

FIRST DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO    NOVEMBER 9, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Commissioner Tom Dale  
              Deputy Clerk Monica Reeves

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$12,140.00 to Bargreen Ellingson.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Sheriff's Office in the amount of \$3,556.80 to Dell Computer Corp.

APPROVED TRANSFER OF SICK LEAVE TIME TO VACATION TIME

The Board approved the transfer of sick leave time to vacation time for: Trevor Heim, Jason Roberts, Brian Crawforth, Shawn Baker, Melinda Chynoweth, Danny Martineau, Paul Maund, Francisca Harper, and Alexa Medema.

APPROVED AUGUST 2015 TERM COMMISSIONER PROCEEDINGS AND SYNOPSIS

The Minutes of the Fiscal Term of August 2015 were read and approved and found to be a proper record of the proceedings of the Board of Commissioners of Canyon County, Idaho. Also approved was the synopsis for publication. Minutes of the Board of Canyon County Commissioners' meetings are on file in the Commissioners' Office and may be viewed upon request.

CONSIDER SIGNING TREASURER'S TAX CHARGE ADJUSTMENTS BY PIN

The Board signed the Treasurer's Tax Charge Adjustments by PIN for October 2015.

## COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:30 a.m. for an office staff meeting. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Facilities Manager Paul Navarro, PIO Joe Decker, Deputy Clerk Kelly Martinez, and Deputy Clerk Monica Reeves. Ms. Martinez left at 8:34 a.m. Joe Decker reported on the following communication issues: The veterans' slideshow is being displayed on the monitors in the courthouse lobby and the administration building lobby; the Idaho State Historical Archives has asked for interior and exterior photos of the old courthouse so he will assist with locating those items; Thursday he will attend a media meeting at the US Attorney's Office with Deputy PA Kimberly Bratcher; and he will post Sheriff's sale items to the website. Paul Navarro reported on the following facilities issues: They will try to occupy the south side of the 2<sup>nd</sup> floor (west side) this Friday. The contractor wants to open the front door to the Prosecutor's Office and in order to do that they have to relocate the jury commissioner, family court services, the appeals court clerk, the domestic violence coordinator and the guardianship monitor and this will allow them to demo that area one week from today. He praised Judge Ford who has been very accommodating throughout this process. He said the new fire sprinklers are live and programmed and once they have the blessing from the fire marshal they will demo the old fire system. His staff is working on the Clerk's furniture; in Suite 310 all of the cabinets are done and they are building countertops, however, the truck that was carrying the countertop material was in an auto accident so the supplier will provide slightly upgraded material to the County at the exact same cost. He and Ken Fisher have contacted ESI and they are happy to be back on schedule and will set up meetings with the Sheriff's Office to finish the design next week. Lastly, his staff is preparing for snow this week. Commissioner Dale will attend a fair board meeting tonight and will ask if they've scheduled a meeting with the Controller and fair staff to see if they are working on the financial end of things. Commissioner Rule said they are working on it and he received a call from board member Tim Lowber asking why we're having this meeting so he explained that they will discuss how the new fair structure will exist and what the responsibilities will be. He said it won't change much of the fair board's responsibilities except some of the financial will fall back on the County. Commissioner Dale said that's his understanding as well and it seems like it would relieve the fair board of certain responsibilities and stresses. Commissioner Hanson said it's no different than any other department or enterprise fund as to how major expenditures are taken care of. The meeting concluded at 8:42 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING CANYON COUNTY REQUEST FOR PROPOSALS AND LEGAL NOTICE FOR THE CANYON COUNTY FAIR CARNIVAL

The Board met today at 9:02 a.m. to consider signing the Canyon County Request for Proposals (RFP) and legal notice for the Canyon County Fair Carnival. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Zach Wesley, Fair Board Director Rosalie Cope, and Deputy Clerk Monica Reeves. Rosalie Cope said they have had a contract for the past five years with their carnival contractor and it's coming to a conclusion so she thinks it's time to do an RFP. Zach Wesley said the RFP has very specific requests as far as the type of rides, personnel, how the carnival deals with customer complaints, safety and sanitation, advertising and marketing strategies as well as a cost proposal so we can see what the cost of the fair would be to the patrons as well as the potential benefit to the fair to try to maximize the returns on the carnival compared to what we get now. It will require a committee to review the proposals and Ms. Cope has identified the people who serve on that committee. Proposals are due December 18 and a decision will be made after the New Year. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to sign the RFP and legal notice for the Canyon County Fair Carnival. The meeting concluded at 9:07 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION - PERSONNEL MATTER

*Note for the record: As properly noticed the Board met today at 9:08 a.m. for a legal staff update. A request was made to go into Executive Session to discuss a personnel matter. The Executive Session was held as follows:*

Commissioner Dale made a motion to go into Executive Session at 9:08 a.m. pursuant to Idaho Code, Section 74-206(1) (b). The motion was seconded by Commissioner Hanson. A roll call vote was taken on the motion with Commissioners Hanson, Dale and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:11 a.m. with no decision being called for in open session.

CONSIDER SIGNING A RESOLUTION CLASSIFYING RECORDS OF THE CANYON COUNTY SHERIFF'S OFFICE AND AUTHORIZING DESTRUCTION OF TIMESHEETS, INTEROFFICE MEMOS, AND PHOTO LINEUPS

The Board met today at 9:30 a.m. to consider signing a resolution classifying records of the Canyon County Sheriff's Office and authorizing destruction of timesheets, interoffice memos and photo lineups. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Leon Samuels, Captain Dana Maxfield, and Deputy Clerk Monica Reeves. Leon Samuels said the Sheriff's Office has some old file boxes containing time sheets, interoffice memos and photo lineups ranging from 1974 to 1980. Time sheets are permanent records, memos could be classified as semi-permanent and the photo lineups are temporary records. Because we are well beyond any kind of retention timeframe they are doing a destruction resolution to free up some space. Captain Maxfield said the boxes were found in the utility room by maintenance workers and there is nothing of evidentiary value in the files. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to sign the resolution classifying records of the Canyon County Sheriff's Office and authorizing destruction of timesheets, interoffice memos and photo lineups. (See Resolution No. 15-171.) The meeting concluded at 9:33 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING FINAL PLAT FOR VIA TOSCANA SUBDIVISION, CASE NO. PH2015-32

The Board met today at 9:45 a.m. to consider signing the final plat for Via Toscana Subdivision, Case No. PH2015-32. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, DSD Director Tricia Nilsson, DSD Planner Jennifer Almeida, Lance Warnick, and Deputy Clerk Monica Reeves. Jennifer Almeida said the final plat consists of nine residential lots and one private road lot. The property does not have surface irrigation water rights. The private roadway has been constructed and certified and the final plat has been signed by the required agencies and is ready for the Board's signature. Lance Warnick said the plat was approved as a preliminary plat as Loma Linda Ridge Subdivision. They platted the private road and existing house two years ago and as they were coming back through to finish the final plat the new owner of the development changed the name to Via Toscana and they coordinated that with DSD and as a result they ended up re-platting the existing lot and house so from here on it will be called Via Toscana. Chairman Rule noted that all of the signatures are affixed to the plat. Commissioner Hanson made a motion to authorize the Chairman to sign the final plat for Via Toscana Subdivision, Case No. PH2015-32. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with

Commissioners Dale, Hanson and Rule voting in favor. The motion carried unanimously. The meeting concluded at 9:48 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER RESOLUTIONS TO APPROVE FY2015 BUDGET TRANSFERS AND FY2016 OPERATING TRANSFERS

The Board met today at 10:01 a.m. to approve FY2015 budget transfers and FY2016 operating transfers. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Controller Zach Wagoner, and Deputy Clerk Monica Reeves. Zach Wagoner said the first resolution puts a close to the FY2015 expenditures. They are not requesting any kind of increase to the 2015 budget; they're moving some monies from "A" budgets to "B" budgets or vice versa to take care of the expenditures. It's mainly an accounting exercise to begin the process of closing out 2015; it will not affect the 2016 fund balances or budget. Upon the motion of Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to sign the resolution to approve FY2015 budget transfers. (See Resolution No. 15-172.) Mr. Wagoner said the second resolution is related for transfers between County departments; for example, the County provides legal, accounting and financial services to the landfill and they reimburse the County for those services. So instead of the landfill director writing a check to a department, the Auditor's Office has prepared a journal entry that will move the money between the appropriate department and funds. There is also some cigarette tax money; \$5,000 to juvenile detention from juvenile probation; and \$7,000 from juvenile probation to the juvenile drug court. All of these amounts were included in the various 2016 budgets. Commissioner Rule asked about the transfer for \$686,000 for miscellaneous professional services/cash. Mr. Wagoner said that is the amount the County charges the landfill for administrative services. The \$35,000 that is referenced goes to the parks and recreation department for upkeep and maintenance at Jubilee Park. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to sign the resolution to approve FY2016 operating transfers as described. (See Resolution No. 15-173.) The meeting concluded at 10:10 a.m. An audio recording is on file in the Commissioners' Office.

WEEKLY MEETING WITH THE DIRECTOR OF INFORMATION TECHNOLOGY TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 10:18 a.m. for a weekly meeting with the Director of Information Technology to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Director of

Information Technology Greg Rast, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: ESET Antivirus/Antimalware Installation Project information; update on the Nemo-Q installation; discussion regarding moving dates for departments as the remodel is completed; update on open positions in the IT Department; update on the HR Performance Evaluation Project; 55 IT Projects are backlogged and are being reviewed; 179 applications are currently being supported throughout the County; review of operations duties; discussion regarding lack of policies; procurement procedures and review of purchases before there are dollars spent. There was also discussion regarding the camera systems throughout the County because there are a lot of issues that he would like to discuss at a later time. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:32 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

### CANVASS ELECTION

The Board canvassed the November 3, 2015 Election at the Canyon County Elections Office.

### MONTHLY MEETING WITH THE TRIAL COURT ADMINISTRATOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 2:01 p.m. for a monthly meeting with the Trial Court Administrator to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Trial Court Administrator Doug Tyler, Asst. Trial Court Administrator Benita Miller, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: Adoption Day is coming up on November 20 and a press conference will be held; the Governor just appointed Judge Onanubosi to the Juvenile Justice Commission; personnel updates; discussion regarding the remodel process and temporarily moving personnel to accommodate the construction; and discussion regarding Thanksgiving closure information. Commissioner Rule asked if Mr. Tyler is aware of the budgeting process. Mr. Tyler said he is meeting with Controller Zach Wagoner for some software training. Ms. Miller asked for an update on the salary compensation study. Commissioner Hanson said it is his understanding that the Board may have some information to review in the next couple of weeks. The items discussed were general in nature and did not require Board action. The meeting concluded at 2:12 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

MONTHLY MEETING WITH THE PARKS DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 2:16 p.m. for a monthly meeting with the Parks Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Parks Director Tom Bicak, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: discussion regarding the relationship with Nampa City Parks; Leslie Gulch suffered a rock slide which closed the road; Director Bicak hosted a tour of the river parks in Canyon County; Nikki Schwend is the new Outdoor Recreation Planner; Historic Preservation Commission is meeting tomorrow night; the Tertling Foundation has gifted us a 1922 Ford Model T Depot Hack which will be returning to the Transportation Museum next week; a meeting is planned for November 18 to meet at Celebration Park with the Tribes and Military; Lake Lowell is closed for the season but the reset of the facilities are going strong; ATV and UTV certification from the Idaho Department of Parks and Recreations OHV; newspaper clippings regarding the Parks over the last 30 years are being reviewed and digitized; Director Bicak received a bid for drywall and it came in \$5,000 less than previous bids; The Society of Outdoor Recreation Professionals (SORP) and the River Management Society (RMS) are proud to present the 2016 National Outdoor Recreation Conference and River Management Symposium which will be held in May 2016; Map Rock Access development negotiations; Director Bicak is pursuing a grant from The American Rivers Foundation; discussion regarding the tractor purchase that is pending; and discussion regarding sheep grazing at Jubilee Park. Director Bicak submitted the Petroglyph Recording Project Grant Report for 2015. (A copy of which is on file with this day's minute entry.) The items discussed were general in nature and did not require Board action. The meeting concluded at 2:44 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

BIWEEKLY MEETING WITH THE DEVELOPMENT SERVICES DEPARTMENT DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 2:47 p.m. for a biweekly meeting with the Development Services Department Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, DSD Director Tricia Nilsson, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. Director Nilsson advised that she had some personnel issues to discuss with the Board and an Executive Session was held as follows:

EXECUTIVE SESSION - PERSONNEL MATTER

Commissioner Hanson made a motion to go into Executive Session at 2:48 p.m. pursuant to Idaho Code, Section 74-206(1) (b) to discuss a personnel matter. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Hanson, Dale and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, DSD Director Tricia Nilsson, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. The Executive Session concluded at 3:54 p.m.

