's exemptions on since the fourth Monday in June. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to approve the 44 homeowner's exemptions as presented by the Assessor's Office. The meeting concluded at 2:23 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – SUNDANCE COMMERCIAL, LLC, PROTEST NO. 24161

The Board of County Commissioners, sitting as a Board of Equalization, met today at 3:03 p.m. to conduct a property tax assessment protest hearing for Sundance Commercial, LLC, Protest No. 24161, PIN 14990007A 0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Administrative Property Appraiser Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Kevin Sorenson, and Deputy Clerk Monica Reeves. The appellant did not appear today. Commissioner Van Beek made a motion to uphold the Assessor's value on Protest No. 24161. The motion was seconded by Commissioner Brooks and carried unanimously. The hearing concluded at 3:05 p.m. An audio recording is on file in the Commissioners' Office.

CONSIDER ASSESSOR ADJUSTMENTS TO 2024 CERTIFIED VALUES #3 AND NAMPA HANGARS AA\*

The Board of County Commissioners, sitting as a Board of Equalization, met today at 3:06 p.m. to consider the Assessor's adjustments to the 2024 certified values #3 and Nampa Hangars AA\*Office. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Administrative Property Appraiser Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Kevin Sorenson, and Deputy Clerk Monica Reeves. The adjustments were considered as follows:

**Assessor Adjustments to 2024 Certified Values #3**

3<sup>rd</sup> Street Distribution, LLC

There is no ability to build on this parcel so the Assessor adjusted the value by \$189,980. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to approve the adjustment as per the Assessor's recommendation.

**Assessor Adjustments to 2024 Certified Values for the Nampa Hangars AA\***

These are parcels that have not been appealed but they were a part of discussions during the BOE season. Kevin Sorenson, Mike Cowan, and Greg Himes offered comments on the adjustments and said it was about getting the characteristics and the values correct. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board

voted unanimously to approve the adjustments for the Nampa Hangars AA resulting in a reduction of \$1,646,700 as presented by the Assessor's Office.

The meeting concluded at 3:21 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2024 TERM

CALDWELL, IDAHO JULY 3, 2024

#### APPROVED CLAIMS

- The Board has approved claims 607308 to 607357 in the amount of \$266,042.52
- The Board has approved claim 607430 in the amount of \$8,664.38

#### APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Bob Barker in the amount of \$5,680 for the Sheriff's Office (PO #5848)
- BOE in the amount of \$9,279.23 for the Information Technology Department (PO #6048)
- High Focus, LLC in the amount of \$25,000 for the Sheriff's Emergency Management Office (PO# 5849)

#### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- John McPartland, Sr. Weed & Pest Tech
- Marissa Sandoval, Clerk II, Court Clerk's Office

#### BOARD OF EQUALIZATION – 3110 CLEVELAND, LLC, PROTEST NO. 24012

The Board of County Commissioners, sitting as a Board of Equalization, met today at 9:38 a.m. to conduct a property tax assessment protest hearing for 3110 Cleveland, LLC, Protest No. 24012, PIN 04072000 0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, Administrative Property Appraiser Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Speiser, Elijah Lindstrom from 3110 Cleveland, LLC, Assessor's Office personnel, and Deputy Clerk Monica Reeves. Elijah Lindstrom offered testimony in support of the protest application. Appraiser Darryl Speiser offered testimony on behalf of the Assessor's Office. Following testimony and Board questions, discussion, and deliberation, Commissioner Brooks made a motion to uphold the Assessor's value. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 10:17 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – GRACE, LLC, AND GRACE AT CALDWELL, LLC, PROTEST NOS. 24019 AND 24022

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:24 a.m. to conduct a property tax assessment protest hearing for Grace, LLC, and Grace At Caldwell, LLC, Protest Nos. 24019 and 24022, PIN 32219017 0, and 35373012 0. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Administrative Property Appraiser Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Speiser, and Deputy Clerk Monica Reeves. The appellant did not appear today but sent an email on July 2, 2024 requesting the Board uphold the values so they could pursue the matter with the Board of Tax Appeals. Commissioner Brooks made a motion to uphold the Assessor's value on Protest Nos. 24019 and 24022. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 10:25 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – APPROVE ASSESSOR'S ADJUSTMENTS

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:25 a.m. to consider adjustments submitted by the Assessor's Office. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Administrative Property Appraiser Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Speiser, and Deputy Clerk Monica Reeves. The Assessor's Office submitted a spreadsheet for the Board's review which included adjustments made on two parcels which totaled \$2,494,200. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to approve the Assessor adjustments to the 2024 certified values #4 as presented. The Assessor's Office submitted a spreadsheet for the Board's review which included adjustments made on seven parcels which totaled \$432,400. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to approve the Assessor adjustments to the 2024 certified values for the Nampa hangars AA #2 as presented. The Assessor's Office submitted a spreadsheet for the Board's review which included adjustments they made on seven parcels which totaled \$1,262,900. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to approve the Assessor adjustments to the 2024 certified values for the Nampa hangars withdrawals list as presented. (A copy of the spreadsheets with the detailed information are on file with this day's minute entry.) Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to adjourn. The meeting concluded at 10:31 a.m. An audio recording is on file in the Commissioners' Office.

EMERGENCY MEETING: EXECUTIVE SESSION PURSUANT TO IDAHO CODE, SECTION 74-206(1) (D), (F) AND (I) REGARDING RECORDS EXEMPT FROM PUBLIC DISCLOSURE, TO COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION, AND TO COMMUNICATE WITH THE COUNTY'S RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

At 10:43 a.m. the Board went on the record for an emergency meeting. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Zach Wesley, and Deputy Clerk Monica Reeves. (Chief Operating Officer Greg Rast arrived at 10:55 a.m.) Deputy PA Zach Wesley said we don't have an action item or agenda item for legal staffing today and the Board has concluded its morning Board of Equalization hearings and he believes we can use an emergency meeting motion and order to get into Executive Session. The agenda should be amended with the emergency meeting pursuant to Idaho Code, Section 74-204 to convene an emergency meeting and the emergency has to involve injury or damage to persons or property; immediate financial loss; or the likelihood of such injury, damage, or loss. It seems like the topic of discussion is related to County physical assets, real property, and the potential for immediate financial loss or likelihood of such loss and so 24-hour notice is impractical and would increase the likelihood of such loss. No media has requested notification of the emergency session. Commissioner Van Beek made a motion to adjourn into Executive Session under the emergency meeting motion and order found in Idaho Code, Section 74-204 as per legal counsel, and to amend the agenda noting the Board is engaging in an emergency Executive Session. The motion was seconded by Commissioner Brooks. A roll call vote was taken on the motion to enter into Executive Session with Commissioners Van Beek, Brooks, and Holton voting in favor of the motion. The motion carried unanimously. Chief Operating Officer Greg Rast arrived at 10:55 a.m. The Executive Session concluded at 11:10 a.m. with no decisions being reached. Chairman Holton noted that per counsel's direction the Board went into Executive Session under Idaho Code, Section 74-206(1) (d), (f) and (i) regarding records exempt from public disclosure, to communicate with legal counsel regarding pending/imminently likely litigation, and to communicate with the County's risk manager regarding pending/imminently likely claims. The meeting adjourned at 11:11 a.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

MEETING WITH SETH GRIGG FROM THE IDAHO ASSOCIATION OF COUNTIES REGARDING THE STATE PUBLIC DEFENSE

The Board met today at 2:32 p.m. with Seth Grigg from the Idaho Association of Counties regarding the State Public Defense. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Controller Kyle Wilmot (left at 3:29 p.m.), Auditing Supervisor Sarah Winslow (left at 3:29 p.m.), Sr. Systems Analyst Steve Onofrei, Chief Public Defender Aaron Bazzoli, Director of Court Operations Jess Urresti, COO Greg Rast, Seth Grigg with IAC and Deputy Clerk Jenen Ross.

Commissioner Holton said that Canyon County public defense was running smoothly and with the state taking over it's feeling very intrusive and ambiguous at different points.



Mr. Grigg said there are several components to this transition including the transition of the institutional public defenders and all the contract and conflict attorneys that are currently contracted with the counties, facility issues for the institutional offices and the transition of employees.

In regard to the transition of employees, Mr. Grigg said that at some point late in the day on September 30<sup>th</sup> all individuals employed by the county will be onboarded to state employees so they have benefits starting October 1<sup>st</sup>. There will be a financial impact to the county as those employees will need be paid out on their vacation accruals according to each county's policy and/or have the option of 40 vacation hours being rolled over to the state.

As of October 1<sup>st</sup>, all contract attorneys will rollover and become contracted by the state. Office space will need to be provided by each county for the next five (5) years. After that time the state will either need to enter into an agreement with the county to rent the space or find a space of their own. Mr. Grigg's interpretation of the statute is that the requirement is for the space itself, the county is not obligated to provide furnishings, equipment or supplies; utilities and internet expenses can and should be reimbursed. Court related expenses associated with public defense and who ultimately has responsibility for those is still being worked through.

There has been \$500,000 appropriated by the legislature for the Guardian ad Litem program, however, the county will initially incur the expense and then have to submit for reimbursement from the state. The issue will come into play once that \$500,000 has been exhausted.

Mr. Grigg addressed Mr. Rast's question regarding salary discrepancies for employees moving from county employees to state employees. He explained that he believes the pay structure has been approved but hasn't been released yet. His understanding is that the State Public Defender, Eric Fredrickson, plans to send a survey to all of the institutional public defenders in order to assess years of experience, practice area and their experience which will be used to slot them into the pay matrix; until that information is released it's hard to say where people will slide in. Discussion ensued regarding the technology need and case management software. Mr. Bazzoli said that the state has a new case management system they've requested new cases start being added to and that old cases that will still be open in October be added manually. All other closed cases and data will be stored by the county in "cold storage/archive", however, there is a question about the cost to the county in maintaining this storage. Mr. Grigg said there has been a push for more meetings of the transition team because these are some of the topics they need to be addressing. Clerk Hogaboam said that what was presented as taxpayer savings is now almost \$1M in continuing fees, funds and costs when considering the ancillary costs which could potentially be more when adding in IT expenses.

Mr. Grigg requested a list of items that the public defender, the courts and the county are responsible for under the current structure as this will give them information to be able to push back with.

Further discussion ensued regarding employee resources and liability logistics/risk management once the transition of employees takes place; and the ability to have all data/records transferred as of October 1<sup>st</sup>.

When asked about funding for state public defense, Mr. Grigg explained that the majority of the funding comes from online sales tax, \$36M provides the base and anything in excess is appropriated from the state general fund. It's around \$50-51M for FY2025.

Clerk Hogaboam spoke about how the perception was this was tax relief because the state was taking a levy off and associated liabilities away from the counties but if counties are still left with some of the cost liabilities without the levying authority there are just more hands competing for a finite amount of money. In a sense it is an unfunded mandate with the levy being removed. Mr. Grigg said that historically the legislature has been receptive to making changes in order to address unfunded mandates.

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

JULY 2024 TERM  
CALDWELL, IDAHO JULY 5, 2024

No meetings were held this day.

JULY 2024 TERM  
CALDWELL, IDAHO JULY 8, 2024

#### APPROVED CLAIMS

- The Board has approved claims 607158 to 607179 in the amount of \$10,927.96
- The Board has approved claims 607180 to 607220 in the amount of \$629,177.67
- The Board has approved claims 607221 to 607265 in the amount of \$45,106.85
- The Board has approved claims 607266 to 607303 in the amount of \$154,417.43
- The Board has approved claims 607358 to 607402 in the amount of \$243,130.67
- The Board has approved claims 607403 to 607429 in the amount of \$30,534.50
- The Board has approved claims 607431 to 607460 in the amount of \$21,297.22
- The Board has approved claims 607461 to 607481 in the amount of \$31,748.93
- The Board has approved claims 607482 to 607519 in the amount of \$72,312.63
- The Board has approved claims 607520 to 607546 in the amount of \$333,964.45
- The Board has approved claims 607547 to 607559 in the amount of \$5,925.00
- The Board has approved the May jury claim in the amount of \$33,775.99

- The Board has approved the June jury claim in the amount of \$4,581.78

#### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Marty Danner - HR Director, new hire
- George Edward Yarbrough – Deputy Criminal PA II, new hire

#### EXECUTIVE SESSION TO DISCUSS A 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 8:37 a.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d) regarding personnel matters and records exempt from public disclosure. The motion was seconded by Commissioner Brooks. Commissioner Holton took a roll call vote where he along with Commissioners Van Beek and Brooks voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek and COO Greg Rast. The Executive Session concluded at 8:52 a.m. with no decision being called for in open session.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR TIMOTHY AND JULIE SCHELHORN, PROTEST NO. 24040

The Board of County Commissioners, sitting as a Board of Equalization, met today at 9:30 a.m. to conduct a property tax assessment protest hearing for Timothy and Julie Schelhorn, protest no. 24040. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Appraisal Supervisor Greg Himes, Chief Deputy Assessor Joe Cox, Commercial Supervisor Mike Cowan, Residential Supervisor Holly Hopkins (left at 9:32 a.m.) and Deputy Clerk Jenen Ross. The Schelhorn's nor their representative were present for today's hearing. Mike Cowan offered testimony on behalf of the Assessor's Office. Following testimony and Board questions, discussion and deliberation, Commissioner Brooks made a motion to uphold the Assessor's value. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 9:35 a.m. and an audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR EMBASSY INC AND TWIN ISLAND LLC, PROTEST NOS. 24075, 24072, 24073 AND 24074

The Board of County Commissioners, sitting as a Board of Equalization, met today at 9:36 a.m. to conduct a property tax assessment protest hearing for Embassy Inc and Twin Island LLC, Protest Nos. 24075, 24072, 24073 and 24074. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Appraisal Supervisor Greg Himes, Chief Deputy Assessor Joe Cox, Commercial Supervisor Mike Cowan and Deputy Clerk Jenen Ross. Joe Cox noted that he had spoken with Attorney Andrea Rosholt regarding these cases and they determined it would be best for the cases to be upheld in an effort to resolve prior to going to the State Board of Tax Appeals. Based on Mr. Cox's recommendation, Commissioner Van Beek made a motion and a secondary motion to

uphold the Assessor's value on protest nos. 24075, 24072, 24073 and 24074. Both motions were seconded by Commissioner Brooks and carried unanimously. The hearing concluded at 9:38 a.m. and an audio recording is on file in the Commissioners' Office.

CONSIDER A RESOLUTION GRANTING NEW ALCOHOLIC BEVERAGE LICENSES TO LB FALL RIVER LLC DBA LONGBOARDS AND TIKI'S SHAVE ICE LLC DBA TIKIS SHAVE ICE & BAR

The Board met today at 10:30 a.m. to consider a resolution granting new alcoholic beverage licenses to LB Fall River LLC dba Longboards and Tiki's Shave Ice LLC dba Tikis Shave Ice & Bar. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks and Deputy Clerk Jenen Ross. Commissioner Brooks noted that he has reviewed the licenses and is in favor of approving, he then made a motion to sign the resolution granting new alcoholic beverage licenses to LB Fall River LLC dba Longboards and Tiki's Shave Ice LLC dba Tikis Shave Ice & Bar (resolution no. 24-136). The meeting concluded at 10:32 a.m. and an audio recording is on file in the Commissioners' Office.

FY2025 BUDGET WORKSHOP NO. 2 FOR THE CONSTITUENT SERVICES DEPARTMENT, AND CLERK/BOARD DISCUSSION AND REVIEW OF ALL WORKSHOP NO. 1 CHANGES

The Board met today at 1:02 p.m. to conduct the FY2025 Budget Workshop No. 2 for the Constituent Services Department, and for the Clerk/Board discussion and review of all workshop No. 1 changes. Present were: Commissioners Brad Holton and Zach Brooks, Commissioner Leslie Van Beek participated via speak phone from 1:02 to 1:22 p.m., Constituent Services Director Aaron Williams, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Controller Kyle Wilmot, COO Greg Rast, DSD Director Sabrina Minshall, Senior Systems Analyst Steve Onofrei arrived at 1:23 p.m., and Deputy Clerk Monica Reeves. Director Williams reported on the Constituent Services Department budget as follows:

"A" Budget Requests

- Communication Specialist - Grade Adjustment from Grade 13, Range 3 to Grade 14, Range 2
- New Policy Analyst position to help with efficiency, accountability and foresight; provide uniform policies across departments; clear and accessible guidelines; and will identify and eliminate redundant or outdated policies, and streamlining administrative policies. The position will save time, reduce bureaucratic hurdles, and make operations more agile and responsive.

Following questions, Director Williams said he would agree to remove the \$20,000 in part-time funds and putting it toward the policy analyst position.

"B" Budget Requests

- \$85,000 for a professional consultant to develop a capital improvements plan

- \$23,186.25 (\$10,490 annual fee) for public records request software
- Push notification software options
  - Textedly plus membership at \$69 a month (\$850 a year)
  - Textgov \$28,000 (\$20,000 year after year)
    - \$18,4000 (\$12,000 year after year)

The Board is in favor of the Textedly software. Commissioner Brooks supports the request for push notification software, and although he agrees with the necessity of a policy analyst position, we cannot afford it. Commissioners Van Beek and Holton want to leave it in the budget for now and consider it again as part of the third workshop. (Commissioner Van Beek’s phone call ended at 1:22 p.m. and she joined the meeting in person at 1:23 p.m.) (Director Williams and Director Minshall left at 1:27 p.m.)