While in open session Mr. Wesley said the matters that were addressed were personnel related and nothing was appropriate for open session. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

SECOND DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      NOVEMBER 10, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Commissioner Tom Dale  
              Deputy Clerk Kelly Martinez

APPROVED CLAIMS ORDER NO. 1603

The Board of Commissioners approved payment of County claims in the amount of \$1,298,725.52 for a County payroll.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$1,252.33 to Johnston Supply.

BIWEEKLY MEETING WITH THE CHIEF PROBATION OFFICER TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 8:32 a.m. for a biweekly meeting with the Chief Probation Officer to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Chief Probation Officer Elda Catalano, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: last week was the Back on Track 5K Run and it was a huge success with almost 200 people attending the event; they will be donating the proceeds to the "Girls on the Run" program; discussion regarding the mentoring program project, Ms. Catalano is still trying to meet with the HR Director to discuss the program; working with the Prosecutor's Office on some memorandum of understanding documents; the workload is the same and has been keeping them busy; the biggest population coming in is still the sex offender population; the average age of juvenile offenders is 12-13 years old and they are actively seeking different approaches to handle these younger offenders; staffing levels are good, there is only one open part-time position. The items discussed were general in nature and did not require Board action. The meeting concluded at 8:42 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

BIWEEKLY MEETING WITH THE HUMAN RESOURCES DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 8:46 a.m. for a biweekly meeting with the Human Resources Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Human Resources Director Jeannine Eiband, and Deputy Clerk Kelly Martinez. Deputy P.A. Mike Porter arrived at 9:01 a.m. for the next meeting. Topics of discussion included the following: recruitment is fast and furious; open enrollment ends in two weeks; they have posted for an HR Generalist and have received some fantastic applications; Director Eiband just returned from the AEIS conference last week and said it was really productive; Director Eiband attended a meeting regarding specifically compensation analysis and it verified everything Mr. Swallow has said; she attended an employee performance evaluation program class as well; HR has developed a four part training program for supervisors; update on the compensation project and she anticipates receiving it next week and then she can schedule a time for Mr. Swallow to present it to the Board; and discussion regarding how the compensation study will be disbursed. The items discussed were general in nature and did not require Board action. The meeting concluded at 9:01 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

## LEGAL STAFF UPDATE

The Board met today at 9:01 a.m. for a legal staff update. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Mike Porter, and Deputy Clerk Kelly Martinez. Mr. Porter said he does not have any items to discuss with the Board today. Commissioner Dale said he has a report from the fair board meeting last night. He asked how the meeting with Controller Zach Wagoner went and the fair staff said they made some progress. Commissioner Dale said they are making a list of things that seem to him to be beyond the strict logistics of finance and they have expressed some concern that it is so complicated that it will create a lot more work for staff. Commissioner Hanson said he thinks the Board needs to come up with a “we are going to do this” date and it is going to happen by a set date. Commissioner Rule said the Board’s message is to get that Ordinance set up sooner than later. At 9:05 a.m. a request was made to go into Executive Session as follows:

### EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, AND COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

Commissioner Hanson made a motion to go into Executive Session at 9:05 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (i) to discuss records exempt from public disclosure and attorney-client communication, and to communicate with the County’s risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Hanson, Dale and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Mike Porter, and Deputy Clerk Kelly Martinez. The Executive Session concluded at 9:12 a.m. with no decision being called for in open session.

The meeting concluded at 9:12 a.m. An audio recording of the open portion of the meeting is on file in the Commissioners’ Office.

### MONTHLY MEETING WITH THE WEED CONTROL SUPERINTENDENT AND GOPHER DISTRICT DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 9:31 a.m. for a monthly meeting with the Weed Control Superintendent and Gopher District Director to discuss general issues, set policy, and

give direction. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Weed Control Superintendent and Gopher District Director Jim Martell, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: to date \$9,470 in invoices have been billed since October 1; there have been scattered sightings of Tamerisk which will be treated this fall; Mediterranean Sage spot has been treated; experimental site for White Bryony; fall treatment for Jointed Goatgrass at CWI in the Idaho Center area; and discussion regarding surplus property. The items discussed were general in nature and did not require Board action. The meeting concluded at 9:43 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

### INDIGENT DECISIONS

The Board met today at 9:50 a.m. to consider indigent decisions. Present were: Commissioners Steve Rule and Craig Hanson, Indigent Services Director Yvonne Baker, and Deputy Clerk Kelly Martinez. Ms. Baker said there are several decisions and she submitted the Clerk's Findings for the following cases: 2016-44, 2016-37, 2016-28, 2016-27, 2016-26, 2016-10, 2015-1487, 2015-1563, 2015-1494, 2016-25, 2015-1593, and 2016-24 and she encouraged the Board to make the initial decision of denial on those cases. Upon the motion by Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to make the initial decision of denial on the cases read into the record. The meeting concluded at 9:52 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

### SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2015-044272, 2015-044273, 2015-044281, 2015-44274, 2015-044275, 2015-044276, 2015-044277, 2015-044278, 2015-044279, and 2015-044280.

THIRD DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      NOVEMBER 12, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Deputy Clerk Monica Reeves

ABSENT:     Commissioner Tom Dale - vacation

### APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Michael Dafoe and Michael Roth.

### APPROVED CLAIMS ORDER NO. 11-12-15

The Board of Commissioners approved payment of County claims in the amount of \$29,974.41 for accounts payable.

### APPROVED CLAIMS ORDER NO. 11-25-15

The Board of Commissioners approved payment of County claims in the amount of \$44,968.00 for accounts payable.

### SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2015-044616, 2015-044617, 2015-044618, 2015-044619, and 2015-044620.

### LEGAL STAFF UPDATE

The Board met today at 9:02 a.m. for a legal staff update. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Mike Porter, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. The Board needed to talk with an attorney who was not available this morning so it was decided the legal staff would be continued. Commissioner Hanson made a motion to continue the legal staff to later this morning at 11:15 a.m. The motion was seconded by Commissioner Rule. A roll call vote was taken with Commissioners Hanson and Rule voting in favor of continuing the legal staff update. The proceeding concluded at 11:03 a.m. An audio recording is on file in the Commissioners' Office.

### MONTHLY MEETING WITH THE FAIR ADMINISTRATOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 10:02 a.m. for a monthly meeting with the Fair Administrator to discuss general issues, set policy, and give direction. Present were: Commissioners

Steve Rule and Craig Hanson, Fair Administrator Rosalie Cope, Ellen Tingstrom, Laura Welch, Diana Sinner, Tina Holmquist, Controller Zach Wagoner, Lead Audit Specialist Melodee Stevens, Accountant Shawna Larson, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: review of 2015 IAFE Awards; they are working on booking entertainment for 2016 fair; the office will be closed as staff will be attending the fair convention in Las Vegas; the Carnival RFP has been sent out; plans for the 2016 fair; they do suspect that the College of Idaho has been using Gabiola Field during football games, unbeknownst to the fair so they have gotten a new lock; and Ms. Cope said they are working on a proposal in regard to the proposed ordinance, however it will be a process and take some time to develop. Ms. Cope discussed a draft "handbook" that is currently being worked on and said that the fair board was planning to review each policy and procedure one at a time to put together the proper language. Ms. Cope said she did meet with Controller Zach Wagoner and auditing staff to go through some of the procedures, however she doesn't think they have even scratched the surface of what needs to be reviewed. She said her staff has a lot of concerns about how this will affect the way they do things on a day to day basis. Ms. Cope said one concern is regarding IT needs as they are currently not networked to the County directly and the Board encouraged Ms. Cope to meet with IT Director Greg Rast to look at options. Commissioner Hanson said the Board would like the ordinance in place the first of the year. Ms. Cope said that is part of the concern, because it is November and she doesn't know that anyone fully understands what they do. Commissioner Hanson said he can appreciate that but we have been talking about this for three or four months since it was presented to the fair board. Ms. Cope said that is true but there are some concerns with putting the ordinance in place. Their biggest concern is the staffing that will be necessary to implement the relationship between the auditor's office and payables and receivables. Ms. Cope said bookkeeping is a very miniscule part of Ms. Sinner's job right now and the additional paper work and the going back and forth, Ms. Cope is really concerned that they will not be able to handle it. Commissioner Hanson said there have been several staff members added to the fair to deal with the capital campaign to raise money so there are just some things there that we need to look at because so far we have not seen, it has been a two year process and we have not seen that. Ms. Cope said the staff that is in place isn't there to do the capital campaign, they are in place to run the day to day operations and the fair. Ms. Cope said she is afraid they don't have the infrastructure to handle this, she is not opposed to the ordinance or the relationship. Commissioner Rule said let's get through this and then we will start worrying about first and second place programs again. Ms. Cope said she understands, but she is not sure how to move forward as far as staffing is concerned, if they are just going to "flip the switch" on January 1 they need training, IT needs have to be addressed and possibly an additional staff person. Commissioner Rule said knowing this, it would have been good to have these meetings in the past month or two. There has been a meeting scheduled for December 10 at 1:30 p.m. to

further discuss the proposed ordinance. Ms. Cope said this is a whole new relationship and a whole new way of doing business, so we need training as we have never worked with the County on this level before. Commissioner Rule asked Controller Zach Wagoner about the claims payment process. Mr. Wagoner said the fair staff will receive an invoice from a vendor and then they will fill out a County claim form and attach the claim form to the invoice before turning it in to the auditor's office. There would also be training in the accounting and budgeting software. Mr. Wagoner said with training from his staff, the fair staff could be up to speed within a couple of weeks. Ms. Cope had some concerns with how to pay out prize money at events such as Bulls N Broncs. Commissioner Rule said there are a lot of ways to get through it and Mr. Wagoner will take her through that process. Ms. Cope also expressed concerns with making after hours deposits and Mr. Wagoner said he is sure something can be arranged with the bank and/or the Treasurer's Office. Mr. Wagoner is hopeful to have this up and running by the end of the year. Ms. Cope was hesitant of that timeline because they have an event at the end of December. Commissioner Rule asked how the involvement of staff for the Bulls N Broncs event will prohibit them from being trained. Ms. Cope said it is just like the fair, it is "all hands on deck" for that timeframe and then Christmas is right before that and convention before that. She said they basically have one week where everybody is kind of available and that is the second week of December. Mr. Wagoner said he and his staff are available to train the fair staff that week. Ms. Welch asked if there is something they are doing wrong with the current payables because it feels kind of like a punishment in a way. She is concerned about all of this extra work they are going to have to go through when she feels like they have been doing a good job and paying things on time. Commissioner Rule said they have not been doing anything wrong, the County has reached a population of 200,000 people where we want to implement guidance and the handling of the fair for populations of that size. Ms. Welch asked if the only way to do that is to look at every single dollar in and out of the fair or is there some kind of "happy medium" that could be considered. Commissioner Rule said that seems suspicious and asked if there is any reason it shouldn't be audited. Ms. Cope said no there isn't, they already get audited. Ms. Welch said the extra work it causes every single person in the office seems a little bit overbearing right now. Commissioner Rule said why don't we go through it and see if it is overbearing or not, as we are going to go down this path. Commissioner Hanson said the fair is funded by tax dollars and there is an accountability level that as we continue to rise in population as well as monies, that needs to have more accountability to the taxpayers. He went on to say that the fair board is not elected, it is an appointed position that we are handing tax dollars out to and at this point in time we believe that the elected officials of the County need to have more accountability and authority over that. He is not saying there is a problem, but there is a point of accountability to taxpayers with elected officials that the fair board does not have, so we believe the fair board needs to become advisory to the Board of County Commissioners.

Commissioner Hanson also said that it just establishes accountability and the fact that it goes through the auditor's office and we set up those accounts. Ms. Cope said they did do a study of other fairs, there is nobody aside from Ada County in Idaho that has a population of over 200,000 but it is just a study of how the other entities do it. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:33 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

#### EXECUTIVE SESSION - PENDING/IMMINENTLY LIKELY LITIGATION

Commissioner Hanson made a motion to go into Executive Session at 10:34 a.m. pursuant to Idaho Code, Section 74-206(1) (f) to discuss pending/imminently likely litigation. The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Todd Lakey, and Deputy Clerk Kelly Martinez. The Executive Session concluded at 11:16 a.m. with no decision being called for in open session.