The Clerk’s budget workshop was scheduled for this afternoon at 2:00 p.m., but Clerk Hogaboam needs additional time to work on it. Currently, Jess Urresti is the appointed chief deputy and the thought is to keep him in his current PCN and assign a specialty pay for the added responsibilities. Another option is to u-fund his current PCN because he would still function as the court clerk, and a year from now perhaps Mr. Urresti could reactivate that with a potential succession planning and do that in a cost neutral way by eliminating a position or two below him. It’s a two-year plan but the initial impact would be to take either the chief deputy position or the senior court clerk position off the books in FY2025. The Clerk wants to do a deeper dive on the print on demand units for the Elections Office which. Initially they asked for \$300,000, but he believes the number will be lowered to \$200,000. The Clerk’s second workshop will be rescheduled to July 11, 2024.

**Clerk/Board Discussion and Review of All Workshop No. 1 Changes**

COO Rast reviewed the spreadsheet that showed a recap of all Workshop No. 1 changes and said the Board needs to determine which offices/departments need to come back.

**Board of Commissioners**

One position was removed, and they added \$3,000 for hospitality events (when hosting outside events for lunch, legislative meetings with the public, etc.) The second workshop will be cancelled.

**Constituent Services**

*Workshop No. 2 was held earlier this afternoon.*

**Assessor Reappraisal**

The adjustments have been done and highlighted as yes on the dollar amounts. There is a reorganization in place of \$160,000. A second workshop will be held later this afternoon.

**Assessor Motor Vehicle**

There is another reorganization with some adjustments as well as questions regarding the “B” Budget. Another workshop will be held.

### **Clerk of Court**

This budget flatlined. The only potential change is related to the PCN for the chief deputy position. The net increase would be the difference in pay and they would remove the fulltime employee off the Auditor’s books. The Clerk will be back later this week for further discussion on the following budgets: Courts, Elections, Recorder, Auditor, and County Assistance.

### **Coroner**

Includes two new positions and an equity adjustment. A second workshop will be held.

### **Sheriff’s Office**

CCNU was missed on the first round of workshops so it needs to be discussed. There will be another workshop for the Sheriff’s Office. There are no changes on the motor boat license division, emergency communications division, or the dispatch division.

### **Prosecuting Attorney**

There are a lot of moving parts so a second workshop will be held.

### **Treasurer**

One small change was completed. The second workshop will be cancelled.

### **County Agent**

There have been discussions about moving the budget from The Fair fund to current expense. The second workshop will be cancelled.

### **Fair/Fair Building**

There are no other changes so the second workshop will be cancelled.

### **Juvenile Detention**

There was an adjustment from \$35,000 to \$21,000 for computer equipment and the Director chose to do it this fiscal year and so he dropped his FY2025 request. The second workshop will be cancelled.

### **Juvenile Probation**

The second workshop will be cancelled.

### **Misdemeanor Probation**

No changes. The second workshop will be cancelled.

### **Human Resources**

Adjustments have been made. The second workshop will be cancelled.

### **Development Services Department**

The Auditor's Office will check on the status of the engineering coordinator position. The second workshop will be cancelled.

### **Fleet**

A second workshop is necessary.

### **Facilities**

A second workshop is necessary to review the capital projects and potentially spread those projects to the appropriate budgets.

### **Weed/Pest**

A second workshop is necessary.

### **Parks**

There is a new position request. A second workshop is necessary.

### **Landfill**

There is a reorganization request and so a second workshop is necessary.

### **IT**

Adjustments will be made on the "B" Budget so a second workshop is necessary.

### **Public Defense**

The second workshop will not be necessary.

### **TCA**

There are several adjustments in the TCA budgets as well as two new part-time staff, and two part-time positions that are going to fulltime on the marshals side. A second workshop will be necessary.

There are 21 new positions requested for FY2025. There is also a vacancy report that shows all vacancies; 6+ month vacancies, and a 1 year+ vacancies, and a capital improvements list. A separate meeting will be held to discuss the proposal for funding but not filling the positions.

Clerk Hogaboam wants to hear more about the revenue projections for the Facilities and Weed budgets because there is a \$400,000 difference between revenue and expenses, and we levied \$250,000 which would close some of that gap but it would be short by \$150,000 if we levied the same amount, and their fund balance cannot handle that. There is an assumption that the new position would generate more revenues but short of good estimates on revenue projections it would be dangerous to hire that person unless you want to levy \$400,000 which means less money getting levied into another fund. COO Rast said the revenue on the weed control budget is \$132,000 but he doesn't think the anticipated revenue with the new position is in that \$132,000

amount. If the new position will generate more revenue that amount needs to come up. Commissioner Van Beek said there was a proposal to have that cost shared with Fish and Wildlife. The Clerk needs more information to make sure the revenue was captured. COO Rast will look into it.

The meeting concluded at 2:01 p.m. An audio recording is on file in the Commissioners' Office.

#### FY2025 BUDGET WORKSHOP NO. 2 FOR THE ASSESSOR'S OFFICE

The Board met today at 2:06 p.m. for the FY2025 Budget Workshop No. 2 for the Assessor's Office. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Assessor Brian Stender, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Controller Kyle Wilmot, COO Greg Rast, Senior Systems Analyst Steve Onofrei, and Deputy Clerk Monica Reeves. A review of the Assessor's budget was as follows:

##### Motor Vehicle Division:

There were adjustments to two grades, and it affected eight positions at a cost of \$148,000. There was \$150,000 in the line item.

\$50,000 for a remodel

Assessor Stender hopes to know more in August when he hears from the Idaho Transportation Department and said if he knew it would be here long-term he would like to open an office in Nampa and downsize the office in Caldwell.

COO Rast asked if the \$50,000 for the capital construction contracts for desks can wait a year. Assessor Stender said his intent is to generate enough revenue to cover the expenses. He anticipates adjusting the administration fee for both title and registrations the first of the year. They collect a lot of sales tax revenue for the state, but the DMV only collects \$1 for each transaction they conduct. If the \$50,000 for the capital item is left in the DMV budget it can be tied to the facility and it will be an expense against the revenue they will establish. Commissioner Van Beek said there is not enough room to do it this year unless the Assessor can self-fund and it can come out of what is generated in increase. Further discussion ensued regarding revenue projections and the increase in admin. fees. Assessor Stender will attend the Facilities Department workshop on July 22<sup>nd</sup> as there six projects for his office and they can talk about the \$50,000 project at the time. Commissioners Holton and Brooks believe the amount should be moved to the Facilities budget.

##### Reappraisal Division:

Assessor Stender will work with HR on the reclassification request for the appraisal staff which has a placeholder amount of \$160,000. A third workshop will be held on this topic on July 22<sup>nd</sup>.

Recommends reducing the miscellaneous professional services line item to \$138,500. COO Rast said that is where we will add the \$10,000 split between the Pest and Weed Departments.



There was discussion regarding the unfunded positions in the reappraisal division and pay equity.

The \$35,000 vehicle request was removed.

\$70,000 request for glass storefront and dividers. Commissioner Van Beek said this might have to wait until next year. It's on the list of capital projects for review. Collectively there is over \$2M in capital projects and so more discussions will occur in upcoming budget workshops.

There was discussion about the occupancy revenue, tracking of revenue, use of fund balance, and planning for known multi-year projects.

The meeting concluded at 3:08 p.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION MATTERS TO CONSIDER ASSESSOR ADJUSTMENTS

The Board met today at 4:30 p.m. as the Board of Equalization to consider Assessor adjustments. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Assessor Brian Stender, Appraisal Supervisor Greg Himes, Administrative Analyst Helena Thompson and Deputy Clerk Jenen Ross.

Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to grant conditional ag exemptions to parcel nos. 32045010 0 and 32045011 0 for Naide, LLC.

Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to grant homeowner exemptions to the following 13 parcels:

- Parcel no. 01086000 0
- Parcel no. 08915000 0
- Parcel no. 14285661 0
- Parcel no. 27493010 0
- Parcel no. 29261275 0
- Parcel no. 29291148 0
- Parcel no. 30780523 0
- Parcel no. 31487285 0
- Parcel no. 32504560 0
- Parcel no. 33873180 0
- Parcel no. 33896101A0
- Parcel no. 33900237 0
- Parcel no. 34091161 0

Commissioner Brooks made a motion to adjourn the Board of Equalization Annual Roll. The motion was seconded by Commissioner Van Beek and carried unanimously. The meeting concluded at 4:38 p.m. and an audio recording is on file in the Commissioners' Office.

## JULY 2024 TERM

CALDWELL, IDAHO     JULY 9, 2024

### APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Pluralsight in the amount of \$11,180.00 for the Information Technology department (PO #6049)
- Insight in the amount of \$36,804.00 for the Information Technology department (PO #6050)
- SHI in the amount of \$27,061.50 for the Information Technology department (PO #6051)
- SHI in the amount of \$274,136.11 for the Information Technology department (PO #6052)

### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Elsa Sanchez, Driver's License Customer Service Specialist, new hire
- Randal J. Ragsac, Deputy Judicial Marshal, rehire

### FILE IN MINUTES

- Treasurer's Monthly Report for May 2024

### APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- O'Michael's Pub & Grill to be used on 8/3/24 for the Clausen wedding
- O'Michael's Pub & Grill to be used on 8/5/24 for the Yenor wedding

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

The Board met today at 9:49 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, Fair Director Diana Sinner (left at 9:33 a.m.), Facilities Director Rick Britton (left at 9:35 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross. The action items were considered as follows:

**Consider Parking Lot Rental agreement with Caldwell Bowling, Inc. for the 2024 Canyon County Fair:** This is the standard agreement that has been used for several years. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the parking lot rental agreement with Caldwell Bowling, Inc. for the 2024 Canyon County Fair (agreement no. 24-066).

**Consider Canyon County Fire Protection Project Agreement with Delta Fire Systems:** Director Britton said this agreement is not yet ready and would like to postpone for 3-4 weeks in order for it to be finalized. This action item will be added to the agenda at a later date.

*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 AND TO COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

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), (f) and (i) regarding records exempt from public disclosure, to communicate with legal counsel regarding pending/imminently likely litigation and to communicate with risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Brooks. Commissioner 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. Laura Keys, Deputy P.A. Zach Wesley 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 9:49 a.m. and an audio recording of the open portion of the meeting is on file in the Commissioners' Office.

MEETING TO CONSIDER DSD REFUND RESOLUTIONS

The Board met today at 10:15 a.m. to consider DSD refund resolutions. Present were: Commissioners Leslie Van Beek and Zach Brooks, DSD Office Manager Jennifer Almeida, DSD Director Sabrina Minshall and Deputy Clerk Jenen Ross. The action items were considered as follows:

**Lance Thueson, Case No. SD2023-0019:** At the direction of DSD a Simple Change to the Plat application was submitted, however, following a review of the case it was determined that an Easement Vacation application was more appropriate. Due this being on error on the part of Development Services a full refund of \$330.00 is being recommended. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution issuing a refund to Lance Thueson, case no. SD2023-0019 (resolution no. 24-137).

***Seth Simpson, Case No. CU2023-0003:*** A conditional use permit for kennel was applied for but while the application was in the review process the operation was relocated and a conditional use permit is no longer necessary. Approximately 15% of the application fees were used and a refund of \$807.50 is recommended. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the resolution issuing a refund to Seth Simpson, case no. CU2023-0003 (resolution no. 24-138).

Director Minshall noted for the record that when the fee schedule is updated they intend to update the guidelines for issuing refunds and asked the Board to start thinking about the subject.

At 10:22 Commissioner Van Beek motioned to adjourn the meeting. An audio file is on record in the Commissioners' Office.

FY2025 BUDGET WORKSHOP NO. 2 FOR THE SHERIFF'S OFFICE AND EXECUTIVE SESSION PURSUANT TO IDAHO CODE SECTION 74-206 (1) (B) AND (D) REGARDING PERSONNEL MATTERS AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

The Board met today at 2:06 p.m. for FY2025 budget workshop no. 2 for the Sheriff's Office and executive session pursuant to Idaho code section 74-206 (1) (b) and (d) regarding personnel matters and records exempt from public disclosure. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Controller Kyle Wilmot, Auditing Supervisor Sarah Winslow, Chief Deputy Sheriff Doug Hart, CCSO Financial Manager David Ivers, Cpt. Harold Patchett, Cpt. Chuck Gentry, Cpt. Ray Talbot, Fleet Director Mark Tolman, Sr. Systems Analyst Steve Onofrei, COO Greg Rast, Lt. Travis Engle and Lt. Chad Harrold (joined at 2:54 p.m. and left at 3:32 p.m.), Clerk Rick Hogaboam and Director of Court Operation Jess Urresti (arrived at 3:28 p.m.), and Deputy Clerk Jenen Ross.

Chief Hart said that in his discussions with Mr. Rast regarding some of the budget challenges for FY2025, he is proposing an adjustment to the positions they've requested. Those changes are as follows:

- Remove the driver's license position. Although he believes the analysis substantiates the need for the position he also thinks it could go another year to evaluate the wait times. This request was mainly based on wait times for those without appointments. Those who have appointments are served quickly and efficiently vs. those who walk-in are having to wait substantially longer.
- Project 1 – This was a request based on call volume and growth of the county, 4 additional deputy positions per year for a period of four years. After evaluating needs and staffing for this year, Chief Hart is proposing to reduce that to 3 deputy positions but that one of those positions be a sergeant position. He said they would create a 5<sup>th</sup> patrol team which would be in place during the highest call volume time periods. Overall the total savings for this change would be about \$226,000. Additionally, in relation to fleet it would mean one less patrol vehicle and associated equipment which would be a savings of approximately \$100,000.

*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 2:19 p.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d) regarding personnel matters and records exempt from public disclosure. The motion was seconded by Commissioner Brooks. Commissioner Holton took a roll call vote where he along with Commissioners Van Beek and Brooks voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Controller Kyle Wilmot, Auditing Supervisor Sarah Winslow, Chief Deputy Sheriff Doug Hart, Sr. Systems Analyst Steve Onofrei, and COO Greg Rast. The Executive Session concluded at 2:54 p.m. with no decision being called for in open session.

Chief Hart spoke to some of the proposed compensation numbers. Currently budget line 413075 for compensation is at \$850,000 but based on the executive session discussion that number will be amended to \$674,552. A final decision will need to be made on this by the Board during the meeting to discuss compensation. At the request of Commissioner Van Beek, Chief Hart spoke about retention numbers and the success of the compensation plan implemented for the Sheriff's Office a couple years ago.

There are a few new requests but Chief Hart reviewed unspent 'A' and 'B' budgets as well as estimated revenue which is above projections. They are estimating approximately \$685,000 unspent in the 'A' budget, the estimate for the 'B' budget is \$225,000 to \$275,000 unspent and revenues are up \$1.8M over projections. The combined total of savings and excess revenues is approximately \$2.7M.

Documents were presented to the Board which reviewed several new projects the Sheriff's Office would like to add to their 3-year strategic plan. The projects they would like to fund from FY2024 are as follows:

- I-Pro Body Camera for Field and Security Services - \$211,246
- FLIR Night Vision devices - \$5198
- Completion of "Pistol" project - \$28,654
- WRAP for patrol teams - \$6000
- Patrol drones - \$29,764
- Crime lab fingerprint software - \$82,720
- Additional ammo purchase for pistol optics transition - \$12,000

FY2025 additional projects are as follows:

- Specialty pay updates - \$13,800
- Cellular telephone analytics software partnership - \$55,171

- Mindbase proactive peer support program - \$14,726
- Sheriff app - \$10,995

The Board is in agreement to the expenditures for the FY2024 project requests understanding that there will need to be an agenda meeting where a resolution is signed authorizing the transfer from the 'A' to 'B' budget. COO Rast clarified that there will be an agenda meeting to authorize the spending of the funds prior to the end of the fiscal year and a secondary meeting authorizing the transfer of funds which can be done at the end of the fiscal year. Further discussion ensued regarding best practices for budget transfers/adjustments.

A brief review was done of the CCNU budget which was missed during the Sheriff's original budget workshop. This budget remains relatively consistent with the request for FY2025 being \$8530 less than last year.

The meeting concluded at 3:36 p.m. and an audio recording is on file in the Commissioners' Office.

#### FY2025 BUDGET WORKSHOP

The Board met today at 3:42 p.m. for an FY2025 budget workshop. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, COO Greg Rast, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Controller Kyle Wilmot, Senior Systems Analyst Steve Onofrei, Facilities Director Rick Britton, Director of Court Operations Jess Urresti, and Deputy Clerk Monica Reeves. Clerk Hogaboam presented a spreadsheet containing current budget information including the history of the County going back to 2017. The following highlights were reviewed:

The year-over-year budgetary increase in total salaries and benefits was modest in 2018 through 2021. In 2022, 2023 and 2024 there was \$20M in ongoing payroll commitments.

In 2023, the County levied \$40M and revenues came to a flat baseline. We should not view the reduction and what was levied at \$40M as being the singular reason why the budget is in a deficit environment because had the County levied \$55M and had \$15M more in revenue we still would have been ended the year in the minus because expenses grew.

Expenses in 2022 were \$104M and in 2023 they were \$119M, most of which was driven by salaries and benefits growing with a very significant ongoing commitment.

In 2018-2022 we went through five years in a row where we were generating more revenue than we were spending so we were building fund balance. In 2021 the County added over \$20M in fund balance, and \$12M in 2022. State-shared revenues were increasing year-over year by an average of 10% so the County was seeing \$1M to \$2M more than the prior year for 4-5 years in a row and we were beating revenue projections and were not fully expending our budget so that's how the County was in such a strong place.

In 2023, the ACFR shows we lost \$20M in net value and we will probably end the year with some level of deficit. We are still trying to catch up with some of these commitments and we are not getting a lot of help from the state in the sense that state-shared revenues from 2022 to 2023 went mostly flat, and 2023-2024 they were mostly flat, and we are budgeting flat for next year.

With \$20M in increased obligations and revenues only growing by \$4M-\$5M that is why we are seeing a \$15M ongoing deficit and there is no way to close that deficit unless we have increased revenues, or burn fund balance ,or cut back on the budget, or do a combination of all of those. The FY2025 budget reflects a \$2M placeholder for a real estate acquisition, and \$1.9M for jail pod 6, as well as some one-time capital costs. Clerk Hogaboam is concerned about the ongoing costs which is why he is focused on salaries and benefits and wants to have a productive conversation about any new position requests and existing vacancies and whether they should continue to be funded.

Currently, the budget does not include the \$600k for the PERSI employer contribution amount.

There was discussion regarding:

- How the County has been impacted by unfunded state mandates and how the unprecedented growth has created the need for more personnel with no great revenue stream to compensate.
- The need to fund for long-term capital projects and how we must look at long-term financial planning.
- Review of the history of tax levy rates, levy capacity and prior Boards' decisions to not take any of the 3% or any of the new construction.
- Proposing a utility allocation structure of anticipated costs that could be billed to the State of Idaho for items such as janitorial, water, electrical, and gas.
- The decree from the Idaho Supreme Court regarding technology services and equipment. COO Rast and Clerk Hogaboam have met with personnel from Ada County to discuss the two options the State is proposing; however, both Counties are hopeful for a third option because as it stands now they are at a technical impasse with the two options that have been offered. Currently there is no budget placeholder for this expense. This topic will require additional conversations.

There will be additional meetings to discuss capital needs and fund balance limits to get a better understanding of how the fund balances would move and adjust. The meeting concluded at 4:53 p.m. No Board action as required or taken. An audio recording is on file in the Commissioners' Office.

JULY 2024 TERM  
CALDWELL, IDAHO    JULY 10, 2024

#### APPROVED CLAIMS

- The Board has approved claims 607134 to 607157 in the amount of \$13,388.60
- The Board has approved claim 607142 in the amount of \$405.00
- The Board has approved claim 607560 in the amount of \$75.00

#### APPROVED JULY 12, 2024 PAYROLL

- The Board approved the July 12, 2024 payroll in the amount of \$2,313,830.86

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

Commissioner Van Beek made a motion to go into Executive Session at 10:02 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (f) and (i) regarding records exempt from public disclosure, to communicate with legal counsel regarding pending/imminently likely litigation and to communicate with risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Brooks. Commissioner Holton took a roll call vote where he along with Commissioners Van Beek and Brooks voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Deputy P.A. Zach Wesley, Deputy P.A. Laura Keys (left at 11:12 a.m.), Clerk Rick Hogaboam (left at 11:12 a.m.), Controller Kyle Wilmot (left at 11:12 a.m.), Director of Constituent Services Aaron Williams (left at 11:12 a.m.), COO Greg Rast, Representatives from the West Valley Humane Society Board and the Idaho Humane Society (left at 11:05 a.m.) and Deputy P.A. Oscar Klaas (joined at 11:09 a.m.). The Executive Session concluded at 11:30 a.m. with no decision being called for in open session.

#### JULY 2024 TERM

CALDWELL, IDAHO     JULY 11, 2024

#### APPROVED CLAIMS

- The Board has approved claims 607680 to 607682 in the amount of \$553.14
- The Board has approved claims 607561 to 607599 in the amount of \$63,981.77
- The Board has approved claims 607600 to 607639 in the amount of \$198,832.90
- The Board has approved claims 607640 to 607679 in the amount of \$37,469.69

#### APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Grant's Grill to be used 8/31/24, 9/7/24, 9/21/24, and 10/26/24



- Uppercuts Barber Shop, LLC to be used 7/21/24

#### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Ryan Mills, Deputy Judicial Marshal
- Jeff Breach, Misdemeanor Probation Supervisor II - job title change due to HB508
- Mary Gomez, Misdemeanor Probation Supervisor I - job title change due to HB508
- Elda Catalano, Juvenile Probation Supervisor III - job title change due to HB508
- Jose Orozco, Juvenile Probation Supervisor II - job title change due to HB508
- Ryan Gehring, Juvenile Probation Supervisor I - job title change due to HB508
- Linda Hall, Juvenile Probation Supervisor I - job title change due to HB508
- Jessica Ishida-Sanchez, Juvenile Probation Supervisor I - job title change due to HB508
- Sean Brown, Juvenile Detention Supervisor IV – job title change due to HB508
- Shawn Anderson, Juvenile Detention Supervisor III – job title change due to HB508
- Mike Richards, Juvenile Detention Supervisor II – job title change due to HB508
- Andrew Anderson, Juvenile Detention Supervisor II – job title change due to HB508
- Robert Martinez, Juvenile Detention Supervisor II – job title change due to HB508
- Roxana Page, Juvenile Detention Supervisor II – job title change due to HB508
- Tim Warner, Juvenile Detention Supervisor II – job title change due to HB508
- Myron Emly, Juvenile Detention Supervisor I – job title change due to HB508
- Hailee Moore, Juvenile Detention Supervisor I – job title change due to HB508
- Thomas Moore, Juvenile Detention Supervisor I – job title change due to HB508
- Abdiel Philpott, Juvenile Detention Supervisor I – job title change due to HB508

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

The Board met today at 9:32 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Brad Holton and Zach Brooks, Principal Planner Michelle Barron (left at 9:33 a.m.), Assistant DSD Director Jay Gibbons, DSD Director Sabrina Minshall (arrived at 9:32 a.m. and left at 9:35 a.m.), Director of Indigent Services Yvonne Baker (left at 9:37 a.m.), Case Manager Kellie George and Jenn Odom (left at 9:37 a.m.) and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider signing Findings of Fact, Conclusions of Law, and Order for Case No. CU2023-0002-APL (Appeal by Bristlecone Land Use Consulting, Representing JC Excavation):*** Ms. Barron said that on June 17<sup>th</sup> the Board rendered a decision regarding the appeal of a staging area. Upon the motion of Commissioner Brooks and second by Commissioner Holton the Board voted unanimously to sign the Findings of Fact, Conclusions of Law, and Order for Case No. CU2023-0002-APL.

**Consider signing Resolution Appointing Community Volunteer, Jayne Josephsen, to Board of Community Guardians:** Ms. Baker said she has met with Ms. Josephsen who is professor of nursing at BSU and has an extensive skillset that will be valuable to the BOCG. Ms. Josephsen will be both a board member and guardian. Upon the motion of Commissioner Brooks and second by Commissioner Holton the Board voted unanimously to sign the resolution appointing community volunteer, Jayne Josephsen to the Board of Community Guardians (resolution no. 24-139). Additionally, Ms. Baker will work with Communications Specialist Chad Thompson to highlight some of the BOCG members/guardians.

**Consider Resolution Approving New Alcoholic Beverage License for The Brick Office, LLC dba The Brick Office:** Commissioner Brooks said he has reviewed the application and everything seems to be in order, he then made a motion to approve the resolution for a new alcoholic beverage license for The Brick Office, LLC dba The Brick Office. The motion was seconded by Commissioner Holton and carried unanimously. See resolution no.-24-140.

The meeting concluded at 9:40 a.m. and an audio recording is on file in the Commissioners' Office.

#### MEETING TO CONSIDER HR RESOLUTIONS

The Board met today at 1:31 p.m. to consider HR resolutions. Present were: Commissioners Brad Holton and Zach Brooks, HR Business Partner Jennifer Allen, Juvenile Probation Director Elda Catalano, Juvenile Detention Director Sean Brown, Assistant Juvenile Detention Director Sean Anderson, Director of Misdemeanor Probation Jeff Breach, COO Greg Rast and Deputy Clerk Jenen Ross.

Ms. Allen explained that effective July 1, 2024 House Bill 508 was amended to include POST certified Juvenile Detention Supervisors, Juvenile Probation Supervisors and Adult Misdemeanor Probation Supervisors, Emergency Communications Supervisors and the Idaho Department of Corrections to the Rule of 80 for the PERSI retirement plan. In order to comply with the Rule of 80 criteria, supervisor titles have been updated for better alignment. If approved today, these supervisors will now be classified as public safety members under the Rule of 80. COO Rast said that with these changes there is no salary impact but there is a small impact to the benefit portion which is outlined in each memo included with the resolution.

The action items were considered as follows:

**Resolution Adopting Changes to the Job Title of Eleven (11) Positions in Juvenile Detention:** Upon the motion of Commissioner Brooks and second by Commissioner Holton the Board voted unanimously to sign the resolution adopting changes to the job title of eleven (11) positions in Juvenile Detention (resolution no. 24-141).

**Resolution Adopting Changes to the Job Title of Five (5) Positions in Juvenile Probation:** Upon the motion of Commissioner Brooks and second by Commissioner Holton the Board voted

unanimously to sign the resolution adopting changes to the job title of five (5) positions in Juvenile Probation (resolution no. 24-142).

***Resolution Adopting Changes to the Job Title of Two (2) Positions in Misdemeanor Probation:*** Upon the motion of Commissioner Brooks and second by Commissioner Holton the Board voted unanimously to sign the resolution adopting changes to the job title of resolution adopting changes to the job title of two (2) positions in Misdemeanor Probation (resolution no. 24-143).

The meeting concluded at 1:40 p.m. and an audio recording is on file in the Commissioners' Office.

#### ACTION ITEM: CONSIDER FINAL PLAT FOR BRITANIA NO. 9, CASE NO. SD2022-0036

The Board met today at 1:45 p.m. to consider the final plat for Britania No. 9, Case No. SD2022-0036. Present were: Commissioners Brad Holton and Zach Brooks, Engineering Supervisor Dalia Alhajjar, DSD Assistant Director Jay Gibbons, Jeff Hess, and Deputy Clerk Monica Reeves. Supervisor Alhajjar reported that the preliminary plat was approved on June 23, 2016 subject to 11 conditions. All conditions have been met. Upon the motion of Commissioner Brooks and the second by Commissioner Holton, the Board voted unanimously to approve the Chairman's signature on the final plat for Britania No. 9, Case No. SD2022-0036, as all conditions have been satisfied. The meeting concluded at 1:47 p.m. An audio recording is on file in the Commissioners' Office.

#### FY2025 BUDGET WORKSHOP NO. 2 FOR THE CLERK'S OFFICE

The Board met today 2:02 p.m. to conduct the FY2025 budget workshop No. 2 for the Clerk's Office. Present were: Commissioners Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Controller Kyle Wilmot, Indigent Services Director Yvonne Baker, Senior Systems Analyst Steve Onofrei, Director of Court Operations Jess Urresti, Elections Office Manager Haley Hicks, JoDee Arnold, and Deputy Clerk Monica Reeves.

##### Auditor

Remove \$178,565.62 from salaries/benefits

- Keep the PCN for the Chief Deputy position but defund the position.

##### Court Clerk

Increase of \$14,518.55 for specialty pay for the designated chief deputy.

- The gross amount covers a net \$12,000 salary increase for the court clerk supervisor/designated chief deputy position as specialty pay for functioning as the designated senior clerk deputy.
- The reduction in the Court Clerk budget will be \$60,150.45

COO Rast believes the proposed salary increase for the designated chief deputy is light given the responsibilities of the position and he recommended it be adjusted up. (HR has not reviewed the proposed salary increase.)

#### County Assistance

Amended request of 21,470.77 for adjustments for new/reclassified positions

- \$5,172 adjustment for supervisor
- \$16,298.77 for equity adjustments for two PCN's given the employees' years of service. *This is new and was not included in the first workshop but he would like it go to the compensation workshop for review.*

#### Elections

Current Expense:

Moved \$76,500 of services contracts from consolidated election to Current Expense Elections

Originally requested \$25,000 in new/reclassified positions, but he is now seeking \$17,106.73.

- Adjustment for PCN 746 for the office manager in the amount of \$7,106.73 (salaries and benefits).
- \$10,000 additional for further review of the Elections Office.

Originally requested \$300,000 for capital needs but he is reducing it to \$200,000 (print on demand units). There was discussion regarding the equipment in the Elections Office.

\$1,000 for two shirts per employee in Elections Office

#### Recorder

This budget will remain as-is

Clerk Hogaboam reported on the following topics:

- They have interviewed applicants for the GIS position for the Elections Office, and they plan to transfer the position to the IT Department with the understanding that the person will be dedicated to election needs as a top priority.
- Guardian Ad Litem costs have been moved to community support. They are trying to zero out public defense to not cause confusion because the legislature is saying they are completely taking it over but there are items that need to be sorted out. He assumes there will be an MOU with local legal counsel who will agree to take the guardian ad litem with some sort of compensation rate per hour that is mutually agreeable. The statute says the

state shall reimburse for those costs, but they have a finite amount of reimbursement funds of \$500,000 for the year and we have to be prepared to incur that cost.

- Public Defense - They met with Eide Bailly to do some preliminary scheduling logistics and it seems the payout down to 40 hours vacation time might need to be made this current fiscal year because technically their last day of employment is in the current fiscal year. We might have to include that in a budget amendment if the payout exceeds what the budget capacity is.

There was Board consensus to move the Clerk's request to the budget process. The meeting concluded at 2:51 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2024 TERM  
CALDWELL, IDAHO    JULY 12, 2024

No meetings were held this day.

JULY 2024 TERM  
CALDWELL, IDAHO    JULY 15, 2024

#### APPROVED CLAIMS

- The Board has approved claims 607719 to 607762 in the amount of \$148,620.01
- The Board has approved claims 607763 to 607764 in the amount of \$485.00

#### APPROVED EMPLOYEE STATUS CHANGE FORM

The Board approved employee status change form for:

- Brandon Lancaster, Housekeeper

#### MEETING TO DISCUSS ADDITIONAL SHERIFF'S OFFICE CAPITAL PROJECTS

The Board met today at 3:32 p.m. for a meeting to discuss additional capital projects for the Sheriff's Office. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Chief Deputy Sheriff Doug Hart, COO Greg Rast, Clerk Rick Hogaboam, Controller Kyle Wilmot, Senior Systems Analyst Steve Onofrei, Captain Harold Patchett, Lt. Martin Flores, Director of Court Operations Jess Urresti, and Deputy Clerk Monica Reeves. Last year the Sheriff's Office presented a strategic plan for personnel and capital equipment and they intended to spread the cost of those improvements over three years and try to utilize unspent funds for the purchases. The initial plan had 62 separate unidentified projects and out of unspent monies that were allocated to the

Sheriff's Office last year they were able to fund 25 of those projects. This year they have identified six additional critical projects that were not initially included in the 3-year strategic plan:

- \$211,246 for new body cameras that are GPS enabled
- \$5,198 for FLIR Night vision devices
- \$28,654 for completion of the pistol project
- \$6,000 for WRAP for patrol teams
- \$29,764 for patrol drones
- \$82,720 for crime lab fingerprint software
- \$12,000 for additional ammo purchase for pistol optics transition

The Sheriff Office has unspent funds already allocated for FY2024 that they would like to utilize to purchase the items which total \$375,582. Following comments, the Board voiced its support for the purchases. Chief Hart will provide updated paperwork showing what items have been purchased. The meeting concluded at 3:47 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2024 TERM

CALDWELL, IDAHO JULY 16, 2024

#### APPROVED CLAIMS

- The Board has approved claims 607765 ADV in the amount of \$42,015.90

#### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Laura Barbour, Parks, Cultural & Natural Resources Assistant Director, change from fulltime to part-time
- Angela Callanan, Deputy Prosecuting Attorney II, promotion

JULY 2024 TERM

CALDWELL, IDAHO JULY 17, 2024

#### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- MaryAnn (May) Witt, Deputy Public Defender I - Limited License
- Daniel Sklyarov, Deputy Sheriff
- William Kaufer, Deputy Sheriff

- Timothy Wood, Sergeant, add CERT pay
- Justin May, Deputy Sheriff, remove CERT pay
- Aaron Bazzoli, Chief Civil Deputy - Prosecutor's Office, transfer from Public Defender's dept.

#### APPROVED CATERING PERMITS

The Board approved Idaho Liquor Catering Permits for:

- Liberty Lounge to be used July 21, July 24, July 25, July 26, August 1, August 3, August 10 and August 16, 2024.

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

The Board met today at 9:32 a.m. for a legal staff update and to consider action items. Present were: Commissioners Brad Holton and Leslie Van Beek, COO Greg Rast, Deputy PA Laura Keys, Deputy PA Oscar Klaas, Constituent Services Director Aaron Williams, Facilities Director Rick Britton, DSD Director Sabrina Minshall, Lt. Martin Flores, Emergency Communications Officer IV Roxane Wade, and Deputy Clerk Monica Reeves. Commissioner Zach Brooks arrived at 9:35 a.m. DSD Assistant Director Jay Gibbons arrived at 9:58 a.m. The action items were considered as follows:

***Consider Addendum No. 1 for the 2024 Celebration Park Boater Improvements Project IFB, and the Addendum No. 1 for the 2024 Celebration Park Boardwalk and Decking Project IFB*** - Deputy PA Klaas said the addendums are part of the process to answer questions from potential bidders who participated in a walk-thru last week. Director Britton said eight contractors attended the pre-bid conference and they looked at doing both projects at the same time. Time is of the essence as the decking project needs to be done this fiscal year. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to approve Addendum No. 1 for the 2024 Celebration Park Boardwalk and Decking Project. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to approve Addendum No. 1 for the 2024 Celebration Park Boater improvements Project.

***Consider signing FY2025 Dedicated Enhanced Emergency Communications Grant Fee Fund Application*** - Communications Officer Roxanne Wade said this is a grant through the Idaho Public Safety Communications Commission for an upgrade to the higher ground recording system used in the Dispatch Center. The grant is in the amount of \$31,336. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to sign the Grant Fee Fund Application for Dedicated Enhanced Emergency Communications for FY2025 as presented.