#### MEETING TO DISCUSS APPOINTMENT OF CANYON COUNTY REPRESENTATIVE TO IAC BOARD OF DIRECTORS

The Board met today at 11:16 a.m. to discuss the appointment of a Canyon County Representative to the Idaho Association of Counties (IAC) Board of Directors. Present were: Commissioners Steve Rule and Craig Hanson, Assessor Gene Kuehn, and Deputy Clerk Monica Reeves. Gene Kuehn has been serving on the IAC Board and he is willing to continue serving, although he said Commissioner Dale has expressed an interest in serving. Commissioner Hanson said he wants to serve on the board of directors, and after brief comments it was decided that Commissioner Hanson will serve on the IAC Board of Directors. The meeting concluded at 11:21 a.m. (*A power outage occurred during this meeting and recording capabilities were lost.*)

#### EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, AND COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

*Note for the record: As properly noticed the Board met today at 11:31 a.m. for a legal staff update. A request was made to go into Executive Session to discuss records exempt from public disclosure and attorney-client communication, and to communicate with the County's risk*

*manager regarding pending/imminently likely claims. The Executive Session was held as follows:*

Commissioner Hanson made a motion to go into Executive Session at 11:32 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (i). The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, and Deputy Clerk Monica Reeves. The Executive Session concluded at 12:34 p.m. with no decision being called for in open session. (A power outage occurred prior to this meeting and the recording capabilities were lost.)

FOURTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      NOVEMBER 13, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Deputy Clerk Monica Reeves

ABSENT:     Commissioner Tom Dale - vacation

#### APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Georgia House.

#### APPROVED CLAIMS ORDER NO. 11-25-15

The Board of Commissioners approved payment of County claims in the amounts of \$59,506.45, \$74,595.95, and \$62,989.23 for accounts payable.

#### APPROVED PURCHASE ORDER

The Board approved a purchase order for the Sheriff's Office in the amount of \$1,380.00 to International Academy of Emergency.

### APPROVED PURCHASE ORDER

The Board approved a purchase order for the Sheriff's Office in the amount of \$2,899.40 to Hanson Janitorial Supply.

### MONTHLY MEETING WITH ADMINISTRATIVE DISTRICT JUDGE TO DISCUSS GENERAL ISSUES

The Board met today at 8:04 a.m. for a monthly meeting with the Administrative District Judge to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule and Craig Hanson, Administrative District Judge Brad Ford, and Deputy Clerk Monica Reeves. The following topics were discussed: courthouse remodel activity; the Adoption Day proclamation; Doug Tyler, the new Trial Court Administrator, has been working hard to set up some efficiency of the office; Judge Ford attended a recent drug court graduation and was impressed with how well some of the previous participants are doing, which proves how important the specialty programs are because they are making a difference in the lives of many. The Nampa courthouse transition to Caldwell will occur over the holiday weekend in January and the courts are working hard to make sure everyone is prepared to deal with that. The items discussed were general in nature and did not require Board action. The meeting concluded at 8:13 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

### CONSIDER SIGNING LEGAL NOTICE OF ENTERING INTO PERSONAL SERVICE CONTRACTS

The Board met today at 9:01 a.m. to consider signing a legal notice of entering into personal service contracts. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Leon Samuels, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. The Board recently entered into personal services contracts with Danielle Scarlett, Rita Fell and Valarie Zuniga and by statute we are required to publish notice of that action. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the legal notice, a copy of which is on file with this day's minute entry. The meeting concluded at 9:03 a.m. An audio recording is on file in the Commissioners' Office.

## LEGAL STAFF UPDATE

The Board met today at 9:03 a.m. for a legal staff update. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Leon Samuels, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. Brad Goodsell updated the Board on the grazing issue near the Pickles Butte Landfill. He and Tom Bicak will meet with the soil conservation office next week to start developing the management plan for that property. Commissioner Rule asked if legal counsel has reviewed the letter from the attorneys for RB Development in which they're asking the Board to reconsider its denial of the conditional use permit application. Mr. Goodsell said Deputy P.A. Zach Wesley is reviewing the letter. The meeting concluded at 9:05 a.m. An audio recording is on file in the Commissioners' Office.

## CONSIDER SINGING NATIONAL ADOPTION DAY PROCLAMATION

The Board met today at 9:59 a.m. to consider signing the National Adoption Day Proclamation. Present were: Commissioners Steve Rule and Craig Hanson, and Deputy Clerk Kelly Martinez. Commissioner Hanson read the proclamation into the record. Upon the motion by Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the National Adoption Day Proclamation and to proclaim November 20, 2015 as National Adoption Day. The signed document is on file with this day's minute entry. The meeting concluded at 10:01 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

FIFTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      NOVEMBER 16, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Deputy Clerk Monica Reeves

ABSENT:    Commissioner Tom Dale - vacation

## APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$1,745.38 to Plumb-Master Inc.

### APPROVED PURCHASE ORDER

The Board approved a purchase order for the IT Department in the amount of \$4,664.31 to VLCM.

### APPROVED TRANSFER OF SICK LEAVE TIME TO VACATION TIME

The Board approved the transfer of sick leave time to vacation time for: David Reed, Daren Ward, Sam Suyehira, and Esmeralda Romo.

### COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:30 a.m. for an office staff meeting. Present were: Commissioners Steve Rule and Craig Hanson, Facilities Manager Paul Navarro, PIO Joe Decker, Senior Administrative Specialist Jenen Ross, Deputy Clerks Kelly Martinez and Monica Reeves. Ms. Martinez and Ms. Ross left at 8:33 a.m. Joe Decker reported on the following communication issues: he is working on a press release for the Sheriff's Office for an all-female deputy roster for the detention center; Prosecutor Taylor asked him to work on a handout on what the PA's Office provides to POST, apparently their office has seen a significant reduction in funding from POST; he will work on providing notice on the Nampa annex closure: January 14 will be the last day it will be open and services will reopen in Caldwell on Tuesday, January 19. He will ask if Prosecutor Taylor wants to do a press release on the relocation of his office to the third floor. Paul Navarro reported on the following facilities issues: The PA's Office is moving December 28, 29 & 30, and will be open for business on January 4. Parts of the second floor remodel area were occupied last Friday and they are open for business today. Jury commissioner, jury room, family court services, domestic violence coordinator, and the guardianship monitor are moving into their new offices so staff can start demolishing their former third floor offices today. The contractor cannot make our deadline so facilities staff and some inmates will do demo work this week, which will result in an \$8,000-\$12,000 credit from the contractor. Sponge blasting will occur on Saturday and they will remodel the old jury room to become the court assistance office, which is currently located next to the Commissioners' meeting room. There will be 10 courtrooms on the second floor, five on the third floor, and three on the first floor. He will renumber all the courtrooms and hang some signs in the hallways and work with IT on new electronic directories. Commissioner Rule asked about the possibility of using the fire riser room for office space for the veteran's service office. Mr. Navarro said we cannot interfere with the actual fire riser but we could modify the room to put the fire riser itself into a locked closet and open up the room. Commissioner Rule said

someday the Board may ask him to do that. The meeting concluded at 8:43 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION - PERSONNEL MATTER, RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, AND COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

*Note for the record: As properly noticed the Board met today at 9:01 a.m. for a legal staff update. A request was made to go into Executive Session to discuss a personnel matter, records exempt from public disclosure and attorney-client communication, and to communicate with the County's risk manager regarding pending/imminently likely claims. The Executive Session was held as follows:*

Commissioner Hanson made a motion to go into Executive Session at 9:02 a.m. pursuant to Idaho Code, Section 74-206(1) (b), (d) and (i). The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Prosecutor Bryan Taylor, Deputy P.A. Mike Porter, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:12 a.m. with no decision being called for in open session.

CONSIDER RESOLUTION TO APPOINT CRAIG HANSON TO THE IDAHO ASSOCIATION OF COUNTIES BOARD OF DIRECTORS

The Board met today at 9:36 a.m. to consider signing a resolution to appoint Craig Hanson to the Idaho Association of Counties (IAC) Board of Directors. Present were: Commissioners Steve Rule and Craig Hanson, and Deputy Clerk Monica Reeves. Commissioner Rule said Gene Kuehn has served on the IAC Board for several years and would be willing to continue serving unless someone else wants to do it. The Board met previously and Commissioner Hanson expressed an interest in serving so Mr. Kuehn said he would notify IAC that he would be replaced. Today the Board is considering a resolution that would appoint Commissioner Hanson as the Canyon County representative to the Idaho Association of Counties Board of Directors commencing immediately and effective through September 30, 2017. Commissioner Rule made a motion to sign the resolution. The motion was seconded by Commissioner Hanson. A roll call vote was taken on the motion with Commissioners Hanson and Rule voting in favor of the motion. (See Resolution No. 15-174.) The meeting concluded at 9:37 a.m. An audio recording is on file in the Commissioners' Office.

BIWEEKLY MEETING WITH THE DEVELOPMENT SERVICES DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 10:00 a.m. for a biweekly meeting with the Development Services Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule and Craig Hanson, Development Services Director Tricia Nilsson, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: budget and permit status updates; personnel update; Committee/Project updates including: Code amendment workshop and Parma Grove Avenue Plan. Director Nilsson will be out of the office on vacation the rest of today through Thanksgiving. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:11 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

BIWEEKLY MEETING WITH THE FLEET DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 10:31 a.m. for a biweekly meeting with the Fleet Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule and Craig Hanson, Fleet Director Mark Tolman, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: Director Tolman submitted two vehicle titles for the Chairman's signature, however Commissioner Rule said he would prefer to sign them when they are actually sold; the builds are all pretty much ready for the state bid so Director Tolman will be going to Burley this week. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:35 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

BIWEEKLY MEETING WITH THE DIRECTOR OF MISDEMEANOR PROBATION TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 10:46 a.m. for a biweekly meeting with the Director of Misdemeanor Probation to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule and Craig Hanson, Director of Misdemeanor Probation Jeff Breach, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: Director Breach submitted the one year report for the Community Service Program which he reviewed; personnel updates; and a discussion regarding a stakeholders meeting for domestic violence court. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:54 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

SIXTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      NOVEMBER 17, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Deputy Clerk Kelly Martinez

ABSENT:     Commissioner Tom Dale – vacation

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Eric Lewis, Bailey Wilson, and Jennifer Haynes.

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2015-045298, 2015-045299, 2015-045300, 2015-045301, 2015-045302, 2015-045303, 2015-045304, 2015-045305, 2015-045306, 2015-045307, 2015-045308, 2015-045309, 2015-045310, 2015-045311, 2015-045312, 2015-045313, 2015-045314, 2015-045315, and 2015-045316.

BIWEEKLY MEETING WITH THE JUVENILE DETENTION DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 8:33 a.m. for a biweekly meeting with the Juvenile Detention Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule and Craig Hanson, Juvenile Detention Director Steve Jett, Admin. Assistant Dawn Dennison, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: Director Jett was doing audits in Iowa last week; they are collecting milk crates to be used for the garden; 3,520 pounds of produce was donated this year from the garden; Commissioner Dale did a presentation regarding aviation; population numbers have been above 45 and haven't been below 40 the last couple of weeks; staff did have one restraint recently; personnel and training updates; and there will be a supervisors meeting the first Wednesday in December at 6:30 a.m. if the Board would like to attend. The items discussed were general in nature and did not require Board action. The meeting concluded at 8:44 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

MONTHLY MEETING WITH THE PUBLIC DEFENDER TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 2:52 p.m. for a monthly meeting with the Public Defender to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule and Craig Hanson, Public Defender Tera Harden, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: 2015 Fiscal Year totals and current year to date budget totals were reviewed; conflict counsel fees were discussed; the average time spent on cases is between 2,250 and 2,700 minutes per week; caseload numbers were reviewed and discussed; there are 3,360 active open cases right now; discussion regarding mental holds; there are 89 open paper files which doesn't include warrants or riders; there are 3,495 total cases open in JustWare and 3,584 total open files not including failure to appear or rider paper files. The items discussed were general in nature and did not require Board action. The meeting concluded at 3:15 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

MONTHLY MEETING WITH THE SOLID WASTE DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 3:15 p.m. for a monthly meeting with the Solid Waste Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule and Craig Hanson, Solid Waste Director David Loper, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: waste amounts are up 8.22% in October; the Pickles Butte Landfill Status Report presentation which will be held on December 1; the new loader has arrived; personnel update; discussion regarding holding a household hazardous waste collection day for Canyon County; ground water monitoring was completed for October; "Free Day" at the Landfill will be held on April 23, 2016; there was a small fire at the transfer station; Idaho Waste Systems private landfill is on fire today; Director Loper is working with Fleet Director Mark Tolman on two new trucks which were budgeted for; and working with IT to integrate with the County IT structure. The items discussed were general in nature and did not require Board action. The meeting concluded at 3:39 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

SEVENTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO    NOVEMBER 18, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Deputy Clerk Monica Reeves

ABSENT:    Commissioner Tom Dale – vacation

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Shelby Wilson.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the IT Department in the amount of \$1,326.00 to Precision Communications.