As part of the legal staff update there was discussion regarding the Agricultural Protection Area Act which went into effect July 1, 2024. DSD Director Sabrina Minshall wrote a summary and gave an overview of the two main components which are 1) we have to establish an APA ordinance of how we're going to implement the law, and 2) we have to establish an APA Commission before January 1, 2025. (There were two handouts provided as part of this discussion, copies are included with the minutes.) Director Minshall reviewed the processes the County will have to follow and the implications of the Act and following her review there was discussion on the legislation. Commissioner Van Beek said this feels like state government stepping into local government and overstepping what they should be doing and she objects to that. If someone wants to preserve agriculture, they should buy the ground. She said Senator Todd Lakey ran legislation that passed and the main impact was the committee of nine process where he has engaged a different body of people that forces them to work together in looking how to resolve some of those issues at the legislative level that they totally ignored in this last legislative session. Her frustration is there are people who have never driven a tractor, do not own ground, and cannot set a siphon tube talking about how to preserve Ag ground. She sees a lot of problems with this mentality where they don't want to buy the ground, they want it to go at a less than market price so they can benefit from inappropriate market manipulation. Director Minshall said we have discretion to keep land use visions and how we apply those plans localized to what the circumstances are. One of the challenges is that when an APA is designated it's a 20-year period so we have to have that recognition as we are talking through policy objectives. There are things to talk through, such as the criteria within the taking the applications of what geographical areas Canyon County would even consider doing as an APA. We would require the applicant to address compatibility in reverse, how by preserving agriculture does it become compatible with the other long-range visions of what's happening in the other surrounding properties. It was intended to be a tool, and we have room to define what it means to the Board. Director Minshall is looking for Board direction on the schedule and future conversations that need to happen when we develop the ordinance. Staff's suggested schedule would start August 1, 2024 with developing the ordinance and a resolution establishing the commission, followed by P&Z Commission and BOCC public hearings, recruitment, and appointment of commission members, creation of commission bylaws, develop applications and internal procedures, updating the comprehensive plan, and begin taking applications. (August 1, 2024 through October 1, 2025.) Commissioner Brooks takes offense to the state telling him what his priorities need to be as a County Commissioner in a short time period, and he questioned what the recourse will be if this is not done by January 1, 2025. Deputy PA Klaas said that aspect can be discussed at another time under legal advice. Commissioner Van Beek said in the absence of input from the leaders in local government that is political action committee groups driven by money and other interests that put things in place and we've seen that over and over with legislation that is passed. They did not talk to the people who have to implement this and she objects to that. Commissioner Holton expressed frustration with the legislature imposing this without public input. Commissioner Van Beek said she has no desire to see our state or local government shift for a socialistic mindset or communism. What we are seeing coming out of the turmoil at the legislative level is a dictatorship and they do not understand the unintended consequences of the legislation they are passing. Director Minshall recommends, in lieu of a different path through legal, that we comply with exactly and at the bare minimum of what we are required to do. We should get the ordinance in place with the input of



the P&Z Commission but don't appoint a commission and give too much latitude for people who are in those interest areas to drive something that is not consistent with the values and policies of the County. Commissioner Van Beek agrees. Commissioner Holton said this topic wasn't on the Board's agenda today and he wants to have a workshop so the public is aware the Board is discussing it. Director Minshall said it was part of the legal briefing today to give a summary of the legislation and a general schedule of a recommendation to consider moving forward. Constituent Service Director Aaron Williams said we need to spend some time looking for quality people to serve on the commission and make sure there is no agenda being pushed. There also needs to be a definition of what agricultural land is. Director Minshall said our zoning code defines agricultural land and it also defines it as grazing land, it doesn't have to be that you can grow row crops. We have code where you can get additional splits if they can say it's nonviable agriculture. Commissioner Holton wants to set a date for a workshop where the public can submit written questions ahead of time that the Board will discuss at the workshop. Public comment will not be taken at the workshop. Commissioner Van Beek said she wants the people who drafted the legislation to answer those questions. The Board will continue the legal staff update to July 19, 2024 at 9:30 a.m. The meeting concluded at 10:26 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH TETRA TECH FOR UPDATE ON THE LANDFILL EXPANSION PLAN

The Board met today at 10:31 a.m. for a meeting with Tetra Tech for an update on the landfill expansion plan. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Solid Waste Director David Loper, Landfill Operations Manager Daniel Pecunia, Maureen McGraw from Tetra Tech, COO Greg Rast, Clerk Rick Hogaboam, Controller Kyle Wilmot, and Deputy Clerk Monica Reeves. A PowerPoint presentation titled *Draft Landfill Conceptual Design*, as well as multiple maps, are on file with this day's minute entry.

Director Loper said there are four items we need to have in place to put waste on the ground and start using the new areas for waste burial:

- Local land use planning and zoning that's been done, except for the new 60 acres which they are still working on.
- Site certification
- Operations plan
- Design approval
  - Lined or unlined
  - The expansion will not go all the way to the property line

Maureen McGraw said the standard design for landfills include a composite liner or some sort of liner system. Pickles Butte has an arid design exemption, but DEQ is becoming reluctant to do arid exemptions because there are a lot of other landfills in Idaho with the exemption that have ended up with groundwater problems. Right now DEQ is not going to do any approvals for expansions that are greater than 50 years. Because the phase 3 portion that's being filled in is within the 5-6

year window of when they will fill that, they wanted to do something that would be approved and would expand on our arid exemption using part of that same footprint. Commissioner Holton expressed his frustration with DEQ's stance. Ms. McGraw spoke of the problems with one of the landfill wells due to improper construction of the well and of landfill migration migrating down the well and contacting the groundwater. They did a repair and were able to demonstrate through sampling that that was the correct mechanism. A key component to moving forward with the design was also to get the landfill gas system installed because that was a problem caused by landfill gas and poor construction of a well. Director Loper said if we design this to our property boundaries and go to DEQ for an approval it would be well over 75-100+ years and that's where they get cautious in what regulations will change. What we present will get us by for another 35-40 years hopefully with a no-liner situation. Commissioner Holton believes agencies are pushing too hard with their standards. There was a review of the maps Tetra Tech prepared, which are included with the minutes. They are currently working on Phase 3 and will utilize most of Phase 4. Director Loper believes we have a good chance of getting this done now and then perhaps they can push forward with the whole design and see where it goes. Clerk Hogaboam has questions about the closure costs. Director Loper said in 2025 they are slated to revisit the post-closure and closure care costs. It's a lot of volume, but it's not a lot of acreage and acreage is what determines the cost of the final cover and post-closure care. It will go up and we'll have to look at rates and make sure we are putting enough in the reserve account to cover that. A third party does the cost estimate. No Board action was required or taken. The meeting concluded at 11:05 a.m. An audio recording is on file in the Commissioners' Office.

#### EXECUTIVE SESSION – DISCUSS PERSONNEL MATTER AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Commissioner Van Beek made a motion to go into Executive Session at 11:14 a.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, HR Director Marty Danner, HR Investigator Rich Soto, and COO Greg Rast. The Executive Session concluded at 12:18 p.m. with no decision being called for in open session.

#### PUBLIC HEARING: REQUEST BY DAVID OLSEN FOR A MODIFICATION TO AN APPROVED CONDITIONAL USE PERMIT FOR A PUD FOR A MOBILE HOME PARK, CASE NO. CU2022-0035

The Board met today at 1:32 p.m. to conduct a public hearing in the matter of a request by David Olsen for a modification to an approved Conditional Use Permit for a planned unit development for a mobile home park, Case No. CU2022-0035. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, DSD Principal Planner Dan Lister, DSD Planning Supervisor Carl Anderson, DSD Director Sabrina Minshall, David Olsen, and Deputy Clerk Monica Reeves. Principal

Planner Dan Lister gave the oral staff report. The applicant, David Olsen, is requesting a modification to an approved conditional use permit for a 7-unit mobile home park (CU2002-42) on parcel R38154 approved 22 years ago. The request would modify four conditions that were identified not to have been met: Condition Nos. 5, 6, 7, and 8. The parcel is zoned "A" (Agricultural). The subject property is located at 24938 Farmway Road in Caldwell.

**Background:**

Parcel R38154, approximately 3.38 acres, is zoned "A" (Agricultural) and appears original (created on or before September 6, 1979).

- A manufactured home was established on the parcel in 2001
- On May 24, 2002, a conditional use permit (CU2002-42) to allow a planned unit development (PUD) for a mobile home park (seven units) was approved by the Board on appeal subject to eight conditions of approval.
- On February 21, 2003, a code violation was issued on the parcel due to noncompliance with CU2002-42.
- On March 24, 2003, a manufactured home was placed in Space #2 for storage only and a new manufactured home was approved in Space #7.
- On March 31, 2003, a manufactured home was approved in Space #3.
- On November 13, 2003, a manufactured home was approved in Space #5.
- On February 9, 2004, the code violation issue regarding CU2002-42 was found to be in compliance.
- On February 27, 2004, a permit to convert the manufactured home used for storage into a livable unit on Space #2 was issued.
- The permit included condition compliance requirements and timeframes to complete the playground, irrigation for landscaping, and ditch tiling. The permit was approved with CU2002-42 concerns. The Board of County Commissioners deferred condition compliance until the last space was filled.
- On December 21, 2004, a manufactured home was issued on Space #6. On November 13, 2003, a manufactured home was approved in Space #5.
- The permit included condition compliance requirements and timeframes to complete the playground, irrigation for landscaping, and ditch tiling. The permit was approved with CU2002-42 concerns. The Board of County Commissioners deferred condition compliance until the last space was filled.

- Space #4 was never completed and between 2018 & 2019, the manufactured home in Space #5 was removed.

- On April 18, 2022, a code violation was opened for establishing an RV park without approval. The applicant applied for a conditional use permit for an RV Park on July 12, 2022 (CU2022-0035). Upon review, DSD staff found that conditions 5-8 of CU2002-42 were not in compliance.

**Requested Modification:**

5. Developer shall construct a 40' X 40' foot playground in the southwest portion of the development which, at minimum, shall include two swings and a sand box and said playground shall be fenced with a 4' foot chain link fence which shall have a minimum of two gates for access.

- Request: The applicant states a playground was constructed per the conditions. Due to safety issues and little use, the playground was removed. The applicant requests the condition be modified to require a common area with a walking path, picnic tables, and BBQ grates which is currently in place and beneficial to all occupants.

- BOCC Approval: The playground was proposed by the owner. The applicant agreed to the condition of installing a playground within a fenced common area.

- Site Visit: The location of the playground contains RVs. Staff did not see a common area with picnic tables, BBQ grates, or a walking path during the visit.

**5. Condition Options**

- Require condition compliance as approved;

- Amendment to Condition 4: Within 90 days of approval, a common area plan shall be submitted to DSD for review. The plan shall show amenities such as a walking path, BBQ Pit, picnic tables, etc. with a long-term maintenance plan to ensure the common area is maintained and does not become a public nuisance. Within a reasonable timeframe determined by the Director of DSD, the common area shall be installed per plan and evidence provided demonstrating compliance; or

- Remove the condition. The code in 1997 did not require a playground. The playground requirement was imposed by the owner to keep up appearances to protect his investment. The two mobile home parks adjacent to the subject parcel do not have playgrounds. No comments were received from property owners within 600 feet.

6. Developer shall tile and maintain the drainage ditch that is on the east and south edge of the property. The north and south running drainage ditch in the middle of property shall remain open but developer shall maintain this ditch and shall provide grating to ensure that water from this ditch runs to the tiled ditch.

- Request: The applicant requests the condition be removed. The applicant finds it unnecessary and is concerned about the potential lawsuit for trespassing due to the drainage ditch to be tiled being located on the adjacent property.
- BOCC Approval: The tiling of the drainage ditch was proposed by the applicant for septic system and safety reasons. The drain is not in the jurisdiction of Black Canyon Irrigation District.
- Site Visit: The drainage ditch is open/untiled.

## 6. Condition Options

- Require condition compliance as approved; or
- Remove the condition. The code in 1997 did not require drainage ditch tiling. The tiling requirement was imposed by the owner for safety purposes. Black Canyon Irrigation District has no irrigation facility on the property; and therefore, does not require any action.

7. Developer shall fence the entire perimeter of the property with a 4'-6' foot chain link fence as soon as financially feasible.

- Request: The applicant states fencing was being installed, but during a code compliance review by DSD, line of sight issues required fencing to be removed. The applicant is requesting the requirement be removed. If the condition is not completely removed, fencing along the Farmway and Purple Sage roads should not be included because the topography provides a natural barrier.
- BOCC Approval: Fencing was proposed by the applicant around the playground/common area, and to address the neighbor's concerns. The applicant agreed to the condition of a 4'-6' tall chain link fencing along the perimeter.
- Site Visit: Approximately 100 feet of chain-linked fencing was found along Purple Sage Road. Approximately 100 feet of fencing (wood) along Farmway Road. Other than that, no fencing has been installed.

## 7. Condition Options:

- Require condition compliance as approved; or
- Developer shall fence the entire perimeter of the property with a 4'-6' foot chain link fence. Within 180 days from approval of CU2022-0035, fencing shall be installed and evidence provided to DSD demonstrating compliance.
- Remove the condition. The code in 1997 did not require fencing. No comments were received from property owners within 600 feet. 4'-6'-foot tall fencing exists along the south boundary installed by the owners within Sunlight Terrace Subdivision.

8. Developer shall install sprinklers throughout the property and shall maintain all landscaping, trees, and lawns in the development a living condition.

- Request: The applicant states irrigation lines were installed to maintain grass yards for each home. Due to the poor soils, the grass was hard to maintain. The applicant requests the conditions be amended to allow for xeriscape.

- BOCC Approval: Landscaping along the southern boundary nearing the Sunlight Subdivision property was proposed due to neighbor concerns. Landscaping throughout the property, such as irrigation, grass, and two trees per lot, was proposed by the applicant to create a desired appearance.

- Site Visit: Trees are located along the drainage (east and south boundary), small pines near space #3, and two trees near space #1. Four large bushes were installed near the south boundary near the Combs property (Parcel R26996). Some grass was identified near spaces #1, #6, and #7, but mostly consisted of mowed-down weeds.

#### 8. Condition Options:

- Require condition compliance as approved;

- Amendment: Within 90 days of approval, a landscaping plan shall be submitted to DSD for review. The subject plan shall show xeriscape areas, landscaping areas with irrigation, types of landscaping and xeriscape, irrigation location/removal, and a long-term maintenance plan to ensure landscaping is maintained and does not become a public nuisance. Within a reasonable timeframe determined by the Director of DSD, landscaping shall be installed per the plan and evidence provided demonstrating compliance; or

- Remove the condition. The County Code in 1997 did not require landscaping. No comments were received from property owners within 600 feet.

Staff recommends approval of the request subject to the following condition modifications:

Amend Condition No. 5: Within 90 days of approval, a common area plan shall be submitted to DSD for review. The plan shall show amenities such as a walking path, BBQ Pit, picnic tables, etc. with a long-term maintenance plan to ensure the common area is maintained and does not become a public nuisance. Within a reasonable timeframe determined by the Director of DSD, the common area shall be installed per plan and evidence provided demonstrating compliance.

- Remove Condition No. 6 regarding the ditch tiling.

- Uphold and amend Condition No. 7: Developer shall fence the entire perimeter of the property with a 4'-6' foot chain link fence. Within 180 days from approval of CU2022-0035, fencing shall be installed and evidence provided to DSD demonstrating compliance.

- Amend Condition No. 8: Within 90 days of approval, a landscaping plan shall be submitted to DSD for review. The subject plan shall show xeriscape areas, landscaping areas with irrigation, types of landscaping and xeriscape, irrigation location/removal, and a long-term maintenance plan to ensure landscaping is maintained and does not become a public nuisance. Within a reasonable timeframe determined by the Director of DSD, landscaping shall be installed per the plan and evidence provided demonstrating compliance.

Planner Lister said the RV park that's on the property is in violation. If the park amends this application and removes 4 & 5 that may require modification to remove those and make this a 5-unit project instead of a 7-unit project. If the matter is tabled and the applicant applied for the RV park, the P&Z Commission might have a difficult time approving it while there is still violation. Following his report, Planner Lister responded to questions from the Board. Commissioner Van Beek said she has a difficult time supporting the analysis that a rectification over a 22-year period is justifiable. Violation of conditions would trigger a revocation of the CUP and given that this is in agricultural area and that it has code enforcement issues she would have preferred the analysis to look at the revocation process rather than trying to bring something into compliance that the owner had no desire to do.

David Olsen testified he started the process 22 years ago for affordable housing, and he believes he has complied with the conditions. He said there has been misinformation regarding the ditch that runs through his property and the adjoining property and he doesn't know how he can be held accountable for tiling a ditch that is not on his property. He spoke about the difficulties of maintaining the property due to its sandy soils. There was a playground on the property but he moved it due to the neighbors' overhanging tree branches. There is a common area with standup BBQ pits, picnic tables and a walking path. Sprinkler systems are installed but it's been difficult keeping the grass green and after several attempts he let the yards go to dirt. He wants to go to dry scape because it's less maintenance and looks better. He installed a fence and when he received a code violation due to a line of sight issue he removed it, but he was not told what to do to fix the problem. He assumed he didn't have to do the fence after that. If the fence is required he would like it modified so that any portion the ground that is 3-4 feet below the road would not have to be fenced. Mr. Olsen referred to a large poster board depicting a schematic, however, staff has not seen the diagram and it would be considered a late exhibit; however, the Board does not accept late exhibits. There was discussion regarding utilizing the pictures the applicant had previously submitted and were already contained in the case file. Following his testimony, both Mr. Olsen and Planner Lister responded to questions from the Board.

Commissioner Van Beek said there is conflicting evidence. Staff did a site visit and was looking for the things that were promised in 2002: a playground, landscaping, and irrigation, that was supposed to be conditioned initially. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to close public testimony. Commissioner Van Beek said there is not sufficient evidence from the applicant that would sway her original position that this needs to be remanded back to P&Z Commission to look at revocation of the CUP. If there was not a correct understanding there could have been clarification from DSD

staff. The onus is on the developer to understand what it is you're doing, buying, and installing. It is a disservice to remove conditions, particularly when they were proposed by the applicant. It appears there was minimal effort to comply; there was intent to develop which was sold to a Board of Commissioners and to come back with conditions that do not meet the intended expectation, whether it's aesthetics or irrigation, is problematic. Commissioner Brooks is in favor of staff's recommendations. He wants the perimeter of the property to be fenced unless they are incorporating a fully functioning fence. He's in favor of all four conditions with the inclusion of his comments regarding fencing included on Condition No. 7. Commissioner Van Beek said this is a 7-unit proposal that's had 20 years to meet the conditions. Commissioner Holton said we have the opportunity to fix some shortcoming in 2002 and to have the applicant perform what a prior Board wanted with the exception of the playground.

Commissioner Holton made a motion to approve the modifications to CU2002-42 as delineated under the recommendations on Page 8 of 9 of the staff report and the additional condition that if the above conditions are not completed in 270 days to the discretion of the DSD Director the revocation process for CU2002-42 will commence. Commissioner Van Beek said a xeriscape plan has to be submitted and have specificity and be approved by DSD. Commissioner Holton said his motion goes beyond the 90-day plan, and on xeriscape it can be done anytime and is not contingent upon foliage. Planner Lister said it's 90 days to get the plan to DSD once determined by the Director that it's a complete plan then they would have a reasonable timeframe to get that done. In this case, if the Board is saying they have 270 days altogether that gives them 180 days to install after the Director's review and approval. He suggested amending language in Condition Nos. 5 & 8 to state Reasonable timeframe determined to 180 days so it fits the 270-day timeframe? 90 days to complete the plan and provide evidence. Planning Supervisor Anderson said it's crafted the way it is because it doesn't assume the approval. The landscaping plan would be inclusive of the xeriscape. Commissioner Holton amended his motion to include the verbiage as recommended by staff. Change the day limit of to 180 days on Condition Nos. 5 and 8, and include the reference of 270 days on Condition No. 7. The amended motion was seconded by Commissioner Brooks. Commissioner Van Beek was opposed to the motion to approve. The motion carried by a two-to-one split vote. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to adjourn the hearing. The hearing concluded at 3:03 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2024 TERM  
CALDWELL, IDAHO JULY 18, 2024

There were no meetings scheduled this day.

JULY 2024 TERM  
CALDWELL, IDAHO JULY 19, 2024



### APPROVED CLAIMS

- The Board has approved claims 607990 ADV in the amount of \$75.00
- The Board has approved claims 607817 to 607856 in the amount of \$28,739.84
- The Board has approved claims 607910 to 607960 in the amount of \$35,204.44

### APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Dell in the amount of \$8,728.32 for the Information Technology Department (PO #6053)
- Dell in the amount of \$8,728.32 for the Information Technology Department (PO #6054)
- Dell in the amount of \$8,728.32 for the Information Technology Department (PO# 6055)
- SHI in the amount of \$61,400.24 for the Information Technology Department (PO #6056)

### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Wendy Flechsing, Emergency Communications Officer 1
- Elizabeth Blattner, Temporary hire for the 2024 County Fair

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

The Board met today at 9:34 a.m. for a legal staff update. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Deputy PA Oscar Klaas, Deputy PA Laura Keys, COO Greg Rast, and Deputy Clerk Monica Reeves. Today's legal staff update was continued from July 17, 2024. Deputy PA Keys said there will be an update on the purchase of Pod 6 and the potentially legal ramifications of that. Executive Session was held as follows:

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

Commissioner Van Beek made a motion to go into Executive Session at 9:35 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (f) and (i) discuss records exempt from public disclosure, to communicate with legal counsel regarding pending/imminently likely litigation, and to communicate with the risk manager regarding pending/imminently likely 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, Deputy PA Oscar Klaas, Deputy PA Laura Keys, and COO Greg Rast. The Executive Session concluded at 10:00 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.

#### FY2025 BUDGET WORKSHOP NO. 2 FOR THE INFORMATION TECHNOLOGY DEPARTMENT

The Board met today at 10:04 a.m. for the FY2025 Budget Workshop for the IT Department. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Clerk Rick Hogaboam, Senior Systems Analyst Steve Onofrei, Auditing Supervisor Sarah Winslow, COO Greg Rast, IT Director Steve Higgins, IT Business Manager Caiti Pendell, Director of Court Operations Jess Urresti, IT employees, JoDee Arnold, and Deputy Clerk Monica Reeves. The review was as follows:

##### "A" Budget Adjustments

Director Higgins originally asked for five new/reclassification requests, but has adjusted the request to two:

- Grade/Salary adjustment for the Information Security Officer position
- Equity adjustment for the Operations Manager position

##### "B" Budget Adjustments

Computer equipment: \$140,000 for the VMH host replacement which is necessary due to the antiquated nature of the chassis that's included, but they will forgo all things associated with the wireless upgrade until next year. The department will eliminate the request for the expansion switches, wireless access point replacement, the survey for the wi-fi, and the cable management update so they can allocate the funding for the chassis replacement. They will forgo the \$65,000 request in line item no. 577138, as well as the \$37,000 for the upgrade in switches, and the \$10,000 in line item no. 521120 for the wireless survey, and the \$8,000 for cable in line item no. 521122.

There was discussion regarding the Elections GIS position. Director Higgins said the position will be dedicated as a premium service to the Elections Office and when they are not serving the Elections Office they will provide service to the Sheriff's Office which will that office to free up a PCN. The Board supports the plan. The meeting concluded at 10:23 a.m. An audio recording is on file in the Commissioners' Office.

#### FY2025 BUDGET WORKSHOP NO. 2 FOR THE TRIAL COURT ADMINISTRATOR

The Board met today at 10:03 a.m. for the FY2025 Budget Workshop for the IT Department. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Clerk Rick Hogaboam, Senior Systems Analyst Steve Onofrei, Auditing Supervisor Sarah Winslow, Director of Court Operations Jess Urresti, COO Greg Rast, TCA Benita Miller, Family Court Services

Manager/Deputy TCA Chris Paulsen, JoDee Arnold, and Deputy Clerk Monica Reeves. The review was as follows:

#### "A" Budget Adjustments

Last year the Board approved a staff attorney position for the TCA office but that person took another position outside of Canyon County and they do not plan to fill the position, but they do plan to use salary savings to do equity adjustments for staff attorneys.

They had asked for two part-time judicial marshals and to move two temporary judicial marshals to fulltime, but TCA Miller feels that's a big ask so she is adjusting that request down to moving one of the temporary marshal positions to fulltime and she will withdraw their request to move a temporary position to fulltime and withdraw the two part-time judicial marshal requests.

The TCA is still asking for a jury clerk position, grade 11; and the new court assistance officer position.

COO Rast asked about the Eviction Court Mediation Coordinator position which has been funded but been vacant for over a year. The position was to be funded with ARPA money, but it was never filled and TCA Miller said the position can be unfunded.

Clerk Hogaboam said there will be a net downward effect with the proposed adjustments. There was discussion regarding the equity adjustments for the staff attorneys, and TCA Miller indicated she will meet with HR and provide additional information to the Clerk on the amounts.

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

#### ACTION ITEM: CONSIDER RESOLUTION APPROVING A NEW ALCOHOLIC BEVERAGE LICENSE FOR AADL SALES, LLC DBA LATIN MARKET

The Board met today at 10:55 a.m. to consider a resolution approving a new alcoholic beverage license for ADDL Sales, LLC dba Latin Market. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, COO Greg Rast, and Deputy Clerk Monica Reeves. Upon the motion of Commissioner Brooks and the second by Commissioner Van Beek, the Board voted unanimously to approve the new alcoholic beverage license for ADDL Sales, LLC dba Latin Market. (Resolution No. 24-144.) The meeting concluded at 10:56 a.m. An audio recording is on file in the Commissioners' Office.

#### APPROVED CLAIMS

- The Board has approved claims 607880 to 607905 in the amount of \$157,272.81
- The Board has approved claim 607995 ADV in the amount of \$2,691.10
- The Board has approved claims 607792 to 607816 in the amount of \$23,145.06
- The Board has approved claims 607961 to 607989 in the amount of \$33,009.50

#### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Raleigh M. Steinwender, Plat Technician, new hire
- Brandi Beard, promotion from Public Defender Investigator I to II
- Amaia Vicandi-Bow, PCN change only from 860 to 861
- Jess Urresti, specialty pay for assigned Chief Deputy Clerk responsibilities

#### APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- Dell in the amount of \$16,708.80 for the Information Technology department (PO #6057)

#### APPROVED CATERING PERMITS

The Board approved the following Idaho Liquor Catering Permits:

- Tower Grill to be used on August 9, 2024 for the Rattan wedding
- Tower Grill to be used on August 17, 2024 for the Hirsch wedding
- Tower Grill to be used on August 24, 2024 for the Juarez wedding
- Tower Grill to be used on August 31, 2024 for the Marez wedding

#### CONSIDER MATTERS RELATED TO INDIGENT SERVICES

The Board met today at 9:18 a.m. to consider matters related to indigent services. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Case Manager Kellie George and Deputy Clerk Jenen Ross.

Ms. George said case nos. 2024-28 and 2024-29 both meet the eligibility criteria for county assistance for cremation. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to approve case nos. 2024-28 and 2024-29 as presented.

The meeting concluded at 9:19 a.m. and an audio recording is on file in the Commissioners' Office.

CONSIDER RESOLUTION APPOINTING LANCE HEBDON TO THE CANYON COUNTY MOSQUITO ABATEMENT DISTRICT BOARD

The Board met today at 9:20 a.m. to consider a resolution appointing Lance Hebdon to the Canyon County Mosquito Abatement District Board. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks and Deputy Clerk Jenen Ross. The action item was considered as follows:

**Consider resolution appointing Lance Hebdon to the Canyon County Mosquito Abatement District Board:** Commissioner Van Beek said that Based on the recommendation by CCMAD Director, Jim Lunders, she is in favor and made a motion to appoint Lance Hebdon to fill the vacancy left by Norm Brown's resignation. The motion was seconded by Commissioner Brooks and carried unanimously (resolution no. 24-145).

The meeting concluded at 9:21 a.m. and an audio recording is on file in the Commissioners' Office.

FY2025 BUDGET WORKSHOP NO. 2

The Board met today at 9:31 a.m. for FY2025 budget workshop no. 2. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Coroner Jennifer Crawford (left at 9:54 a.m.), Clerk Rick Hogaboam, Controller Kyle Wilmot, Auditing Supervisor Sarah Winslow, Sr. Systems Analyst Steve Onofrei, Facilities Director Rick Britton (arrived at 9:52 a.m.), Director of Misdemeanor Probation Jeff Breach (arrived at 9:52 a.m.), Assistant Facilities Director Carl Dille and Facilities Office Manager Becky Kearsley (arrived at 9:53 a.m.), Chief Deputy Assessor Joe Cox (arrived at 9:54 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross.

**Coroner:**

The Coroner's budget has remained the same from the first workshop, however, the Board had some questions related to the 'A' budget and new positions. Coroner Crawford said that overtime (comp. time) will be essentially eliminated with two additional positions. Additionally, there would no longer be a need for a fleet vehicle to be taken home by deputies which would reduce fuel and maintenance costs. Other benefits would be immediate access for the public. The part-time position would still be needed for the Autopsy Technician. Ms. Crawford spoke to the increased calls to her office and how morale and burnout will be the biggest impact if the 2 new positions are not granted. Discussion ensued regarding costs and associated fees; at the request of the Board, Coroner Crawford will do an analysis of the fees.

A brief break was taken from 9:54 a.m. to 10:00 a.m.

**Facilities:**

- One change on the 'B' budget: would like to add \$10,000 for janitorial for supplies during the fair - line item 554410 will be increased to \$87,000, Commissioner Holton said it will be added in.

- 'C' budget reviewed as indicated below

BUDGET COST	CODE	COST	PRIORITY	DEPARTMENT	Priority Cost	TALK ABOUT 50K FOR DMV REMODEL - ASSESSOR DESCRIPTION
\$6,500.00	680220	\$6,500.00	2	JUVENILE PROBATION	6,500.00	Remodel counter area to a single office, replace ceiling in hallway and new office area
\$26,000.00	680270	\$26,000.00	1	JDC	26,000.00	Finish out locks thru the facility. Add another no contact room, shade for outdoor rec, replace flooring in admissions area and replace ceiling speakers in the facility
\$40,680.00	680340	\$5,750.00	1	FLEET	5,750.00	Lighting Rebate - Convert old T5 fixtures to led in shop area ( Idaho power Rebate)
	680340	\$7,500.00	3	ASSESSORS	7,500.00	Assessors finish cabinets from FY24
	680340	\$12,430.00	3	BLDG MAINT	12,430.00	Auto Openers for front doors at the Assessors office and Treasures office
	680340	\$15,000.00	1	PARKS	15,000.00	Parking Lot Light for Upper Dam
	680410	\$5,400.00	1	BLDG MAINT	5,400.00	MF2028-100 engraver cutter 28"
	680410	\$6,000.00	3	BLDG MAINT	6,000.00	CNC press Brake
\$34,425.00	680410	\$6,000.00	2	PARKS	6,000.00	Drinking Fountain Upper Dam outdoor
	680410	\$5,525.00	2	GROUND	5,525.00	Broom for mower to brush off sidewalks (snow removal) paramedics warehouse and New Elections - CCAD Revenue
	680410	\$5,000.00	2	GROUND	5,000.00	Scoop Dogg 8'wide bucket for snow removal for skid steer - CCAD Revenue
	680410	\$6,500.00	2	GROUND	6,500.00	Scoop Dogg Snow Plow for truck need one more for paramedics sites - CCAD Revenue
	682270	\$30,000.00	1	MISD. PROBATION	30,000.00	FY24/FY25 Split - Savings from fiber and awning if Poly Farm is purchased. Remodel the old election building with 13 new office, front reception area, conference room, windows and new lobby area
\$40,200.00	682270	\$10,200.00	2	DMV	10,200.00	DMV Remodel Project - flooring in breakroom and bathrooms old VCT
	683270	\$23,900.00	1	DMV	23,900.00	2 new HVAC Units for DMV
	683270	\$26,400.00	1	DHDC	26,400.00	2 new HVAC Units on Jail Roof
\$925,300.00	683270	\$125,000.00	1	DHDC	125,000.00	Dale Haile Kitchen floor replacement old tile floor chipping and breaking. ECO grip rubber flooring
	683270	\$250,000.00	1	BLDG MAINT	250,000.00	Fire Sprinklers 2nd floor this is the 1st year on a 3 year rotation
	683270	\$500,000.00	1	POD 6	500,000.00	Pod 6 Upgrades
\$28,648.00	683340	\$28,648.00	1	BLDG MAINT	28,648.00	Seal Coating and Restriping Parking Lots ( Ext. Office \$1,900 Fleet Shop \$9,569.28 Parks \$8,767.80 Boat Ramp \$8,410.50)
		\$45,000.00	1	BLDG MAINT	45,000.00	Cost for New Parking Lot - Road Base (temporary for the winter)
\$34,150.00	684110	\$34,150.00	2	GROUND	34,150.00	EXMAR 96" mower for parks , gabby field maintained by City, Supplement old mowers (12-Years Old)
	684230	\$12,000.00	1	MEETING ROOMS	12,000.00	New training tables for Admin building meeting room
\$42,340.00	684230	\$8,340.00	1	MEETING ROOMS	8,340.00	New chairs for Meeting room 120 chairs - 50% this year
	684230	\$22,000.00	1	NEW ELECTION BLDG	22,000.00	New Elections Bldg. Furniture (2) stand up desk 8'with 4'returns, (4) cubicle systems with 8' stand up desk with 4' returns, (4) cubicle systems with 6' stand up desk and 4' returns, wall with windows to watch counting
\$1,178,243.00		\$1,223,243.00	1		\$1,123,438.00	Other Items
			2		\$73,875.00	
			3		\$25,930.00	
					\$1,223,243.00	

- An additional project to be added is a parking lot base material
- Overall the 'C' budget was reduced by almost \$1M
- Director Britton has indicated there are several capital projects he is still working to complete in FY2024

The Board has given support for accepting this budget as presented. Discussion ensued regarding future capital projects and long-term planning to budget for those needs.

COO Rast indicated that he's received the appraisal for property purchase which has come in at \$1.7M; \$2M was originally budgeted so with Board support that number will be revised to accurately reflect in the budget.

### Weed and Pest:

Director Britton has worked with the Clerk's Office in discussing revenues associated with weed and pest and the possible addition of a new position. He would like to increase revenues from \$132,000 to \$180,000 which will cover the new position.

There will be an increase to service contracts to account for weed and pest's portion of the GIS mapping flight.

Commissioner Holton confirmed that the Board is comfortable in moving forward with the budget as presented.

The meeting concluded at 11:09 a.m. and an audio recording is on file in the Commissioners' Office.