APPROVED TRANSFER OF SICK LEAVE TIME TO VACATION TIME

The Board approved the transfer of sick leave time to vacation time for: Jerry McQuiston, Gregory Swanson, and Ashley Wolff.

INDIGENT DECISIONS

The Board met today 8:41 a.m. to consider indigent decisions. Present were: Commissioners Steve Rule and Craig Hanson, Indigent Services Director Yvonne Baker, and Deputy Clerk Monica Reeves. Director Baker asked the Board to make an initial decision of denial for the following cases: 2015-1596, 2015-1526, 2015-1523, 2016-45, 2016-51, 2016-133, 2016-42, 2016-48, 2016-38, 2016-58, 2016-53, 2016-168, 2016-130, 2016-65, and 2016-193. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to approve the denials for the cases read into the record. Director Baker asked the Board to make an initial decision of approval for Case Nos. 2015-952 and 2015-808. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to approve the cases read into the record by Director Baker. The meeting concluded at 8:42 a.m. An audio recording is on file in the Commissioners' Office.

## SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2015-045324 and 2015-045325.

### CONSIDER SIGNING 1) AN AGREEMENT WITH NORTHWEST INTERIORS, LLC, FOR THE DRYWALL INSTALLATION PROJECT AT CELEBRATION PARK CROSSROADS TRANSPORTATION MUSEUM, AND 2) A NOTICE OF SOLE SOURCE PROCUREMENT FOR A MODEL MPOWER 85 ML283 SK LOADER FOR THE PARKS DEPARTMENT

The Board met today at 9:00 a.m. to consider signing an agreement with Northwest Interiors for the drywall installation project at Celebration Park Crossroads Transportation Museum, and a notice of sole source procurement for a model mPower 85 ML283 SK loader for the Parks Department. Present were: Commissioners Steve Rule and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Parks Director Tom Bicak, and Deputy Clerk Monica Reeves. Deputy P.A. Mike Porter arrived at 9:06 a.m. Tom Bicak solicited estimates from four different drywall companies and Northwest Interiors had the lowest and most reasonable bid of \$13,400. The project will complete the covering of the interior of the exhibit hall and indoor classroom and it is the last step in getting the occupancy permit. Sam Laugheed said the contractor provided a quote with a scope of work that has been reviewed by Facilities Manager Paul Navarro who had no concerns and spoke favorably of the contractor. They have provided a copy of their public works license, insurance that names the County, and performance and payment bonds in the appropriate amount. He said there is no legal reason not to move forward with the agreement. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the agreement for the drywall installation project at Celebration Park Crossroads Transportation Museum. (See Agreement No. 15-155.) Mr. Bicak said in order to comply with the compensation stipulation which requires 25% of the sum to be distributed upon execution of the agreement, he had requested a check for \$3,350 from Southwest Idaho RC&D and he will deliver it to the contractor. The second item that was considered was the notice of sole source procurement for a model mPower 85 ML283 SK loader for the Parks Department. Mr. Bicak said it's time to retire the 1963 John Deere tractor so he asked five local dealers to demonstrate their machinery and Kabota and Mahindra did so. Kabota failed the test and Mahindra had two tractors that could do the job; one was more efficient than the other. The cost is \$51,310 but with a trade-in he could get a model that will do the job, and he'll get a 20-foot trailer, for \$36,671. Mr. Laugheed typically when you buy a good that costs between \$25,000 and \$50,000 there's a more formal process that requires the Board to be involved but in this case the exploratory

process Mr. Bicak went through is sufficient to know that this is the best tractor available to do what we need it to do so in this case it's appropriate to say there is only one suitable vendor for the product and further solicitation would be impractical or disadvantageous or unreasonable. A hearing will occur on December 7, 2015 at 10:00 a.m. Commissioner Rule said if we had enough money we could probably get other large manufacturers in here but we are trying to stay within Mr. Bicak's budget and this is the tractor that works inside that budget so that's why John Deere, Caterpillar, and New Holland are not being considered. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the notice of sole source procurement for a model mPower 85 ML283 SK loader for the Parks Department. Mr. Bicak left at 9:07 a.m. The meeting concluded at 9:07 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION - PERSONNEL MATTER, RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, AND COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

*Note for the record: As properly noticed the Board met today at 9:07 a.m. for a legal staff update. A request was made to go into Executive Session to discuss a personnel matter, records exempt from public disclosure and attorney-client communication, and to communicate with legal counsel regarding pending/imminently likely litigation. The Executive Session was held as follows:*

Commissioner Hanson made a motion to go into Executive Session at 9:08 a.m. pursuant to Idaho Code, Section 74-206(1) (b), (d) and (f). The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, and Deputy Clerk Monica Reeves. The Executive Session concluded at 10:18 a.m. with no decision being called for in open session.

EIGHTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      NOVEMBER 19, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
                 Commissioner Craig L. Hanson  
                 Deputy Clerk Monica Reeves  
ABSENT:    Commissioner Tom Dale - vacation

### APPROVED CLAIMS ORDER NO. 11-25-15

The Board of Commissioners approved payment of County claims in the amounts of \$55,009.65, \$150,162.47, \$75,349.75, and \$121,754.51 for accounts payable.

### APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Miriam Mares, Nick Toves, Eric Williams, Jordan Hammond, Douglas Ward, Nicholes Whitney, Kathleen Phillips, Clinton Doramus, and Tiffany Knehr.

### APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$2,500.00 to Wall 2 Wall Flooring.

### SIGNED RESOLUTION FOR ALCOHOLIC BEVERAGE LICENSE

The Board approved an Alcoholic Beverage License for:

#15-175 Canyon County Co-op, Inc. dba Canyon County Co-op

### CONTINUE MEDICAL INDIGENCY HEARINGS

The Board met today at 8:49 a.m. to go on the record and continue medical indigency hearings. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Leon Samuels, Indigent Services Director Yvonne Baker, and Deputy Clerk Kelly Martinez. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to continue the following cases by signed stipulation as follows: Case No. 2015-1298 was continued to January 28, 2016 at 9:00 a.m. as well as Case Nos. 2015-1001, 2015-1201, and 2015-1239 which were continued to February 11, 2016 at 9:00 a.m. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to place Case No. 2015-496 in suspension. The proceeding concluded at 8:51 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. 2015-1197

The Board met today at 8:56 a.m. to conduct a medical indigency hearing for Case No. 2015-1197. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Leon Samuels, Indigent Services Director Yvonne Baker, the applicant and his spouse, Timothy Ryan from St. Alphonsus, and Deputy Clerk Kelly Martinez. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to continue the hearing to January 28, 2016 at 9:00 a.m. The hearing concluded at 9:06 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. 2015-1198

The Board met today at 9:09 a.m. to conduct a medical indigency hearing for Case No. 2015-1198. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Leon Samuels, Indigent Services Director Yvonne Baker, Attorney Bryan Nickels, Katherine McColl from St. Alphonsus, and Deputy Clerk Kelly Martinez. The applicant was not present for today's hearing. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to uphold the original denial date. The hearing concluded at 9:14 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. 2015-1433

The Board met today at 9:17 a.m. to conduct a medical indigency hearing for Case No. 2015-1433. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Leon Samuels, Indigent Services Director Yvonne Baker, the applicant, Stephen Deville from St. Alphonsus, and Deputy Clerk Kelly Martinez. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to place Case No. 2015-1433 in suspension. The hearing concluded at 9:26 a.m. An audio recording is on file in the Commissioners' Office.

#### UPHOLD ORIGINAL DENIAL DATES FOR MEDICAL INDIGENCY CASES

The Board met today at 9:27 a.m. to uphold original denials for various medical indigency cases. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Leon Samuels, Indigent Services Director Yvonne Baker, and Deputy Clerk Kelly Martinez. Ms. Baker recommended the Board uphold the previous respective denials in the following cases: Case Nos. 2015-1316, 2015-1240, 2015-1195, 2015-1327, 2015-1239,

2015-975, and 2015-1190. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to uphold the previous denials. The proceeding concluded at 9:29 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION - PERSONNEL MATTER, RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, AND COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

*Note for the record: As properly noticed the Board met today at 11:02 a.m. for a legal staff update. A request was made to go into Executive Session to discuss a personnel matter, records exempt from public disclosure and attorney-client communication, and to communicate with legal counsel regarding pending/imminently likely litigation. The Executive Session was held as follows:*

Commissioner Hanson made a motion to go into Executive Session at 11:02 a.m. pursuant to Idaho Code, Section 74-206(1) (b), (d) and (f). The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Facilities Manager Paul Navarro, and Deputy Clerk Monica Reeves. Mr. Navarro left at 11:20 a.m. The Executive Session concluded at 11:45 a.m. with no decision being called for in open session. *(Due to technical difficulties with the recording system an audio recording of the motion to go into and out of Executive Session is not available.)*

CONSIDER SIGNING CANYON COUNTY HISTORIC SUPPORT AWARD AGREEMENT WITH FRIENDS OF THE NAMPA PUBLIC LIBRARY, AND CONSIDER RESOLUTION TO APPOINT DAN SHERIBON TO THE MELBA GOPHER DISTRICT BOARD OF COMMISSIONERS

The Board met today at 11:51 a.m. to consider signing the Canyon County Historic Support Award Agreement with Friends of the Nampa Public Library. Present were: Commissioners Steve Rule and Craig Hanson, and Deputy Clerk Monica Reeves. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the Canyon County Historic Support Award Agreement with Friends of the Nampa Public Library. (See Agreement No. 15-156.) Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the resolution appointing Dan Sheribon to the Melba

Gopher District Board of Commissioners. (See Resolution No. 15-176.) The meeting concluded at 11:52 a.m. An audio recording is on file in the Commissioners' Office.

NINTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      NOVEMBER 20, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Deputy Clerk Monica Reeves

ABSENT:     Commissioner Tom Dale - vacation

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Everett Taylor.

EXECUTIVE SESSION - PERSONNEL MATTER, RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION, AND COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

*Note for the record: As properly noticed the Board met today at 9:00 a.m. for a legal staff update. A request was made to go into Executive Session to discuss a personnel matter, records exempt from public disclosure and attorney-client communication, communicate with legal counsel regarding pending/imminently likely litigation, and to communicate with the County's risk manager regarding pending/imminently likely claims. The Executive Session was held as follows:*

Commissioner Hanson made a motion to go into Executive Session at 9:01 a.m. pursuant to Idaho Code, Section 74-206(1) (b), (d), (f), and (i). The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Brad Goodsell, ElJay Waite, Caldwell City Treasurer and Finance Director, and Deputy Clerk Monica Reeves. Mr. Waite left at 9:30 a.m., and Mr. Goodsell left at 9:34 a.m. The Executive Session concluded at 9:44 a.m. with no decision being called for in open session.

CONSIDER SIGNING RATIFICATION OF CONTRACT RENEWAL WITH DELTA DENTAL INC. AND CONTRACT AMENDMENT BETWEEN CANYON COUNTY AND DELTA DENTAL INC.

The Board met today at 10:01 a.m. to consider signing a ratification of contract renewal as well as a contract amendment with Delta Dental Inc. Present were: Commissioners Steve Rule and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, HR Director Jeannine Eiband, and Deputy Clerk Kelly Martinez. Director Eiband said the reason for the amendment is because there was just incorrect wording in the document and it is a minor change. The way the contract read before was that it was the first day of employment but it should be the first day of the month following 30 days. Mr. Laugheed said this was a letter and a request to sign this amendment that the County received from Delta Dental in July and there was various communication back and forth between legal, HR and Delta Dental about the amendment as well as the necessity of potentially extending the underlying contract. The concern that we have to have these signed right now, is because Delta Dental has sort of suggested that if we don't get it done they may begin holding claims. The contract amendment itself is a simple document making it clear that people that are hired will be eligible for enrollment 30 days later. Upon the motion by Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the contract amendment with Delta Dental. (See Agreement No. 15-157.) Mr. Laugheed said in regard to the contract itself, the renewal section of that contract has language that says the contract may by mutually executed in writing be renewed for additional one year terms. However, the same section of the contract also suggests that Delta Dental has to let us know more than 45 days prior to renewal whether they are going to change the fees and we have two weeks after that to decide if we are going to reject that proposal and if reject the proposal then the contract would be terminated. It has been clarified by our representative from Delta Dental that it is their understanding that they don't need the County to sign anything for a renewal because the renewal letter states it will be an automatic renewal. Mr. Laugheed said in order to satisfy our legal concerns, we are ratifying the automatic contract renewal with Delta Dental. The worst thing that could happen would be for us to say well we don't think we need to have anything in writing and then have Delta Dental say we don't have anything in writing. Which obviously isn't going to happen but Mr. Laugheed wanted to create a record of why we don't have this signed extension. This resolution says here is what the contract says, here is the day we received notice, here is the date Delta Dental told us we didn't have to sign anything, and so the conclusion is that it is in the best interest of Canyon County to rely in good faith on the written representations and the performance of Delta Dental over the past month and a half as to the existence of a mutually binding contract. Upon the motion by Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the ratification of contract renewal with Delta Dental. (See

Resolution No. 15-177.) The signed documents are on file with this day's minute entry. The meeting concluded at 10:07 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

MEETING TO CONSIDER SIGNING INDEPENDENT CONTRACTOR AGREEMENT FOR OUTSIDE ACCOUNTANT REVIEW FOR THE JAIL ADDITION PROJECT

The Board met today at 10:46 a.m. to consider signing an independent contractor agreement with ElJay Waite for outside accountant review for the jail addition project. Present were: Commissioners Steve Rule and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Chief Deputy Sheriff Marv Dashiell, Captain Daren Ward, Torrie Cope from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. Sam Laugheed said this is a personal services contract which is exempt from the procurement process under Idaho law pursuant to Chapter 28 of Title 67. The time of performance is scheduled to begin November 23, although Mr. Waite intends to begin on December 1. It's a one-year contract that expires on September 30, and the compensation is \$1,200 per month. The consultant agrees to act in a fiduciary capacity for the Board for the purposes of this contract and will not have any ability to speak on behalf of the Board or any County personnel or make any decisions on behalf of the County, but will be entitled, at the Board's direction, to receive public financial information from the Treasurer's Office and Clerk's Office. Mr. Waite is presently employed at the City of Caldwell as its treasurer and the financial director and it's understood he has secured approval from the Mayor and the city council to work on this. There could arguably be an appearance of impropriety because he is employed by the city so Mr. Laugheed wanted to address that with the Board on the record. Commissioner Hanson knows that Mr. Waite works for the City of Caldwell and he said the County used to have an IT Director who served on the Caldwell City Council so there have been those interactions but the relationship has been business professional. Commissioner Rule said we started out with three different parties who were being considered for providing a financial analysis for the Board so it could make important and critical decisions coming up in the future. The other two parties either weren't able or willing to provide the service but Mr. Waite agreed to fill this role. He spoke about how he, Clerk Chris Yamamoto, and Mr. Waite attended junior high and high school together and he finds Mr. Waite to be a very competent, intelligent, and trustworthy person. He's an outside third party who can give the Board the numbers it needs in order to make serious decisions. Mr. Laugheed said Mr. Waite is not related to a commissioner or any other County official within a second degree of kindred so there's no legal issue there, but there is a potential appearance which is also rectified in part that Mr. Waite has agreed to act in a fiduciary capacity for the Board during this contract and also that he's not allowed or empowered to make any decisions on behalf of the Board. He will be another source of information

to the Board on this particular project moving forward. It's a business decision for the Board; there is no legal issue with the contract. Commissioner Hanson made a motion to sign the independent contractor agreement for outside accountant review with ElJay Waite. The motion was seconded by Commissioner Rule. A roll call vote was taken with Commissioners Hanson and Rule voting in favor of the motion. The motion carried unanimously. (See Agreement No. 15-158.) The meeting concluded at 10:52 a.m. An audio recording is on file in the Commissioners' Office.

#### MEET WITH FAIR ADMINISTRATOR REGARDING BULLS AND BRONCS EVENT

The Board met today at 11:00 a.m. with Fair Administrator Rosalie Cope regarding the Bulls and Broncs Event. Present were: Commissioners Steve Rule and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Fair Administrator Rosalie Cope, Fair Board Members Tim Lowber, Laren Bailey, and Curt Krantz, Melodee Stevens and Shawna Larson from the Auditor's Office, HR Director Jeannine Eiband, IT Director Greg Rast, Torrie Cope from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. Commissioner Rule said this meeting was originally scheduled to discuss a problem with the bulls and broncs event but it seems the problem has been readdressed and the event is back on track so today the Board will talk about the slight change in how the fair's accounting and payables will be handled. Sam Laughed said it goes back several years but most recently this summer when there was an exchange of communication between the Board of Commissioners (BOCC) and the fair board about how the County's population had finally reached 200,000 and the statutory ability that that gave the County to turn the fair board into an advisory board. He listened to a meeting that occurred on November 12 and in listening to that he thought there were some misunderstandings that could be cleared up. The fair is an awesome event, it's award-winning for its size and that's a testament to the work of Rosalie Cope and the fair board for the advice and direction they give. He's concerned there's a suggestion that the BOCC or the Auditor or the Prosecutor's Office wants to be involved in the day-to-day operation of the fair but that couldn't be further from the truth and that's not the intent. The BOCC is set to meet with the fair board on December 10 to hear feedback and comments on the ordinance and operational side of things and it intends to execute the ordinance at that time but everything does not have to be in place by January 1<sup>st</sup>. We have to develop the processes and accommodate the concerns the fair board has with the existing processes that auditing uses with some of the HR things we are able to do. The BOCC sees it as a process, not a drop dead date where things have to be set and done. Ms. Cope and the fair board have raised concerns that they need some flexibility in spending in order to accommodate the performers and the contest winners, and the Controller understands those issues and he wants to work with the fair board to make sure we can satisfy those concerns. The direct result of this is that Ms. Cope's

position would become much more similar to that of a County department head and it would make the BOCC the final policy authority on things and there's that fine line between policy authority and the operational side of things. The BOCC recognizes the expertise and the work the fair board has done and in no way wants to lose that benefit but at the end of the day when a lawsuit is filed and the County is named - about anything - the BOCC wants to have more direct control over that side of it. Commissioner Rule said he didn't realize the date of January 1 would be so impacting on the fair's operation so he offered to relax the deadline to the middle of January or the end of January, whenever IT makes the software/hardware changes and staff is trained by the Auditor's Office. Laren Bailey said that news will make Ms. Cope's staff a lot happier about their holiday plans. Rosalie Cope said it frightened her and her staff to some degree because there is a lot of gray area. Commissioner Rule said the BOCC wants it to happen and it wants everybody working together and if it takes until February 1<sup>st</sup> the BOCC won't be upset. Ms. Cope said she will meet with IT about making the transition happen, and she's been working with the HR Office and the Auditor's Office. Commissioner Rule said the BOCC is not upset with the fair board nor does it want to be the fair board but we need to define the jobs and get everybody get on the same page on what we want to accomplish. Mr. Bailey said it would be nice if we could draw some lines in the sand about what the fair board needs to bring to the BOCC and what decisions they can make. Commissioner Rule said we will have a written definition when we meet on December 10. Ms. Cope's responsibility to whom she reports might change slightly because she will be responsible to report to the BOCC with regard to finances. He said the BOCC does not plan on managing the fair's budget; the budget process will be the same, but there will be a change in how the payables are accounted for. Commissioner Hanson said he is very pleased with the overall direction of the fair board and the fair and the things they have been working towards and he's in support of the agriplex and wants to see it come to fruition. He does not want to take over the day-to-day fair operations, it's more about questions that come to the BOCC about budgeting and funding. Mr. Bailey said they like putting on the bulls and broncs event but the drawback is they don't have a big enough venue to hold all the people who want to attend or to have it generate the kind of income they'd like. Tim Lowber said he sits on the fair board for the youth of the community and that's why the agriplex is so important. He's talked with thousands of people who are supportive of it and it needs to be accomplished to protect our youth and provide better things like bulls and broncs which bring in a lot of revenue. He appreciates the BOCC's positivity. Ms. Cope said she will meet with representatives from the Western Idaho Fair to discuss their process and staff from the Treasurer's Office and Auditor's Office will attend as well. She was hired by the fair board so she has been confused about who she responds to daily and what her role is; she asked if she can work with the Prosecutor's Office to identify what needs to be brought to the BOCC. Commissioner Rule said she can work with legal and HR and the BOCC will try to get something in

writing for her as well. Ms. Cope submitted a document/example that she used to prepare the handbook she brought last week and said it would be important for fair board members to have an introduction and know what is expected of them as volunteers for the County, and it would be helpful to have an outline for her position as well. Commissioner Rule said it may take a year to get that completed. Ms. Cope previously provided the BOCC with a document where she had called other fairs in larger counties in the state and asked what their roles are and she learned that the Western Idaho Fair is an enterprise fund, and one of the others is not officially an enterprise fund but it is self-sustaining. Mr. Bailey said other than the Western Idaho Fair, the other fairs are in counties that have a smaller population than ours but their attendance at fair was almost double. Curt Krantz is thrilled with the BOCC's support and he believes we're headed in the right direction with the agriplex. Commissioner Hanson said if there has been miscommunication or a lack of communication that's not been the intent of the BOCC and he apologized if that caused undue stress. Commissioner Rule asked Ms. Cope to let the BOCC know if she is not getting the support she needs from County offices/departments. Ms. Cope said so far they've been working well together and the easing of the timeline will ease the stress level but they are working seriously toward it. Mr. Laugheed said to go back to the questions about how we need to make it clear on what the lines are and how that works it would be to summarize that the BOCC will have the final policy and ultimate decision-making authority. If the fair board and the BOCC disagree it will be the BOCC whose opinion wins out, but he would anticipate that only being a handful of occasions if there's even disagreement between the two boards about how to go. In addition to working with the HR and IT, he said Ms. Cope may want to talk to some of the other department heads such as the Facilities and DSD directors about the level of involvement the BOCC has in the day-to-day decisions to maybe put her mind at ease about the perceived "meddling". Ms. Cope said that wasn't the concern, it was the transition, dollar amounts and decisions that need to be made that she questioned. The meeting concluded at 11:25a.m. An audio recording is on file in the Commissioners' Office.

TENTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      NOVEMBER 23, 2015

No meetings scheduled due to lack of quorum.

ELEVENTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO NOVEMBER 24, 2015

No meetings scheduled due to lack of quorum.

TWELFTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO NOVEMBER 25, 2015

PRESENT: Commissioner Steven J. Rule, Chairman  
Commissioner Craig L. Hanson  
Deputy Clerk Monica Reeves

ABSENT: Commissioner Tom Dale - vacation

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Prosecutor's Office in the amount of \$1,000.00 to Discount Furniture.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$2,277.98 to Imprint City.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$4,200.00 to Wall 2 Wall Flooring.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$22,453.38 to Alpine Construction.

#### APPROVED CLAIMS ORDER NO. 1604

The Board of Commissioners approved payment of County claims in the amount of \$1,369,317.35 for a County payroll.

#### INDIGENT DECISIONS

The Board met today at 8:34 a.m. to consider indigent decisions. Present were: Commissioners Steve Rule and Craig Hanson, Indigent Services Director Yvonne Baker, and Deputy Clerk Monica Reeves. Director Baker said Case No. 2015-1433 was considered at last week's appeal hearings and the Board stipulated to a suspension of the case but the paperwork wasn't ready to be signed so it is being presented today for signature. The Board signed the stipulation today as presented. The meeting concluded at 8:35 a.m. An audio recording is on file in the Commissioners' Office.

#### SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2015-046361, 2015-046362, 2015-046363, 2015-046364, and 2015-046365.