#### FOLLOW-UP WORKSHOP TO DISCUSS OUTSIDE AGENCY FUNDING REQUESTS

The Board met today at 11:25 a.m. for a follow-up workshop to discuss outside agency funding requests. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Controller Kyle Wilmot, Auditing Supervisor Sarah Winslow, COO Greg Rast and Deputy Clerk Jenen Ross.

The following agency requests were reviewed:

**Advocates Against Family Violence (AAFV):** FY25 funding request is \$75,000. Commissioner Van Beek said she has had a request from the director to discuss their potential shortfalls and funding needs. Commissioner Brooks is in favor of funding but not sure to what level. Commissioner Holton is not in favor of the \$75,000, but leaning more towards \$50,000. Commissioner Brooks would support \$50,000. This will be left in there for the time-being.

**Caldwell Veterans Council:** In FY24 they were awarded \$36,500, FY25 requested amount is \$36,500. Commissioner Brooks is supportive of going back to \$32,000 as previous years, the Board is supportive of \$32,000.

**Canyon Soil Conservation District:** The Board is supportive of funding at \$20,000.

**Valley Regional Transit (VRT):** Commissioner Brooks is not in favor of any funding. Clerk Hogaboam asked if there is an obligation to get indigent citizens to the courthouse. At the suggestion of Commissioner Holton, \$36,000 will be added to the budget.

**West Valley Humane Society (WVHS):** Commissioner Brooks stated that as long as they continue with the same executive director he is not in favor of sending another dollar nor renewing their lease. As there seems to be a lot of contingencies surrounding this organization and the funding of it, Mr. Rast suggested discussion regarding this can be had after the workshop meeting on July 26<sup>th</sup>.

**Southwest District Health (SWDH):** Commissioner Brooks spoke about the budget suggestion he made as part of the SWDH Board and how it was voted against. The obligated amount for Canyon County is \$2,416,404.

**COMPASS:** Canyon County's obligated amount is \$128,633.

**Treasure Valley Partnership (TVP):** FY25 request is \$5580 and the Board is supportive of this amount.

**Western Alliance for Economic Development (WAED):** Board is supportive of leaving \$20,000 in the budget as a placeholder to be discussed at a later time, possibly even the final budget hearing.

The meeting concluded at 12:09 p.m. and an audio recording is on file in the Commissioners' Office.

#### FY2025 BUDGET WORKSHOP NO. 2 FOR THE FLEET DEPARTMENT

The Board met today at 1:32 p.m. to conduct a second workshop for the Fleet Department. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Fleet Director Mark Tolman, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Controller Kyle Wilmot, Senior Systems Analyst Steve Onofrei, Facilities Director Rick Britton, COO Greg Rast, and Deputy Clerk Monica Reeves. The Board had specific personnel questions and details to review and so an Executive Session was held as follows:

#### EXECUTIVE SESSION – PERSONNEL MATTER, RECORDS EXEMPT FROM PUBLIC DISCLOSURE, AND COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

Commissioner Van Beek made a motion to go into Executive Session at 1:33 p.m. pursuant to Idaho Code, Section 74-206(1) (b), (d) and (i) to discuss personnel matters, records exempt from public disclosure, and to communicate with the County's 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, Fleet Director Mark Tolman, Clerk Rick Hogaboam, Auditing Supervisor Sarah Winslow, Controller Kyle Wilmot, Senior Systems Analyst Steve Onofrei, Facilities Director Rick Britton, and COO Greg Rast. The Executive Session concluded at 2:08 p.m. with no decision being called for in open session.

When the open session resumed, COO Rast said the only topic for this second workshop deals with on-call pay which he is working through with Director Tolman and it will be brought up as part of the compensation workshop on July 26. The changes from the first workshop were the shop fees, the revenue increased from \$75,000 to \$150,000; insurance reimbursement repairs increased from \$25,000 to \$35,000; outside parts went from \$20,000 to \$100,000; and there will be consideration of on-call discussed Friday. Director Tolman verified the two vehicles in the Coroner's Office that aren't needed. The meeting concluded at 2:12 p.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.



ACTION ITEM: CONSIDER SIGNING THE REVISED FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER FOR CASE NO. CU2022-0035 REGARDING DAVID OLSEN'S REQUEST TO MODIFY A C.U.P.

The Board met today at 2:34 p.m. to consider signing the revised Findings of Fact, Conclusions of Law, and Order (FCO's) for Case No. CU2022-00035 regarding David Olsen's request to modify a conditional use permit. Present were: Commissioners Brad Holton and Zach Brooks, DSD Planning Supervisor Carl Anderson, COO Greg Rast, and Deputy Clerk Monica Reeves. This case was approved by a Board majority on July 17, 2024 with amended conditions. Planning Supervisor Anderson presented the FCO's noting that the request is for a seven-unit mobile home park and would modify/remove conditions #5, #6, #7, and #8 as discussed at the July 17, 2024 hearing. Commissioner Brooks said the Board made it clear to the applicant that even though his amendment application was approved, if he does not comply the Board will look at revoking the permit in its entirety. Commissioner Holton concurred and said he is amenable to try to make a solution out of an ongoing concern for the applicant and his neighbors. Upon the motion of Commissioner Brooks and the second by Commissioner Holton, the Board voted unanimously to sign the revised the FCO's regarding Case No. CU2022-0035 as presented. The meeting concluded at 2:38 p.m. An audio recording is on file in the Commissioners' Office.

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

*Note for the record: As properly noticed the Board met today at 3:34 p.m. for a legal staff update. A request was made to go into Executive Session to discuss records exempt from public disclosure, and to communicate with the County's Legal counsel regarding pending/imminently likely litigation. The Executive Session was held as follows:*

Commissioner Van Beek made a motion to go into Executive Session at 3:34 p.m. pursuant to Idaho Code, Section 74-206(1) (d) and (f). 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 Laura Keys, Clerk Rick Hogaboam, and Facilities Director Rick Britton. The Executive Session concluded at 4:09 p.m. Commissioner Van Beek made a motion to adjourn. No decision was called for in open session.

JULY 2024 TERM  
CALDWELL, IDAHO JULY 23, 2024

No meetings were held this day.

### APPROVED CLAIMS

- The Board has approved claim 607766 to 607791 in the amount of \$15,979.41

### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved an employee status change form for:

- John Madison, Deputy Sheriff received intermediate POST certification

### APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Corwin in the amount of \$55,950.00 for the Fleet department (PO #5956)
- Dell in the amount of \$23,117.36 for the Information Technology department (PO #6058)
- Dell in the amount of \$14,327.36 for the Information Technology department (PO #6059)

### APPROVED CATERING PERMITS

The Board approved the following Idaho Liquor Catering Permits:

- Capital Bar to be used on 7/28/24 for the Multop wedding
- Capital Bar to be used on 9/1/24 for the White wedding
- Legends Sports Pub & Grill to be used on 8/3/24 for the Keller wedding
- Legends Sports Pub & Grill to be used on 8/10/24 for the Rhoades wedding
- Legends Sports Pub & Grill to be used on 8/15/24 for the Trulson wedding
- Legends Sports Pub & Grill to be used on 8/23/24 for the Elquist wedding
- Legends Sports Pub & Grill to be used on 8/30/24 for the Arnold wedding
- Legends Sports Pub & Grill to be used on 9/6/24 for the Oakes wedding
- Legends Sports Pub & Grill to be used on 9/7/24 for the Harmon wedding
- Legends Sports Pub & Grill to be used on 9/13/24 for the Anderson wedding
- Legends Sports Pub & Grill to be used on 9/14/24 for the Allen wedding
- Legends Sports Pub & Grill to be used on 9/20/24 for the Patterson wedding
- Legends Sports Pub & Grill to be used on 9/21/24 for the Hall wedding
- Legends Sports Pub & Grill to be used on 9/28/24 for the Martinez wedding
- Raising Our Bar to be used on 8/2/24 for the Rodin wedding
- Raising Our Bar to be used on 8/10/24 for the Raymond wedding
- Raising Our Bar to be used on 8/13/24 for the CWI Board meeting
- Raising Our Bar to be used on 8/16/24 for the Guerrero wedding
- Raising Our Bar to be used on 8/17/24 for the Bishop wedding
- Raising Our Bar to be used on 8/31/24 for the Dally wedding

COMMUTER VEHICLE AUTHORIZATION FORM

The Board approved a commuter vehicle authorization form for Kim Dickson.

APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- AVI in the amount of \$13,098.24 for the Facilities department (PO #6030)

APPROVED CLAIMS

- The Board has approved claim 607993 to 607994 in the amount of \$493.00

CONSIDER NOTICE OF SURPLUS PROPERTY AUCTION OF PIN 34980000 0, 0 POND LANE, CALDWELL, IDAHO

The Board met today at 9:36 a.m. to consider notice of surplus property auction of PIN 34980000 0, 0 Pond Lane, Caldwell, Idaho. Present were: Commissioner Leslie Van Beek and Brad Holton, Deputy P.A. Laura Keys, Deputy P.A. Zach Wesley, Treasurer Tracie Lloyd, Deputy Treasurer Tonya May and Deputy Clerk Jenen Ross. Treasurer Lloyd explained this property was taken for tax deed in 1930 and has not been on the tax roll since. In 2021 it was put up for auction but the minimum bid set by the county was not met. In an effort to make the bid process as fair as possible sealed bids will be due by 12:00 p.m. on August 8, 2024 and will be opened at 1:30 p.m. on that same day. A 10% deposit is required for all bids; only the check for the winning bid will be deposited, all others will be returned. Upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to sign the notice of surplus property auction of PIN 24980000 0, 9 Pond Lane, Caldwell, Idaho. The meeting concluded at 9:45 a.m. and an audio recording is on file in the Commissioners' Office.

TAX DEED HEARING

The Board met today at 10:00 a.m. for a tax deed hearing. Present were: Commissioners Leslie Van Beek and Brad Holton, Deputy P.A. Laura Keys, Deputy P.A. Zach Wesley, Treasurer Tracie Lloyd, Deputy Treasurer Tonya May, Chief Deputy Treasurer Jennifer Watters, Banking and Finance Manager Melissa Tucker and Deputy Clerk Jenen Ross. Findings of Fact and conclusions of law along with exhibit A outlining the parcels being taken for tax deed were provided to the Board. It was noted that although the exhibit indicates there are 11 parcels being taken, payment has been made one of the parcels and needs to be removed. Treasurer Lloyd spoke to the process her office follows to notice property owners that their property is in danger of being taken for tax deed. Commissioner Van Beek made a motion to sign the findings of fact and conclusions of law for the properties as presented by the Treasurer. The motion was seconded by Commissioner Holton and carried unanimously. A copy of the recorded document and exhibit are on file with this day's

minutes. The hearing concluded at 10:13 a.m. and an audio recording is on file in the Commissioners' Office.

*Note for the record: Following the hearing, it was discovered by the Treasurer's Office that a payment was made on one of the parcels for the 2020 taxes which excludes the parcel from being taken for tax deed. The payment was inadvertently delivered to the incorrect office and the Treasurer's Office was only made aware of it after the hearing had taken place. Based on the date stamp, the payment was received in a timely manner. A revised document has been recorded to accurately reflect the removal of the parcel.*

#### MEETING TO RECEIVE THE CLERK'S QUARTERLY BUDGET REPORT

The Board met today at 11:04 a.m. to receive the Clerk's quarterly budget report. Present were: Commissioners Leslie Van Beek and Brad Holton, Clerk Rick Hogaboam, Controller Kyle Wilmot, Auditing Supervisor Sarah Winslow, Director of Court Operations Jess Urresti, Director of Constituent Services Aaron Williams, Sr. Systems Analyst Steve Onofrei, COO Greg Rast, Steve Burton and Deputy Clerk Jenen Ross.

The Clerk presented to the Board a letter which outlines the reports and both a summary and detailed report of revenues, salaries & benefits and expenses. Specific items addressed include the following:

- The way ARPA funds affect the budget
- Realization of property taxes for FY2024 which are received in December and June
- Areas of concern:
  - CCSO Emergency Management – currently overspent on total budget; there is some question about grant funding in order to pay for outside consultant services.
  - CCSO Emergency Communications – budget is at 84% and only about 80% of the way thru the fiscal year
  - CCSO Computer Equipment - budget was \$68,000 and they've incurred a cost of approximately \$178,000. Per COO Rast, this is for the contract with Bryx for monitoring of 6 fire stations which is 100% reimbursed thru 911 funds
  - Tort fund - covers claim payouts as well as insurance premiums
- Transfer and receipting of funds from the Landfill Enterprise fund to the county budget
- Budget adjustments/amendments between the 'A' and 'B' budgets
  
- Potential "blackout" period for salary adjustments in the months surrounding budget completion and adoption
- Accounting for funds within the budget to cover contingencies throughout the year

Copies of each of the documents presented are on file with this day's minutes.

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

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

JULY 2024 TERM  
CALDWELL, IDAHO JULY 25, 2024

APPROVED JULY 26, 2024 PAYROLL

- The Board approved the July 26, 2024 payroll in the amount of \$2,507,820.03

APPROVED CLAIMS

- The Board has approved claims 607996-607999 in the amount of \$22,228.00
- The Board has approved claims 607906-607909 in the amount of \$242,430.36
- The Board has approved claims 607873-607879 in the amount of \$3,202.47
- The Board has approved claims 607683-607718 in the amount of \$44,163.56
- The Board has approved claim 606625 in the amount of \$16,667.67
- The Board has approved claims 607857-607872 in the amount of \$68,244.23

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 Brad Holton and Zach Brooks, Deputy P.A. Oscar Klaas Deputy P.A. Zach Wesley (arrived at 9:34 a.m.), HR Director Marty Danner (left at 9:39 a.m.), Compensation and Benefits Manager Bosco Baldwin (left at 9:39 a.m.), Lt. Martin Flores (left at 9:39 a.m.), Clerk Rick Hogaboam (left at 9:37 a.m.), Controller Kyle Wilmot (left at 9:37 a.m.), Chief Deputy Sheriff Doug Hart (left at 9:34 a.m.), Cpt. Chuck Gentry (left at 9:34 a.m.), Parks Director Nicki Schwend (left at 9:45 a.m.), Facilities Director Rick Britton (left at 9:45 a.m.), COO Greg Rast Representatives from Knife River and Stroth General, LLC (left at 9:45 a.m.) and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider Agreement to Provide School Resource Officer Services to Vallivue School District No. 139; and Consider Agreement to Provide School Resource Officer Services to Notus School District No. 135; and Consider Law Enforcement Services Agreement Melba Joint School District No. 136 and Canyon County:*** These are all standard annual contracts. There are no substantial changes, just a slight price increase. Cpt. Gentry explained that Melba and Notus share an SRO and Vallivue has a fulltime SRO. Upon the motion of Commissioner Brooks and second by Commissioner Holton the

Board voted unanimously to sign the agreements to provide a school resource officer with Vallivue School District No. 139 (agreement no. 24-067), Notus School District No. 135 (agreement no. 24-068) and Melba Joint School District No. 136 (agreement no. 24-069).

***Consider Entertainment Contract with Carol Grabner for the 2024 Canyon County Fair; and Consider Entertainment Contract with Wilma June Madison for the 2024 Canyon County Fair:*** These are the standard fair entertainment contracts and upon the motion of Commissioner Brooks and second by Commissioner Holton the Board voted unanimously to sign the entertainment contracts with Carol Grabner (agreement no. 24-070) and Wilma June Madison (agreement no. 24-071) for the 2024 Canyon County Fair.

***Consider Engagement Letter with Eide Bailly:*** Mr. Klaas explained this the annual agreement to conduct the audit and is essentially the same as previous years. Upon the motion of Commissioner Brooks and second by Commissioner Holton the Board voted unanimously to sign the engagement letter with Eide Bailly (agreement no. 24-072).

***Consider Addendum No. 1 for Request for Proposals for Employee Benefit Brokerage and Consulting Services:*** Mr. Wesley said this is the planned addendum for this project which addresses questions received. Proposals for this project are due in early August. Upon the motion of Commissioner Brooks and second by Commissioner Holton the Board voted unanimously to sign addendum no. 1 for request for proposals for Employee Benefit Brokerage and Consulting Services.

***Opening of bids received for the 2024 Celebration Park Boardwalk and Decking Project:*** The following bids were received for this project

- Veritas  
Received 7/24/24 at 2:34 p.m.  
Bid amount \$274,300 (total includes \$55,000 shade canopy allowance)
  
- Stroth General, LLC  
Received 7/25/24 at 8:55 a.m.  
Bid amount \$500,000 (add alt for large canopy = \$130,000)

***Opening of bids received for the 2024 Celebration Park Boater Improvements Project:*** The following bids were received for this project

- Knife River  
Received 7/25/24 at 8:43 a.m.  
Bid amount \$1,103,011.00
  
- Stroth General, LLC  
Received 7/25/24 at 8:55 a.m.  
Bid amount \$1,050,000 (add alt for 3<sup>rd</sup> gangway = \$40,000)

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

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

Commissioner Brooks made a motion to go into Executive Session at 9:45 a.m. pursuant to Idaho Code, Section 74-206(1) (b), (d), (f) and (i) regarding personnel matters, records exempt from public disclosure, communicate with legal counsel regarding pending/imminently likely litigation and to communicate with risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Holton. Commissioner Holton took a roll call vote where he along with Commissioner Brooks voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton and Zach Brooks, Deputy P.A. Oscar Klaas, Deputy P.A. Zach Wesley and COO Greg Rast. The Executive Session concluded at 10:14 a.m. with no decision being called for in open session.

The meeting concluded at 10:14 a.m. and an audio recording of the open portion of the meeting is on file in the Commissioners' Office.

EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Commissioner Van Beek made a motion to go into Executive Session at 1:31 p.m. pursuant to Idaho Code, Section 74-206(1) (d) regarding records exempt from public disclosure. The motion was seconded by Commissioner Brooks. Commissioner Holton took a roll call vote where he along with Commissioners Van Beek and Brooks voted in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, ADJ Davis VanderVelde, TCA Benita Miller, Family Court Services Manager Chris Paulson, Sheriff Kieran Donahue, Chief Deputy Sheriff Doug Hart, Cpt. Harold Patchett, Director of Court Operations Jess Urresti, COO Greg Rast. Clerk Rick Hogaboam and Controller Kyle Wilmot joined the meeting at 2:24 p.m. The Executive Session concluded at 2:31 p.m. with no decision being called for in open session.

*Note: There were no open discussion topics for the monthly meeting with the ADJ and TCA*

FY2025 BUDGET WORKSHOP NO. 2 FOR THE PROSECUTING ATTORNEY'S OFFICE

The Board met today at 2:36 p.m. for FY2025 budget workshop no. 2 for the Prosecuting Attorney's Office. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Controller Kyle Wilmot, Sr. Systems Analyst Steve Onofrei, Lead Victim/Witness Services Coordinator Denise Himes, Director of Court Operations Jess Urresti, Prosecuting Attorney Bryan Taylor, Chief Deputy Criminal P.A. Doug Robertson, Office Manager Melinda Longoria, COO Greg Rast, Chris Boyd (joined at 2:40 p.m.) and Deputy Clerk Jenen Ross.

The following topics were reviewed:

- Removed the Dalrymple line as the case has concluded
- Salary and benefit calculation were added for one attorney (this was missed at the original budget workshop)
- Case management software line, still at \$75,000
  - Discussion ensued regarding the case management software as Mr. Taylor would like to leave that decision to presumed incoming prosecutor, Chris Boyd. For the time-being the PA's Office will continue to use JustWare which is holding steady being maintained by IT; there doesn't seem to be an immediate need to purchase a new system. At Board direction, this line will be increased to \$150,000 as a placeholder.
- \$360,000 for new and reclassified positions plus equity adjustments
- There has been an email request from Mr. Boyd for a Sr. Chief Deputy. The Board would like to see this included in the budget so that Mr. Boyd can make that decision once he presumably takes office in January. At this time there is no official job title or salary range so the Clerk would just need to know a dollar amount to be included in the budget. The Board is supportive of COO Rast working with HR to determine the salary grade.

The meeting concluded at 3:07 p.m. and an audio recording is on file in the Commissioners' Office.

JULY 2024 TERM

CALDWELL, IDAHO JULY 26, 2024

#### APPROVED PURCHASE ORDERS

The Board approved the following purchase orders:

- Dell in the amount of \$37,594.80 for the Information Technology department (PO #6060)

#### FY2025 BUDGET WORKSHOP NO. 2 FOR THE PARKS, CULTURAL & NATURAL RESOURCES DEPARTMENT

The Board met today at 9:30 a.m. for FY2025 budget workshop no. 2 for the Parks, Cultural & Natural Resources department. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam, Controller Kyle Wilmot, Sr. Systems Analyst Steve Onofrei, Parks Director Nicki Schwend, Facilities Director Rick Britton, Director of Constituent Services Aaron Williams, COO Greg Rast (arrived at 9:33 a.m.) and Deputy Clerk Jenen Ross.

The following topics were discussed:

- New position was added so that is reflected in the new/reclassified position line



- Based on historical practice there is a potential transfer from the Landfill Enterprise fund to Parks which would show as \$30,000 in revenue.
- The decking project was budgeted at \$227,000 but bids came in at \$270,000, additionally it is unlikely this project would be completed by the end of FY24. Directors Schwend and Britton would like to roll this project to FY25 with a start date in the fall or spring with additional funds added to the budget to cover the difference between the budgeted amount and the bid amount. The Board would like the cost difference added to the Parks budget.
- Parks Supervisor position: This was requested but not granted last fiscal year; it is a position that is still needed. There are an assortment of issues happening at Celebration Park that necessitate a person being on-site fulltime.
- Land acquisition is still in process but in a holding pattern with the BLM.
- Historic Preservation budget: The Board is in favor of following Director Schwend's recommendation of funding the two projects considered urgent.

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

#### DETENTION CENTER INSPECTION CONDUCTED

The Board conducted a quarterly inspection of the detention center. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Captain Harold Patchett, and Lt. Russell Donnelly. The Board evidenced proper care and security and the inmates' welfare throughout the facility. General grievances were filed and have been processed in accordance with standard procedures. A copy of the completed tour/inspection form is on file with this day's minute entry.

#### FY2025 BUDGET WORKSHOP NO. 3 FOR THE ASSESSOR'S OFFICE

The Board met today at 11:10 a.m. for the FY2025 budget workshop no. 3 for the Assessor's Office. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Clerk Rick Hogaboam (arrived at 11:21 a.m.), Controller Kyle Wilmot, Sr. Systems Analyst Steve Onofrei, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, COO Greg Rast and Deputy Clerk Jenen Ross.

The following topics were discussed:

- Assessor Stender worked with HR regarding pay bands/grades for both the DMV and reappraisal employees; following his review and evaluation \$142,500 will be necessary to equitize all the positions in the reappraisal division and \$150,000 for the motor vehicle division. Currently there is one vacant commercial appraiser position which he will work to fill once the wage ranges are settled and the office is remodeled.
- There are no changes to the 'B' budget
- At the request of the Board, Assessor Stender addressed the travel, education and professional consultants budget line items

Commissioner Holton noted this will be rolled forward as part of the budget process.

The meeting concluded at 11:34 a.m. and an audio recording is on file in the Commissioner's Office.

#### FY2025 COMPENSATION PROPOSAL

The Board met today at 1:03 p.m. for a meeting to review and discuss the FY2025 compensation proposal which includes new position requests and equity adjustments. Present were: Commissioners Brad Holton, Zach Brooks and Leslie Van Beek, Clerk Rick Hogaboam, Controller Kyle Wilmot, Senior Systems Analyst Steve Onofrei, COO Greg Rast, HR Director Marty Danner, HR Investigator Rich Soto, Assistant IT Director Eric Jensen, IT Business Manager Caiti Pendell, Misdemeanor Probation Director Jeff Breach, Court Training and Development Manager Raena Bull, Constituent Services Director Aaron Williams, Sheriff's Financial Manager Dave Ivers, Captain Ray Talbot, Captain Chuck Gentry, Emergency Manager Christine Wendelsdorf, Lt. Martin Flores, Captain Harold Patchett, Sheriff's PIO Joe Decker, Prosecutor Bryan Taylor, Chief Criminal Deputy PA Doug Robertson, PA Office Manager Melinda Longoria, Treasurer Tracie Lloyd, Elections Supervisor Haley Hicks, Assessor Brian Stender, Juvenile Probation Director Elda Catalano, DSD Director Sabrina Minshall, Coroner Jennifer Crawford, Public Defender Aaron Bazzoli, Administrative District Judge Vander Velde, TCA Benita Miller, Jury Commissioner Christina Jeffs, County Agent Tasha Howard, Facilities Director Rick Britton, and Deputy Clerk Monica Reeves.

The review of equity adjustment requests will be postponed so that HR Director Danner can vet the requests and then the Board will meet next week to prioritize the requests.

#### New Position requests are as follows:

- Prosecutor's Office: Chief Deputy
- Landfill: Administrative Specialist, and Deputy Director
- Coroner: Two Deputy Coroner positions
- Facilities: Project Manager (2 other new position requests were removed because the Project Manager is the priority)
- Constituent Services: A Policy Analyst position was requested but COO Rast would like to remove the position based on his conversations with PA staff.
- Weed Control: Weed Technician (The revenues in the weed budget were increased from \$132,000 to \$180,000 to help cover the cost of the position.)
- TCA: The request is for a Jury Clerk (removing the part-time position); a Court Assistance Officer; and moving a part-time marshal to fulltime. The Board is supportive of a full-time Jury Clerk and the full-time Marshal, but not the Court Assistance Officer.

- County Agent: 4-H Program Coordinator. This position is a subsidized position from the University of Idaho and has mostly been funded out of the “B” budget in the County Fair. The U of I has put \$5,915 towards the position. It will be removed from the County Agent line item in the “B” budget where it’s been buried, and it will be moved to the “A” budget as a full-time employee.
- Sheriff: 2 Deputies and 1 Sergeant
- IT: Information Security Officer. A Board majority approves of this position.
- Parks: Parks Supervisor

Prosecutor’s Office: Prosecutor Taylor requested a Deputy PA, criminal, III position, and a Victim Witness Coordinator position. Chris Boyd has requested a Chief Deputy with an annual salary of \$164,000. PA Taylor said the two positions he requested are very much needed and Chris Boyd has expressed he wants both positions. Chief Criminal Deputy Doug Robertson said the Magistrate Supervisor position was requested last year but it was denied. It’s a critical position; it is unheard of to have one supervisor supervising 36 attorneys, which is what Chief Deputy Robertson is currently doing. He spoke with Chris Boyd, and he agrees that the position is needed. Denise Himes spoke about the need for an additional Victim Witness Coordinator position. Commissioner Brooks wants to afford Chris Boyd the opportunity to evaluate the office in January of 2025 when he is sworn in and if he would like those two positions he can request them. The only position he is willing to support today is the Chief Senior Deputy. Commissioner Van Beek agrees. Clerk Hogaboam said the PA budget is under current expense so they could opt to budget a reserve contingency placeholder in current expense for a few hundred thousand dollars. It would be within the budget authority and through a resolution those funds could be appropriated with unanimous consent.

COO Rast said the HR budget will be reduced by \$129,245 due to the Compensation Benefits Manager position being unfunded. HR Director Danner will take over that role. Commissioner Van Beek wants to repurpose the PCN to assist/read policy. COO Rast said given where the budget is, that role needs to start with his position, and he wants to give it a year and see what it looks like. Commissioner Van Beek is hesitant in putting that load on the COO.

There was a review of funded vacancies in the Assessor’s Office, Sheriff’s Office, Juvenile Probation, Court Clerk, Prosecutor’s Office, IT, and Emergency Communications. The following positions were unfunded: Chief Deputy Clerk; Eviction Court Mediation Coordinator; a Staff Attorney in the TCA’s office; and the Compensation Benefits Manager.

### **Potential COLA scenarios**

Clerk Hogaboam said a 1% COLA would cost \$724,000, but that does not apply to new reclassified positions as they have been identified, and there is a specialty pay reduction. He asked the Board not TO add to the requested budget that’s in PowerPlan right now out of interest for the County’s financial situation. If they contemplate a COLA they will have to reduce out of what is already built into the requested budget module.

## PERSI:

The \$680,000 PERSI expense is not in PowerPlan. Clerk Hogaboam said they will have to adjust some numbers based on the input given today on the new positions and vacancies. The total market adjustments were \$1,481,000, and the total new position requests total \$1,548,709. Commissioner Holton wants to see it separated so he can see the difference between commissioned and noncommissioned and the number between Rule of 80 vs 90 on PERSI. It's possible the Board would look at a COLA separated between commission and noncommission. The Clerk said some of the new positions may go into a contingency. We have come close to paying for the PERSI increase with the adjustments. 1% of forgone is \$591k so if you use new construction and the 3%, it's roughly about \$3.85M which is added tax revenue to be distributed among the levied funds. That's not a total net increase of what we levied this year because part of what we levied this year was onetime capital forgone that does not roll over so the actual increase from this year to next year is \$2+M. Commissioner Van Beek is in favor of a blackout period. Clerk Hogaboam said a blackout period would not keep people from realizing their deserved promotions, it would be when there is restructuring, reorganization, or a retitle and it would be helpful if those requests came in a six-month period rather than in the last 2-3 months leading up to the budget planning cycle because it resets the baseline and complicates what the PCN's are and we are trying to play catchup.

Follow-up budget workshops will be held next week. The meeting concluded at 2:44 p.m. An audio recording is on file in the Commissioners' Office.

## FY2025 BUDGET WORKSHOP NO. 2 FOR THE WEST VALLEY HUMANE SOCIETY

The Board met today at 3:04 p.m. for the FY2025 Budget Workshop No. 2 for the West Valley Humane Society. 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, Nick Lippincott from the Best Friends Animal Society (via teleconference), Caleb Smith, WVHS Board President, Tyler Byers, WVHS Secretary, Dr. Rosenthal, DVM, Facilities Director Rick Britton, Constituent Services Director Aaron Williams, Deputy PA Zach Wesley, Deputy PA Laura Keys, other interested persons, and Deputy Clerk Monica Reeves. At the beginning of the meeting there was a brief discussion about the financial information that was required but has not yet been received so the Board took a break at 3:04 p.m. to wait for WVHS to re-send the information via email. The meeting resumed at 3:17 p.m. Caleb Smith, Tyler Byers, and Nick Lippincott responded to questions from the Board with regard to the financial records and operation of the shelter which is summarized as follows: The WVHS Treasurer has resigned and the WVHS Board voted to engage with an outsourced accounting firm rather than having it run through a volunteer board member. The board has voted to part ways with the Executive Director effective August 2, 2024. There are some discrepancies in their QuickBooks records that they want to fix, and they are also going over staffing issues with their HR director who has been acting as the executive director since she went on maternity leave. They have been working with Best Friends Animal Society who will provide an executive consultant who will assist in making sure there isn't a decrease in the coverage or care

for the animals and they will also look at the polices and bookkeeping and provide guidance to the WVHS board. The person who will fill that role will have the ability and capacity to work as the executive director who will assist in recruiting a long-term executive director. Board members are new to their roles and their focus is making sure they have the right leadership in place and making sure they understand what's been happening with the finances up to this point. Their focus for the last couple weeks has been to make sure the doors stay open, focus on the lease and figure out what it looks like to have a good relationship with the County. They have three permanent board members plus Nick Lippincott who is filling in as a nonvoting member due to his status with the Best Friends Animal Society. They hope to adopt bylaws at a board meeting next week. Commissioner Van Beek said there is interest in the community to look at how the shelter is operating and to look into a request for proposals (RFP) process. The County is the owner of the building with a tenant trying to provide a service and we need a functional shelter with good financials. Commissioner Brooks said WVHS does not have stable leadership, or an executive director and former employees and board members have provided information about the shelter burning through cash. He said the board members should have presented a business plan with financial information but none of that has been provided. Tyler Byers said they are fighting multiple battles on multiple fronts, and they are working with a nationwide organization dedicated to ensuring the animals get the services they need and they will bring in a professional to tell them how to operate a shelter while they search for a fulltime replacement, and they are trying to obtain grants so they do not have to ask the County for emergency support. As a new board member, he has not received the financial information, but Caleb Smith has met with an accountant who will review their financial records this weekend and provide an update and a quote on how to get financial statements in order. There are two veterinarians on staff, and one relief veterinarian for contracted services. The Best Friends Animal Society provided a temporary relief grant of \$67,000 to make sure core staffing levels are maintained and services continue to be provided. The primary account has just over \$50,000 pending the May and June payments for services. Commissioner Holton expressed concern that the City of Nampa and the City of Caldwell are not paying their proportionate share while the County is paying a much higher rate. Mr. Smith said they plan to speak with both cities and make sure the contracts reflect the appropriate level of service being provided. Mr. Byers said Canyon County provides 56% of their contractual revenue and he doesn't think it's an equitable distribution based on services, and feels they are inadequately supported by some of the cities as well and they're hoping to address it with them. Mr. Lippincott noted that the City of Nampa's FY2025 funding commitment is \$83,300. Commissioner Brooks said they need an executive director who has a financial interest and is willing to solicit the funding. He and Commissioner Van Beek are in favor of leaving the status quo amount in the budget and said it should be re-evaluated on a more regular basis to ensure it is functioning as it should. Commissioner Holton wants legal counsel to review the lease agreement and considering how poorly the County is being treated proportionately, he wants to look at the contract to make sure we are protecting the taxpayers. He agreed to leave the amount in the budget. Clerk Hogaboam said the request from WVHS was \$300,000 and the ongoing contribution with \$100,000 to the shelter, which is a \$100,000 increase over last year. Deputy PA Wesley said the original contractual agreement was for the remainder of the maintenance budget to be paid at the end, but that changed several years ago when the County retained any maintenance holdover. COO Rast said there needs to be County representation on the WVHS board so we can have access to financial

records. The Board is supportive of budgeting \$200,000 to WVHS and up to \$100,000 for the facility. Mr. Smith said they will commit to 90-day reports for the next year. The Board would like to see all information as soon as it's available, via email is fine, a meeting will not be necessary. The meeting concluded at 4:25 p.m. An audio recording is on file in the Commissioners' Office.

## JULY 2024 TERM

CALDWELL, IDAHO JULY 29, 2024

### APPROVED CATERING PERMITS

The Board approved an Idaho Liquor Catering Permit for:

- O'Michael's Pub & Grill to be used 8/10/24, 8/24/24, and 8/31/24.

### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved an employee status change form for:

- Rich Soto, Move from Interim HR Director to HR Investigator
- Trent McRae, Deputy Prosecuting Attorney II - Civil

### FILE IN MINUTES

- Treasurer's monthly report for June, 2024
- Treasurer's quarterly report for April 1, 2024 through June 30, 2024

### MEETING TO CONSIDER CERTIFICATES OF NONCOMPLIANCE AND A RELEASE OF LIEN

The Board met today at 9:32 a.m. to consider certificates of noncompliance and a release of lien. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks, Permit Supervisor Cassie Lamb, Code Enforcement Officer Gary Westerfield, Sr. Administrative Specialist Pam Dilbeck (left at 9:35 a.m.) and Deputy Clerk Jenen Ross. The release of lien and certificates of noncompliance were considered as follows:

#### Release of Lien:

- **18774 11th Ave N., Nampa (R34437010):** The certificate of noncompliance still applies to this property; however, it has recently been sold. The building department has been in contact with the purchaser who has indicated that one of the houses will be demolished and they will try to rehabilitate the other house but if that isn't possible it will also be demolished. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign the release of lien for 18774 11<sup>th</sup> Ave N. Nampa, parcel no. R34437010.