#### EXECUTIVE SESSION - DISCUSS TRADE OF REAL ESTATE BETWEEN GOVERNMENT ENTITIES AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION

*Note for the record: As properly noticed the Board met today at 9:01 a.m. for a legal staff update. A request was made to go into Executive Session to discuss a trade of real estate between government entities, and records exempt from public disclosure and attorney-client communication. The Executive Session was held as follows:*

Commissioner Hanson made a motion to go into Executive Session at 9:02 a.m. pursuant to Idaho Code, Section 74-206(1) (c) and (d). The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:19 a.m. with no decision being called for in open session.

## MEET WITH INFORMATION TECHNOLOGY DIRECTOR TO DISCUSS STRATEGIC PLANNING

The Board met today at 9:30 a.m. with the IT Director to discuss strategic planning. Present were: Commissioners Steve Rule and Craig Hanson, IT Director Greg Rast, Assistant IT Director Don Brown, IT Business Manager Caitlin Pendell, and Deputy Clerk Monica Reeves. Greg Rast has met with staff from the County fair and performed a site evaluation of the equipment, services, and the vendors so they can extend the County network to the fair office. He already has the equipment on hand because it was purchased for another project that has since been put on the backburner. He met with representatives from the Sheriff's Office about use of the tower and they didn't see a problem with it but they did recommend that IT use their vendor and they informed him that approval needs to come from the Sheriff's Office and the Board. Commissioner Hanson said it's wise to integrate all of these systems and have IT involved. Commissioner Rule said Mr. Rast has the Board's approval. According to Mr. Rast there may be a cost savings by taking over the vendors; he will reach out to them and see if there are current contracts in place and if we can buy them out. The fair's equipment is outdated so he offered to purchase five computers for them and asked for the Board's thoughts on that. Commissioners Hanson and Rule want to see a spreadsheet that breaks down the costs so they can see where the savings are. Mr. Rast will prepare an equipment package request and discuss it with the Board at a later date. He said the fair project update is going really well and the only thing that might impact the schedule is the courthouse move that's starting on December 28 with the PA's Office. Commissioner Rule would like it to happen quickly but said if it doesn't happen by January 1<sup>st</sup> it won't be a problem. The next item of discussion pertained to the IT staffing strategy. Mr. Rast wanted to eliminate the "silo of knowledge" and do some cross-training and he said they have achieved that 99% throughout the organization although there is one position he cannot cross-train with and that is the network architect position. The employee in that position holds so much institutional knowledge but is completely overworked and if he's not here a lot of the projects come to a standstill. Mr. Rast has 29 position control numbers (PCN's) allocated to his department, with 28 of those being funded, and he wants to change a PCN to a telecom administrator and fund it now rather than waiting until 2017. He has been in contact with the Controller and they've been looking at the funds and he thinks there will be enough cost savings out of both the "A" and "B" budgets to do a transfer to fill the position now. The person in the network architect position has been "anointed" with everything, including all telectic support (fax machines, telephones, credit card transactions, and the network) and he wants to use the telecom administrator position to offload telecom and network roles and cross-train with the network architect. Commissioner Rule said the Board understands the importance of cross-training and is willing to do what it takes - within reason - to get people cross-trained so we are not

totally dependent on one person. Mr. Rast has a potential candidate for the telecom administrator position who has telecom experience so if the Board is okay with using cost savings from the IT budget to slide into that position he'd like to go forward with it. The Board has no problem with the request. The resolution for the PCN change will be considered next week. The meeting concluded at 9:40 a.m. An audio recording is on file in the Commissioners' Office.

THIRTEENTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      NOVEMBER 30, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Commissioner Tom Dale  
              Deputy Clerk Kelly Martinez

#### FILE IN MINUTES

The Board filed the monthly report from the Canyon County Treasurer for October 2015 in this day's minute entry.

#### COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:31 a.m. for an office staff meeting. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, PIO Joe Decker, Senior Administrative Specialist Jenen Ross, and Deputy Clerk Kelly Martinez. Facilities Manager Paul Navarro arrived at 8:32 a.m. Ms. Ross left at 8:34 a.m. Mr. Decker reported on the following communication issues: the website has been updated with holiday closures; "Shop with a Cop" is coming up this Saturday morning; Our Memories Museum is bringing a display to switch out the one in the courthouse lobby; performance reviews this week; there was a shooting last night involving the Caldwell Police Department; Commissioner Hanson will be doing the KBOI interview next week; and a discussion regarding traffic citations stating payment can be made between 8 a.m. and 5 p.m. however the Clerk's Office currently doesn't open until 8:30 a.m. Mr. Navarro reported on the following facilities issues: courthouse remodel update; the consultant office space is set up and ready to go for Mr. Waite; the roof recently gave us some headaches with the snow and rain and the contractor will be onsite this morning; Mr. Navarro will be out of the office Friday and possibly Monday. There was also a

brief discussion regarding the City of Caldwell using Gabiola Field and the possible exchange of property in the future. The meeting concluded at 8:45 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, AND PENDING/IMMINENTLY LIKELY LITIGATION

*Note for the record: As properly noticed the Board met today at 9:01 a.m. for a legal staff update. A request was made to go into Executive Session to discuss records exempt from public disclosure and attorney-client communication, and pending/imminently likely litigation. The Executive Session was held as follows:*

Commissioner Dale made a motion to go into Executive Session at 9:02 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (f). The motion was seconded by Commissioner Hanson. A roll call vote was taken on the motion with Commissioners Hanson, Dale and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Chief Civil Deputy P.A. Sam Laugheed, Attorney Mike Kane, and Deputy Clerk Kelly Martinez. Mr. Kane left at 9:32 a.m. The Executive Session concluded at 9:33 a.m.

While in open session, Mr. Laugheed said the Board met during this Executive Session with Attorney Mike Kane, who was appointed by ICRMP on a number of cases, one of which that was discussed had to do with Rayne Bales aka Rayne Aho. Mr. Kane has drafted a release and waiver for the Board to consider executing in favor of Ms. Bales on her claim. Mr. Kane has represented that after going through everything on behalf of ICRMP and the Board, he believes that this settlement is in the County's best interest and it contemplates a payment of \$8,850 to the claimant in exchange for releasing all of the other claims that they might possibly have. Mr. Laugheed considered whether the Board needed to amend its agenda to take this up but he thinks that it is pretty much a ministerial item that will be reflected in the Board's minutes with a copy of the release and waiver of all claims. As a note for the record, we do not have any indication of media requesting updates to the agenda at this time when something like this happens. Mr. Laugheed said we didn't know that this was coming and we need to sign it quickly because we have this advantageous agreement in front of us and if we were to spend more time deliberating and 48 hours to add it to the agenda for example, it is possible the deal could fall apart. Commissioner Hanson made a motion to authorize Steve Rule as the Board Chairman to sign the settlement. Commissioner Dale seconded the motion and it carried unanimously. A copy is on file with this day's minute entry. The

meeting concluded at 9:36 a.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

#### ELECTED OFFICIALS MEETING

The Board met today at 9:39 a.m. for an elected officials meeting. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Prosecutor Bryan Taylor, Assessor Gene Kuehn, Treasurer Tracie Lloyd, and Deputy Clerk Kelly Martinez. The Board said they were planning to ask the Clerk about traffic citations stating payment can be made between 8 a.m. and 5 p.m. however the Clerk's Office currently doesn't open until 8:30 a.m. but the Clerk was not present at today's meeting. Prosecutor Taylor asked if there was an update available on the compensation study timeline. Commissioner Rule said the timeline is supposed to be right now but the HR Director is down a couple of people so he doesn't know if that has changed. Commissioner Rule said there is a meeting scheduled on December 9 to meet with Mr. Swallow and the Board directed staff to invite all of the elected officials to that meeting as well. Prosecutor Taylor said they are preparing for their office move to the third floor and Commissioner Rule said the Nampa Annex will be closing January 14, 2016. Assessor Kuehn said they are right in the middle of getting the sub-roll done on supplemental property evaluations so they can get them mailed out. Treasurer Lloyd said taxes are out and people are coming in to pay them already this morning. There was a discussion regarding surplus property and delinquent taxes. The items discussed were general in nature and did not require Board action. The meeting concluded at 9:50 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

#### BIWEEKLY MEETING WITH THE DEVELOPMENT SERVICES DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION; CONSIDER SIGNING A RESOLUTION TO WAIVE THE APPLICATION FEE TO CONSTRUCT A FOODSERVICE WAREHOUSE FOR VALLIVUE SCHOOL DISTRICT

The Board met today at 10:02 a.m. for a biweekly meeting with the Development Services Director to discuss general issues, set policy, and give direction as well as to consider signing a resolution to waive the application fee to construct a foodservice warehouse for Vallivue School District. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, DSD Director Tricia Nilsson, Deputy P.A. Zach Wesley, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: budget and permit status update; code updates; area of impact update including working with the cities of Nampa and Caldwell on a boundary change; and Accela review process with IT. Mr. Wesley said the Vallivue School District is requesting a waiver of fees for a

director's decision for a kitchen storage warehouse. The fee is \$550 that they are asking to be waived. Commissioner Dale asked if that is a standard policy for the County to waive these fees. Commissioner Rule said it is common for the County to waive building permit fees for schools and we have done so for a number of years. Director Nilsson said she inherited a policy that did not charge fees for political subdivisions but she has changed the process to where they actually have to request the waiver rather than just automatically waiving the fees. Upon the motion by Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to sign the resolution to waive the application fee to construct a foodservice warehouse for Vallivue School District. The signed resolution, No. 15-178, is on file with this day's minute entry. The meeting concluded at 10:15 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

WEEKLY MEETING WITH THE DIRECTOR OF INFORMATION TECHNOLOGY TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION; CONSIDER SIGNING A RESOLUTION ADOPTING CHANGES TO THE TITLE AND JOB DESCRIPTION OF ONE POSITION IN THE IT DEPARTMENT

The Board met today at 10:15 a.m. for a weekly meeting with the Director of Information Technology to discuss general issues, set policy, and give direction as well as to consider signing a resolution adopting changes to the title and job description of one position in the IT Department. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Director of Information Technology Greg Rast, HR Admin. Supervisor Michelle Britain, and Deputy Clerk Kelly Martinez. Director Rast said this is a continuation of what we were talking about for the title change for the telecom administrator and using an existing PCN that is in the IT Department. Ms. Britain read the resolution into the record. This is just to change the title and add the job description and it will not be pay grade change at this time. Director Rast said he is using salary savings to fund the position. Upon the motion by Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to sign the resolution adopting changes to the title and job description of one position in the IT Department. The signed resolution, No. 15-179, is on file with this day's minute entry. Ms. Britain left at 10:18 a.m. Other topics of discussion included the following: update on bringing the fair office on board to the County's network; Boise Office Equipment will be in this week to tag equipment and do an assessment use of the equipment to see if we can consolidate anything; discussion regarding Acella review and starting the project for a needs analysis for the Development Services Department. The meeting concluded at 10:25 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

BIWEEKLY MEETING WITH THE DIRECTOR OF MISDEMEANOR PROBATION TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 10:50 a.m. for a biweekly meeting with the Director of Misdemeanor Probation to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule and Tom Dale, Director of Misdemeanor Probation Jeff Breach, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: Judge Meienhofer wanted the Board to know he is pleased with community service program; a couple weeks ago Director Breach and his staff toured the County Clinic to become more aware of different programs available; and hiring and personnel updates. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:52 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

FOURTEENTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      DECEMBER 1, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Commissioner Tom Dale  
              Deputy Clerk Monica Reeves

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Abigail Nickel, Mary Ann Martinez, Sharon Vickerman, and Chet Teats.

APPROVED CLAIMS ORDER NO. 12-10-15

The Board of Commissioners approved payment of County claims in the amounts of \$47,067.17, \$85,066.82, and \$90,752.38 for accounts payable.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the IT Department in the amount of \$1,535.99 to Amazon.

## APPROVED SEPTEMBER 2015 TERM COMMISSIONER PROCEEDINGS AND SYNOPSIS

The Minutes of the Fiscal Term of September 2015 were read and approved and found to be a proper record of the proceedings of the Board of Commissioners of Canyon County, Idaho. Also approved was the synopsis for publication. Minutes of the Board of Canyon County Commissioners' meetings are on file in the Commissioners' Office and may be viewed upon request.