#### Certificates of noncompliance:

Officer Westerfield and Ms. Lamb provided a review of each property and motions were made as follows:

- **15973 Locust Road, Caldwell (R30055):** Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to issue a certificate of noncompliance for a public nuisance violation on property located at 15973 Locust Road, Caldwell, parcel no. R30055.
- **17175 Pride Ln, Caldwell (R33151):** Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to issue a certificate of noncompliance and the zoning and public nuisance violation on property located at 17175 Pride Ln, Caldwell, parcel no. R33151.
- **9127 Randolph Dr, Nampa (R26026):** Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to approve a certificate of noncompliance on the building or structure for property located at 9127 Randolph Dr., Nampa, parcel no. R26026.
- **20695 Wagner Rd, Caldwell (R35009):** Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to issue a certificate of noncompliance for zoning building and public nuisance violation on property located at 20695 Wagner Rd, Caldwell, parcel no. R35009.
- **8426 Lake Shore Drive, Nampa, ID (R29570012B):** Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to issue a certificate of noncompliance for a public nuisance violation on property located at 8426 Lake Shore Drive, Nampa, parcel no. R29570012B.
- **0 Leigh Road, Parma (R39481503):** Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to issue a certificate of noncompliance on property located at 0 Leigh Road, Parma, parcel no. R39481503.

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

CONSIDER RESOLUTION GRANTING A NEW ALCOHOLIC BEVERAGE LICENSE TO EVRA INC. DBA CASA MEXICO

The Board met today at 10:12 a.m. to consider a resolution granting a new alcoholic beverage license to EVRA Inc. dba Casa Mexico. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks and Deputy Clerk Jenen Ross. Commissioner Brooks said he has reviewed the application and is in favor of granting the license, he then made a motion to grant a new alcoholic beverage license to EVRA Inc. dba Case Mexico. The motion was seconded by Commissioner Van Beek and carried unanimously (resolution no. 24-146).

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

## ATTEND TREASURE VALLEY PARTNERSHIP MEETING

A Board majority attended the Treasure Valley Partnership Meeting today from 11:00 a.m. to 1:00 p.m. in Eagle, Idaho. This was not a Board of Commissioners meeting therefore no Board action was required or taken.

## FY2025 BUDGET WORKSHOP

The Board met today at 2:01 p.m. to conduct a workshop on the FY2025 Budget. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, Clerk Rick Hogaboam, Controller Kyle Wilmot, Auditing Supervisor Sarah Winslow, COO Greg Rast, HR Director Marty Danner, Treasurer Tracie Lloyd, Chief Deputy Treasurer Jennifer Watters, Banking and Finance Manager Melissa Tucker, DSD Director Sabina Minshall, Administrative District Judge Davis VanderVelde, TCA Benita Miller, Family Court Services Manager Chris Paulsen, Constituent Services Director Aaron Williams, Lt. Martin Flores, Sheriff's PIO Joe Decker, Assessor Brian Stender, Director of Misdemeanor Probation Jeff Breach, Director of Court Operations Jess Urresti, Senior Systems Analyst Steve Onofrei, Steve Burton, and Deputy Clerk Monica Reeves.

Clerk Hogaboam reviewed the following revisions to the budget numbers:

- The Public Defender budget was zeroed out, reducing the budget by several hundred thousand dollars
- \$36,000 for VRT (Valley Regional Transit) was a placeholder for further discussion
- The WVHS budget was reduced by \$100,000
- Added a revenue line of \$34,000 in anticipated payment from the State of Idaho for Public Defender housing in the building
- The TCA modified their personnel request
  - Seeking a part-time Court Assistance Officer rather than a fulltime CAO
  - Withdrew the fulltime Jury Clerk and Deputy Judicial Marshal positions
  - Seeking salary increases for two staff members who will have additional duties
  - Reclassification request for the staff attorneys (Will work with HR on this)

COO Rast and HR Director Danner reviewed the market value adjustments which were summarized as follows:

\$135,149 for a new Deputy Landfill Director position; \$51,090 to reclassify the Mechanic position to a Supervisor position; and \$75,825 for salary adjustment for the Heavy Equipment Operators. HR Director Danner verified equity adjustments for the following positions: Payroll Specialist; Systems Analyst; Recording Supervisor; Director of Indigent Services; County Assistance positions; Chief Deputy Treasurer; Banking and Finance Manager; IT Operations Manager reclassification; promotion of Deputy Coroner to Senior Deputy Coroner; \$10,000 adjustment for the Facilities



Director due to extra responsibilities; DSD Engineering Supervisor; DSD Principal Planner; DSD Plans Examiner; HR Investigator; HR Business Partners; Communications Specialist; Assessor's Reappraisal and Motor Vehicle Department adjustments; TCA requests have been verified but works needs to be done on grade adjustments and job descriptions via resolution before the number can be applied; Staff Attorneys; the Deputy Chief Judicial Marshal increase has been verified but Director Danner believes a grade change is warranted; Lead Court Assistance Officer; Promotions for PCN 048 and 082; and the Office Coordinator.

- There will be a \$10,000 placeholder for mid-year adjustments for Elections Office.
- The \$1,550 amount that was supposed to be a for a Deputy Treasurer position will be removed as the position is now vacant.
- The Prosecutor's request for a Victim Witness Coordinator and Criminal Deputy PA III has not been verified. There are questions regarding title changes, job description changes and grade changes. The Board wants to wait for the new Prosecutor to take office in January and decide whether he wants the positions. This will be discussed on July 31.
- Certification pay has been verified.
- The amount for the Sheriff's amount was increased to \$895,619 to cover benefits
- On-call amount of \$31,750 for the Fleet Department
- On-call amount of \$6,229 for District Clerk employees who are on the rotation schedule

COO Rast noted that just because the amounts are in the budget doesn't mean they are approved. Further discussion needs to occur.

Assessor Stender agreed to forgo his request this year for \$50,000 for the remodel of the DMV as long as the remainder of his budget can remain intact.

Clerk Hogaboam said the equity adjustments, new position requests, the PERSI adjustment, and a 2% COLA would represent a \$5.4M increase in the "A" Budget. Fund balance does not cover the potential outflows of capital needs. State shared revenues look to be mostly flat; the health trust is a concern; the Aumentum software will be a large expense; the Pod 6 final payment is expected to be \$1.7M; and there are questions about what the County will have to come up with once the ARPA projects are fully under contract. Difficult decisions will have to be made in order to try to get closer to a balanced budget. The Board will meet again on July 31, 2024. The meeting concluded at 3:33 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2024 TERM  
CALDWELL, IDAHO JULY 30, 2024

APPROVED PURCHASE ORDER

The Board approved the following purchase order:

- CDW-G in the amount of \$211,246.58 for the Sheriff's Office (PO #5850)

#### 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 (arrived at 9:37 a.m.), Deputy P.A. Oscar Klaas, Deputy P.A. Zach Wesley, Deputy P.A. Laura Keys, Coroner Jennifer Crawford (left at 9:37 a.m.), Facilities Director Rick Britton (left at 9:51 a.m.), Parks Director Nicki Schwend (left at 9:51 a.m.), Outdoor Recreation Planner Alex Eels (left at 9:51 a.m.), COO Greg Rast and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider Agreement for Pathology Services between Canyon County and Ada County:*** Coroner Crawford said that the fees have been updated since last year but this is essentially the same contract. Mr. Wesley explained that they worked with Ada County to remove the language regarding ICRMP as Canyon County is no longer insured with ICRMP. Ada County declined to make the change but legal has spoken with The Hartwell Corporation and they have confirmed they will provide coverage even though this language hasn't been updated. Upon the motion of Commissioner Van Beek and second by Commissioner Holton the Board voted unanimously to sign the agreement for pathology services between Canyon County and Ada County (see agreement no. 24-073).

***Consider Legal Services Agreement with Castleton Law, PLLC:*** Mr. Klaas explained this is to allow Castleton Law to represent the county and specifically the Prosecutor's Office in the lawsuit that was recently filed in federal court. Upon the motion of Commissioner Holton and second by Commissioner Van Beek the Board voted unanimously to sign the agreement with Castleton Law, PLLC (agreement no. 24-074).

***Consider Notice of Intent to Award Bid for the 2024 Celebration Park Boardwalk and Decking Project:*** The low bid on this project was received from Veritas at \$274,300. This contractor has previously done work at Celebration Park so Directors Britton and Schwend are very comfortable working with them. As discussed in the Parks budget meeting on July 26<sup>th</sup>, this project will be rolled to FY25 and at the request of the Board, Director Schwend will send an email to the Clerk, Controller and all pertinent parties reconfirming that decision. Upon the motion of Commissioner Van Beek and second by Commissioner Brooks the Board voted unanimously to sign the notice of intent to award bid for the 2024 Celebration Park Boardwalk and Decking project.

***Consider Notice of Intent to Award Bid for the 2024 Celebration Park Boater Improvements Project:*** This is a grant funded project and bids came in significantly higher than the grant amount or the expected amount. Bids remain open for 60 days so Directors Schwend and Britton with assistance from legal will explore other options for budget feasibility. Mr. Klaas has contacted both

contractors notifying them of the situation. At this time, the action item will be tabled and Directors Schwend and Britton will come back in 2 weeks to provide an update to the Board.

Ms. Keys gave an update on the tax deed hearing that took place on July 24<sup>th</sup> explaining that after the hearing it was discovered by the Treasurer's Office that a payment of \$553.20 was made on PIN 213755090 for the 2020 taxes which excludes the parcel from being taken for tax deed. The payment was inadvertently delivered to the incorrect office and the Treasurer's Office was only made aware of it after the hearing had taken place. Based on the date stamp, the payment was received in a timely manner. Commissioner Van Beek made a motion to amend exhibit A on the tax deed FCOs which were signed on July 24, 2024. The motion was seconded by Commissioner Brooks and carried unanimously. A copy of the revised the document is on file with the July 24<sup>th</sup> minutes, no document was presented to nor signed by the Board at today's meeting.

Zach Wesley informed the Board that the Taylor Jene hearing on the county's motion strike will take place tomorrow.

Commissioner Van Beek will forward document received by the Board to legal for review and opinion.

Commissioner Van Beek moved to adjourn the meeting.

The meeting concluded at 9:54 a.m. and an audio recording is on file in the Commissioners' Office.

#### MEETING TO CONSIDER SIGNING TAX CHARGE ADJUSTMENTS BY PIN, JUNE 2024

The Board met today at 10:20 a.m. to consider signing tax charge adjustments by PIN for June 2024. Present were: Commissioners Leslie Van Beek, Brad Holton and Zach Brooks and Deputy Clerk Jenen Ross. The Board has reviewed the document and are in favor. Commissioner Van Beek noted this represents an adjustment of \$325.85. Upon the motion of Commissioner Brooks and second by Commissioner Van Beek the Board voted unanimously to sign the tax charge adjustments by PIN for June 2024. The meeting concluded at 10:21 a.m. and an audio recording is on file in the Commissioners' Office.

#### PUBLIC HEARING: A REQUEST BY GREG PAYNE FOR A CONDITIONAL REZONE FROM AN "A" (AGRICULTURAL) ZONE AND "C-1" (NEIGHBORHOOD COMMERCIAL) ZONE TO A "CR-C-2" (CONDITIONAL REZONE - SERVICE COMMERCIAL) ZONE, CASE NO. CR2022-0007

The Board met today at 1:32 p.m. to conduct a public hearing in the matter of a request by Greg Payne for a Conditional Rezone from an "A" (Agricultural) Zone and "C-1" (Neighborhood Commercial) Zone to a "CR-C-2" (Conditional Rezone - Service Commercial) Zone, Case No. CR2022-0007. Present were: Commissioners Brad Holton, Zach Brooks, and Leslie Van Beek, DSD Principal Planner Dan Lister, DSD Planning Supervisor Carl Anderson, DSD Director Sabrina Minshall, Steve Runyan, Carl Anderson (the applicant), and Deputy Clerk Monica Reeves. Planner

Lister advised that the applicant requested a continuance because the agent for the case is unable to attend due to a medical emergency and is requesting the matter be tabled to a different date. Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks, the Board voted unanimously to continue the hearing for Case No. CR2022-0007, to August 20, 2024 at 1:30 p.m. Upon the motion of Commissioner Holton and the second by Commissioner Van Beek, the Board voted unanimously to adjourn to the continued date. The meeting concluded at 1:35 p.m. An audio recording is on file in the Commissioners' Office.

## JULY 2024 TERM

CALDWELL, IDAHO     JULY 31, 2024

### APPROVED CLAIMS

- The Board has approved claims 608079 to 608124 in the amount of \$406,491.11
- The Board has approved claims 608000 to 608044 in the amount of \$29,063.63
- The Board has approved claims 608045 to 608078 in the amount of \$59,963.31

### APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for:

- Good Apple Taphouse to be used 8/10/24.

### APPROVED EMPLOYEE STATUS CHANGE FORMS

The Board approved employee status change forms for:

- Debra Amyx, County Fair Temporary Hire
- Lyndee Cobler, County Fair Temporary Hire

### FY2025 BUDGET WORKSHOP

The Board met today at 9:32 a.m. for a FY2025 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, Director of Misdemeanor Probation Jeff Breach, HR Director Marty Danner, Judge Davis Vander Velde, Family Court Services Manager Chris Paulson (left at 9:57 a.m.), TCA Benita Miller, Landfill Director David Loper, Cpt. Ray Talbot, Lt. Travis Engle, Cpt. Harold Patchett, Cpt. Chuck Gentry (left at 9:57 a.m.), Lt. Chad Harrold, CCSO PIO Joe Decker, Facilities Director Rick Britton, COO Greg Rast, JoDee Arnold, Assessor Brian Stender (arrived at 9:40 a.m.), Director of Juvenile Probation Elda Catalano (arrived at 9:41 a.m.) and Deputy Clerk Jenen Ross.

The following items were discussed:

***Elections:***

- Print-on-demand unit usage during the last election cycle; this line item has been reduced to \$175,000
- Adjustment to Consolidated Elections - reducing by \$25,000 and moving \$17,500 to current expense, with a net savings of \$7500
- Funds will be kept in the budget for printed ballots if they end up being necessary

***Landfill:***

- 532206, Refrigeration Unit Removal, increase from \$4000 to \$6000
- 532208, Household Hazardous Waste Collection, anticipated price increase from vendor so this line item will be increased to \$250,000
- 532216, Geotextile, reduce from \$10,000 to \$5000
- 532220, Landfill Expansion, reduced by \$50,000 to \$100,000
- 533301, Service Contracts, for back-up internet services this needs to be increased to \$17,000
- 548480, Condensate Transportation, increase to \$15,000
- 577100, Computer Equipment, increased to \$25,000
- 680335 Landfill Gas Pipe, reduce to \$20,000
- 683340 Other Improvements, increased to \$160,000

Total increase of \$39,000 to the 'B' budget. The anticipated revenue without the interest added on savings is \$9,888,000 and should go over the \$10M mark once the interest is added in.

***Capital projects:***

- Contract for sprinkler systems: Currently \$250,000 has been budgeted for phase 1 of 3 of this project. At this point no contract has been signed and the project could be done on an 'a la carte' basis. Commissioner Brooks is not in favor of appropriating the funds. In response to Commissioner Van Beek's question, Director Britton said that doing the project on a piece-by-piece basis will make it more expensive. He also expressed his concern for finding a vendor as time goes on. Commissioner Van Beek supports Commissioner Brooks' position and \$250,000 will be removed from the Facilities budget for this project.

Commissioner Van Beek requested a review of the funded but vacant positions. Clerk Hogaboam said he would defer to Director Danner. COO Rast said that a list would be provided administratively to the Board on Friday. Specific discussion ensued regarding the following:

- IT Programmer/Analyst position which was approved last year as a new FTE
- PCN 672 Court Clerk Lead which is new vacancy
- PCN 897 Risk and Safety Manager has been reclassified to a Benefits Administrator

Clerk Hogaboam suggested there should be a dedicated meeting to discuss all vacancies.

- Review of the number of new positions to this point is 11.5; 4 positions have been unfunded so the net effect to the FTE count is 7.5.

At this point, the chairman would like to leave this as-is; this is the best information there is to this point.

Clerk Hogaboam said currently the budget includes a \$250,000 reserve, but doesn't include foregone or COLA; the interest deduction will affect the revenue side. In response to a question from Commissioner Brooks, Clerk Hogaboam said the budget presented today includes the full cost for Pod 6 and discussed property acquisitions. This is a fully loaded budget. Additionally, Clerk Hogaboam discussed several different possible budget scenarios.

**Parks & Rec:**

- Levy was under \$1M then it jumped to \$1.6M to fund capital projects
- The amount levied this year will be contingent upon approval of the Parks Manager position

Clerk Hogaboam said his plan for the meeting Monday is to present a spreadsheet with several budget scenarios.

Discussion ensued regarding the Weed & Pest budget impacts of an additional position in relation to increased services/fees, the Sheriff's Office fund balance, state public defense and the Guardian ad Litem program.

Commissioner Van Beek moved to adjourn the meeting. The meeting concluded at 11:06 a.m. An audio recording is on file in the Commissioners' Office.

THE MINUTES OF THE FISCAL TERM OF JULY 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: Jenew Ross, Deputy Clerk