## BIWEEKLY MEETING WITH THE JUVENILE DETENTION DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 8:31 a.m. for a biweekly meeting with the Juvenile Detention Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Juvenile Detention Director Steve Jett, Administrative Assistant Dawn Dennison, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: the building had fire alarm testing performed yesterday which caused the dampers to go crazy; the Board received a letter from a juvenile last week but Director Jett has yet to hear back from the Public Defender; *Inside Out* is a salon whose proceeds go toward efforts to combat human trafficking and there was a discussion about possibly partnering with the salon to do something specifically for the female juveniles; Shawn Anderson and Sean Brown attended use of force training; update on the garden; population is at 38 right now and was as high as 48 juveniles; and budget updates. The items discussed were general in nature and did not require Board action. The meeting concluded at 8:42 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

## LEGAL STAFF UPDATE

The Board met today at 9:01 a.m. for a legal staff update. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Chief Civil Deputy P.A. Sam Laugheed, and Deputy Clerk Kelly Martinez. Commissioner Rule said we have received a letter from a disgruntled citizen about a sign at the Department of Motor Vehicles. Commissioner Dale said Greg Pruett was on the radio this morning talking about how he has contacted the Commissioners and said that the Board "sent him a response back that is just like giving him the finger" and that the Commissioners are "dancing on the edge of breaking the law, skirting the law". Commissioner Dale asked Mr. Laugheed what correspondence has gone to Mr. Pruett as he is aware a letter was recently sent to Representative Greg Chaney. Mr. Laugheed said that is the letter he is aware of and

that letter could also be sent out to the people contacting the Board about this issue as well. Commissioner Rule said that is what we thought would be appropriate is to just use that letter. Mr. Laugheed said it kind of corrects the record a little bit, we can include a picture of the sign and all of the various things that it says. Mr. Laugheed said he can get that letter over to the Board to review again and then he can get with the Board's staff to make sure a copy of it goes out. Commissioner Dale said inclusive in that is please turn your cell phones off, are we trying to create a cell free zone. Commissioner Dale said he was offended by what was said on the radio because it is implying that we are just "giving him the finger". Mr. Laugheed said it is a misrepresentation of what the Board said and what the PA's opinion is and the Board and legal counsel would be happy to talk with any of these people. Mr. Laugheed said that sounds like a good solution and he will work with staff to get the letter over for review. Commissioner Dale said if there has been any direct contact with Mr. Pruett, he would like to see that as well. Commissioner Hanson said the other issue is that letter from the fifteen year convict and whether the Board needs to respond to it. Commissioner Rule said it is encouraging the Board to build programs not jails. Mr. Laugheed hasn't seen the letter yet so he will review it and get back to the Board. Commissioner Hanson said yesterday Sgt. Ferrera from the Caldwell Police Department contacted the Board about the sheep and something about our responsibility or somebody not doing something they were supposed to do in regards to contacting the Commissioners. Mr. Laugheed said he saw an email about that and there is a statute that has to do with either County Commissioners or Highway District Commissioners who can regulate and allow livestock to be moved on the public highways within their jurisdiction. The County, we don't have any highways within our jurisdiction, the whole County is split up into highway districts and so he will work with the Board's staff on sending a response. Commissioner Dale said we have that lawsuit that Mr. Laugheed explained a little bit about with the County SWAT that responded to some incident in Nampa that Commissioner Hanson said he was in the command center when it happened three or four years ago, his question is was it Nampa SWAT or the County SWAT team. Commissioner Hanson said the house was in the County, it was a Marshal's operation and because we are tied with SAUSA and all that other stuff, so it is intermingling, it was actually a Marshal's operation overall that was using cooperative efforts of County law enforcement within the context of the process. The meeting concluded at 9:10 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

BIWEEKLY MEETING WITH THE CHIEF PROBATION OFFICER TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION; CONSIDER SIGNING JUVENILE JUSTICE ANNUAL FINANCIAL REPORT FOR 10/1/14-9/30/15

The Board met today at 9:33 a.m. for a biweekly meeting with the Chief Probation Officer to discuss general issues, set policy, and give direction as well as to consider signing the Juvenile Justice Annual Financial Report for October 1, 2014 through September 30, 2015. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Chief Probation Officer Elda Catalano, Controller Zach Wagoner, and Deputy Clerk Kelly Martinez. HR Director Jeannine Eiband arrived at 9:44 a.m. for the next meeting. Ms. Catalano said this report shows who we are serving by numbers and provides a one day snapshot. Ms. Catalano reviewed the report by section. The first section is an annual report that shows the collective number of juveniles on probation. There was discussion regarding handling cases through a diversion program rather than through the system and Commissioner Rule said that is a tax savings to catch that upfront. Ms. Catalano reviewed the types of crime which is broken down by felony, misdemeanor, and status offenses; recidivism rate for the year; restitution collected for the year; community service hours completed; and the number of drug tests completed by the probation department. The second report is the financial report which is prepared by the Controller and Mr. Wagoner said this is the format, report that the Idaho Department of Juvenile Corrections requires to be completed each year. Ms. Catalano discussed the revenue received this fiscal year as well as the expenses. Ms. Catalano explained that the second page is blank and is where she asks for input on the utilization of the left over funds for this fiscal year. She would prefer to keep every dollar in Canyon County but she needs to give them a specific idea of how these funds will be spent. Commissioner Hanson said he doesn't think he can make a recommendation because he doesn't know the specifics of each fund as where it should be spent and has to be spent on. Commissioner Rule asked if the funds are available for personnel costs or for operating expenses and suggested splitting it among those expenses. Ms. Catalano said yes, these funds are to be used within the juvenile justice area. Commissioner Dale asked if there are any operational items that need replaced or fixed because it seems this could be a type of a onetime expenditure fund that if you need repairs it should be available for that. Commissioner Hanson said we have often taken designated funds that can only be used for certain things and spent those down so that our general fund remains full and intact as much as possible. Commissioner Rule suggested Ms. Catalano come up with a ratio for the personnel costs and operating costs. Commissioner Dale said he believes Ms. Catalano and Controller Zach Wagoner would have much more insight and the money should be directed where they suggest. Commissioner Hanson said he concurs with that except for the point that even from the Clerk's Office we have had recommendation to spend down all of those dedicated funds so that we keep the general fund as full as possible. Ms. Catalano will bring back

a recommendation to the Board at a later date. The meeting concluded at 9:59 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

BIWEEKLY MEETING WITH THE HUMAN RESOURCES DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 9:59 a.m. for a biweekly meeting with the Human Resources Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Human Resources Director Jeannine Eiband, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: Mike Swallow will be here for a compensation study presentation on December 9; discussion regarding developing a pay plan policy to help keep us in line in future years with compression issues; discussion regarding contacting the Prosecutor's Office about disbursing compensation plan funds in a pool or individually; staffing and hiring updates; the Department of Labor is coming out with new rules for overtime regulations and who qualifies for certain exemption levels and it is expected they will be issuing the rules late in 2016. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:04 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

PUBLIC HEARING TO CONSIDER PRELIMINARY PLAT FOR DAVENPORT SUBDIVISION, CASE NO. PH2014-49

The Board met today at 10:08 a.m. to conduct a public hearing to consider the preliminary plat for Davenport Subdivision, Case No. PH2014-49. The property is located at 13362 Davenport Lane in Caldwell in a portion of the SE ¼ of Section 35, Township 5 North, Range 3 West, Boise Meridian. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, DSD Director Tricia Nilsson, DSD Planner Jennifer Almeida, Derritt Kerner, Penelope Riley, and Deputy Clerk Monica Reeves. Jennifer Almeida gave the oral staff report. The applicant is requesting approval of a preliminary plat and irrigation plan for Davenport Subdivision which consists of three residential lots and is located in a rural residential zone. The P&Z Commission recommended approval of the preliminary plat and the irrigation plan on October 15, 2015. The plat meets the requirements of the zoning ordinance and Idaho Code. Staff is recommending approval of the preliminary plat and irrigation plan. During the October 15, 2015 hearing there were some additions to the preliminary plat that were requested by the neighbors to the north and those changes and additions have been reflected on the plat. Penelope Riley, the project planner, testified in support of the request. Derritt Kerner, the project engineer, answered the technical questions about

the plat/project. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to close public testimony. Upon the motion of Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to approve the preliminary plat for Davenport Subdivision, Case No. PH2014-49. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to approve the irrigation plan. The signed Findings of Fact, Conclusions of Law, and Order are on file with this day's minute entry. The hearing concluded at 10:19 a.m. An audio recording is on file in the Commissioners' Office.

#### PRESENTATION BY TETRA TECH REGARDING LANDFILL STATUS REPORT UPDATE

The Board met today at 1:18 p.m. for a presentation by Tetra Tech regarding the landfill status report update. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Brad Goodsell, Landfill Manager David Loper, Clerk Chris Yamamoto, Controller Zach Wagoner, Brad Burls from Eide Bailly, Ron Phillips, Maureen McGraw, and Keith Johnson from Tetra Tech, Bob Church from Great West Engineering, and Deputy Clerk Monica Reeves. Representatives from Tetra Tech and Great West Engineering presented the report, section by section, and a copy is on file with this day's minute entry. The final section of the report dealt with closure and post-closure costs which were estimated based on federal regulations requiring that there be sufficient money available to cover a third-party closure and post-closure. Idaho DEQ requested that they go from 110 acres to 116 acres so the closure cost is multiplied by 116 acres which ups the amount a little bit. Their cost estimate includes construction management, a third-party contractor to do construction, administration, QAQC on the final cover, and a 20% contingency. Financial assurance at the 2014 rate for closure was \$9.1 million and post-closure was \$2.3 million for a total of \$11.5 million. Their estimate based on 116 acres and 2015 dollars is \$12.9 million for closure and \$2 million for post-closure for a total of \$14.9 million. However, if the County switches to a monolithic final cover the closure cost goes down from \$12.9 to \$10 million and the post-closure stays the same so we're at \$12.05 million, which is a \$3 million reduction in financial assurance. The County could probably do it cheaper than a third-party contractor but the regulations require Tetra Tech to look at the worst case scenario. Zach Wagoner asked why a 20% contingency amount was added on the closure cost estimate. Mr. Johnson said it's because we're talking about an event that would happen in the future and there's quite a bit of uncertainty. As an example, right now diesel fuel is very low so to do construction right now it may be a little cheaper perhaps when you close the landfill. Their unit costs are 2015 costs and they do not reflect increases in diesel fuel or labor. Bob Church said there is no design right now; we know what the cover thickness

looks like but there are a lot of design elements and when you get down to having the design for the closure there are little things that could impact the costs. Once you have a design you could drop that contingency from 20% to 10% but there's no design right now. Mr. Johnson said the 20% is negotiable but that's what they are comfortable with right now. Commissioner Rule said timing is unpredictable and we don't know if we'll be closing it in 50 years or 90 years so 20% is probably the low. Mr. Johnson said their numbers are 2015 numbers so the County will have to inflate it for the cost of living increase every year. Commissioner Dale asked how difficult it will be to expand the permitting to include the entire canyon. David Loper said we've already completed a couple of components of that. We already have the site certification done and we have the approval from the state saying we could have a landfill there, now all we have to do is submit a design and an operational plan. It would take a year or two to get that done. Mr. Church said you're always in a better position expanding an existing licensed landfill than building a brand new one. Mr. Loper said Page 89 of the report is where the financial assurance starts and there are several tables that break it down very well. DEQ asked for this type of information with our financial assurance documentation so this report will help fulfill that requirement. Clerk Yamamoto asked if Mr. Loper has investigated the spray-on cover to see if it is a viable solution. Mr. Loper hasn't looked into it enough to have a strong opinion at this point. He said the alternative daily cover scenario is something we should investigate but he doesn't know if it's something we should move forward with. Operationally there are other things we need to consider with that too. Part of the status report update was to look at where we've been, where we're at and where we're going in the future and start prioritizing some of the items we want to work on. Brad Goodsell asked if we have the information we need to determine whether our tipping fees are appropriate. Mr. Church said the County has what it needs but we want to roll it into the capital improvement plan so we can look at the timeline and expenditures and tie that back. We have a certain operations cost and a certain amount we're spending on capital equipment now and then we can look long term at a spreadsheet to see whether the tipping fee is high enough. He said that analysis hasn't been done. Mr. Goodsell said then we have one more step before we can say whether we're charging enough. Mr. Johnson agreed and said they could prepare that spreadsheet for County, although it wasn't in their scope of work. Mr. Church said the capital improvement plan is the first step toward that analysis. Commissioner Rule asked what the most important point is that the Board should take form this presentation. Mr. Church said it's updating the cut and fill plan and developing an overall storm water control plan so you know where you're going, and starting the process towards permitting the expansion area. Mr. Johnson said the County has some challenges going forward but the landfill is in great shape but he recommends we permit as much as possible now while things are still favorable and get the permitted airspace because it makes it a much more valuable asset if you have a lot of unfilled airspace. Ms. McGraw said the landfill is a great resource and what they presented is a

way for the County to make some management decisions on where we want to go in the future and how we want to manage it going forward so that we can continue to be in good financial shape and look at what's coming up even when things like regulations change and we have to put in a gas collection system, for instance, that maybe wasn't in the plan at this point. We should do the capital improvement plan and plan where we're going. Mr. Phillips said the County is in great shape having the report done shows we are being proactive and we need to continue on that path. Commissioner Rule said he agrees with the final points about finishing the plan, and also that we need to give Mr. Loper a couple of weeks to digest the information. Commissioner Dale expressed his appreciation for the work and leadership shown by the landfill manager. Mr. Loper said he has a number of things he wants to work on but the report hit on the most important ones being the capital improvement plan so we can set rates, and then the hill cut plans, the storm water plan, the expansion, and the landfill gas plan. A final version of the report will be prepared once comments are received. The meeting concluded at 3:27 p.m. An audio recording is on file in the Commissioners' Office.

FIFTEENTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      DECEMBER 2, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
                 Commissioner Craig L. Hanson  
                 Commissioner Tom Dale  
                 Deputy Clerk Monica Reeves

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Solid Waste Department in the amount of \$2,861.00 to Premier Heating & Air Conditioning.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Solid Waste Department in the amount of \$2,471.22 to Les Schwab Tires.

## APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$1,496.90 to Graybar.

## INDIGENT DECISIONS

The Board met today at 8:35 a.m. for indigent decisions. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Indigent Services Director Yvonne Baker, and Deputy Clerk Monica Reeves. Director Baker encouraged the Board to make an initial determination of denial for the following cases: 2015-1534, 2016-102, 2016-176, 2016-158, 2016-20, 2016-126, 2016-67, 2016-105, 2016-159, 2016-66, 2016-94, 2016-95, 2016-54, 2016-112 and 2016-106. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to initiate a denial on the cases read into the record. Director Baker encouraged the Board to make an initial determination of approval on the following cases: 2015-1342, 2015-933, 2015-1005, 2015-1034, and 2015-1272. Upon the motion of Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to make an initial determination of approval for the cases read into the record. The meeting concluded at 8:38 a.m. An audio recording is on file in the Commissioners' Office.

## SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2015-047113, 2015-047114, 2015-047115, 2015-047116, 2015-047117, 2015-047118, 2015-047119, 2015-047120, 2015-047121, 2015-047122, 2015-047123, 2015-047124, 2015-047125, 2015-047126, 2015-047127, 2015-047128, 2015-047129, 2015-047130, 2015-047131, 2015-047132, 2015-047133, and 2015-047134.

## EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS, AND COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

*Note for the record: As properly noticed the Board met today at 9:01 a.m. for a legal staff update. A request was made to go into Executive Session to discuss records exempt from public disclosure and attorney-client communication, communicate with the County's risk manager*

*regarding pending/imminently likely claims, and communication with legal counsel regarding pending/imminently likely litigation. The Executive Session was held as follows:*

Commissioner Hanson made a motion to go into Executive Session at 9:02 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (f) and (i). The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Hanson, Dale and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Leon Samuels, Assessor Gene Kuehn, Chief Deputy Sheriff Marv Dashiell, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:20 a.m. with no decision being called for in open session.

CONSIDER SIGNING FINAL PLAT FOR PHEASANT LANDING SUBDIVISION NO. 2 (MINOR REPLAT OF LOTS 8 & 9 OF BLOCK 3), CASE NO. PH2015-40

The Board met today at 9:47 a.m. to consider the final plat for Pheasant Landing Subdivision No. 2. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, DSD Director Tricia Nilsson, DSD Planner Jennifer Almeida, and Deputy Clerk Monica Reeves. Jennifer Almeida gave the oral staff report. This is a final plat which is a minor replat and amendment of Lots 8 & 9 of Pheasant Landing Subdivision No. 2. The original plat was recorded on October 17, 2006 and it was later discovered that the easement for an irrigation pipe supplying property to the west was not depicted in the correct location on the plat; therefore, a minor replat and amendment were necessary to accurately depict the correct location of the pipe and corresponding easement. It was approved by the DSD Director on September 28, 2015, and the applicant has obtained the required signatures and the plat is ready for the Board's signature. Commissioner Hanson made a motion to sign the final plat for Pheasant Landing Subdivision No. 2 which is a minor replat of Lots 8 & 9 of Block 3, Case No. PH2015-40. The motion was seconded by Commissioner Dale and carried unanimously. Chairman Rule signed the final plat. The meeting concluded at 9:50 a.m. An audio recording is on file in the Commissioners' Office.

POSTPONE HEARING FOR PRELIMINARY PLAT AND IRRIGATION PLAN FOR CRYSTAL LAKES ESTATES NO. 2 - CASE NO. PH2015-14

The Board went on the record today at 10:03 a.m. to take up the matter of the preliminary plat and irrigation plan for Crystal Lakes Estates No. 2, Case No. PH2015-14. Present were: Commissioners Craig Hanson and Tom Dale, DSD Director Tricia

Nilsson, DSD Planner Jennifer Almeida, and Deputy Clerk Monica Reeves. Jennifer Almeida said the applicant has requested the hearing be postponed to a later date and a new date of December 22, 2015 was suggested. Upon the motion of Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to postpone the hearing to December 22, 2015 at 10:00 a.m. The proceeding concluded at 10:05 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION REGARDING A PERSONNEL MATTER PURSUANT TO IDAHO CODE, SECTION 74-206(B) - DEPARTMENT HEAD PERFORMANCE EVALUATIONS

Commissioner Hanson made a motion to go into Executive Session at 10:34 a.m. pursuant to Idaho Code, Section 74-206(1) (b) to conduct department head performance evaluations. The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Fleet Director Mark Tolman, and Deputy Clerk Monica Reeves. Mr. Tolman left at 11:05 a.m. Facilities Manager Paul Navarro arrived at 11:06 a.m. The Executive Session concluded at 11:37 a.m. with no decision being called for in open session.

EXECUTIVE SESSION REGARDING A PERSONNEL MATTER PURSUANT TO IDAHO CODE, SECTION 74-206(B) - DEPARTMENT HEAD PERFORMANCE EVALUATIONS

Commissioner Hanson made a motion to go into Executive Session at 1:15 p.m. pursuant to Idaho Code, Section 74-206(1) (b) to conduct department head performance evaluations. The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Parks Director Tom Bicak, and Deputy Clerk Monica Reeves. Mr. Bicak left at 1:40 p.m. Chief Probation Officer Elda Catalano arrived at 1:47 p.m., and left at 2:22 p.m. Weed Control Superintendent Jim Martell arrived at 2:23 p.m., and left at 3:05 p.m. Public Defender Tera Harden arrived at 3:06 p.m. The Executive Session concluded at 3:49 p.m. with no decision being called for in open session.

SIXTEENTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO     DECEMBER 3, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Commissioner Tom Dale  
              Deputy Clerk Monica Reeves

MEDICAL INDIGENCY HEARING FOR CASE NO. 2015-1386

The Board met today at 8:57 a.m. to conduct a medical indigency hearing for Case No. 2015-1386. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Leon Samuels, Indigent Services Director Yvonne Baker, the applicant's spouse, Katherine McColl from St. Alphonsus, Tim Ryan from St. Alphonsus Regional Medical Center was observing in the audience, and Deputy Clerk Kelly Martinez. Upon the motion of Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to uphold the original denial. The hearing concluded at 9:10 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2015-1412

The Board met today at 9:15 a.m. to conduct a medical indigency hearing for Case No. 2015-1412. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Leon Samuels, Indigent Services Director Yvonne Baker, the applicant and his friend, and Deputy Clerk Kelly Martinez. A hospital representative was not present for today's hearing. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to take Case No. 2015-1412 under advisement with a decision to be rendered within 30 days. The hearing concluded at 9:16 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2015-1437

The Board met today at 9:19 a.m. to conduct a medical indigency hearing for Case No. 2015-1437. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Leon Samuels, Indigent Services Director Yvonne Baker, the applicant and his aunt, and Deputy Clerk Kelly Martinez. A hospital representative was not present for today's hearing. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to take Case No. 2015-1437 under

advisement with a decision to be rendered within 30 days. The hearing concluded at 9:27 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. 2015-1222

The Board met today at 9:32 a.m. to conduct a medical indigency hearing for Case No. 2015-1222. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Leon Samuels, Indigent Services Director Yvonne Baker, the applicant, and Deputy Clerk Kelly Martinez. A hospital representative was not present for today's hearing. Upon the motion of Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to uphold the original denial. The hearing concluded at 9:37 a.m. An audio recording is on file in the Commissioners' Office.

#### UPHOLD ORIGINAL DENIAL DATES FOR MEDICAL INDIGENCY CASES

The Board met today at 9:39 a.m. to uphold original denials for various medical indigency cases. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Leon Samuels, Indigent Services Director Yvonne Baker, and Deputy Clerk Kelly Martinez. Ms. Baker recommended the Board take Case No. 2015-825 under advisement with a decision to be rendered within 30 days. Upon the motion by Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to take Case No. 2015-825 under advisement and issue a decision within 30 days. Ms. Baker recommended the Board uphold the previous respective denials in the following cases: Case Nos. 2015-1488, 2015-1466, 2015-1469, 2015-1351, 2015-1401, 2015-1392, 2015-1343, 2015-1295, and 2015-1453. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to uphold the previous denials. The proceeding concluded at 9:41 a.m. An audio recording is on file in the Commissioners' Office.

#### LEGAL STAFF UPDATE

The Board met today at 10:00 a.m. for a legal staff update. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. Brad Goodsell informed the Board that the target date for digging to occur on the Sugar Avenue property is February, 2016. He updated the Board on the offer that was submitted by the Oxnam's for the Pond Lane (gravel pit property). The offer isn't really valid because it's not binding on them due to the way they presented it but because of

correspondence we have had with them it's best to address it in open session and then the Board can send the Oxnam's a letter. The item will be scheduled next week. Mr. Goodsell is reviewing the documents the Board received yesterday from the Industrial Development Corporation for revenue bonds for Gayle Manufacturing and Woodgrain Moulding. It's likely the recommendation will be to issue bonds and then it will come to the Board for approval. The applicants hired Rick Skinner as bond counsel and he will prepare the documents, and Mr. Goodsell will work with him in presenting the documents to the Board for consideration next week. The meeting concluded at 10:05 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION REGARDING A PERSONNEL MATTER PURSUANT TO IDAHO CODE, SECTION 74-206(B) - DEPARTMENT HEAD PERFORMANCE EVALUATIONS

Commissioner Hanson made a motion to go into Executive Session at 1:34 p.m. pursuant to Idaho Code, Section 74-206(1) (b) to conduct department head performance evaluations. The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Landfill Manager David Loper, and Deputy Clerk Monica Reeves. Mr. Loper left at 2:01 p.m. IT Director Greg Rast arrived at 2:23 p.m. and left at 2:50 p.m. Director of Misdemeanor Probation Jeff Breach arrived at 2:51 p.m. and left at 3:09 p.m. Juvenile Detention Director Steve Jett arrived at 3:12 p.m. and left at 3:30 p.m. PIO Joe Decker arrived at 3:35 p.m. and left at 3:59 p.m. The Executive Session concluded at 4:42 p.m. with no decision being called for in open session.

SEVENTEENTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      DECEMBER 4, 2015

No meetings due to lack of quorum.

EIGHTEENTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO DECEMBER 7, 2015

PRESENT: Commissioner Craig L. Hanson  
Commissioner Tom Dale  
Deputy Clerk Monica Reeves

ABSENT: Commissioner Steven J. Rule, Chairman - vacation

APPROVED KEY REQUEST

The Board approved a key request for Gisela Moreno.

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Robin Sneegas, Ayla Heiser, Earl Lindauer, Gisela Moreno, and Bryce Moore.

APPROVED CLAIMS ORDER NO. 12-10-15

The Board of Commissioners approved payment of County claims in the amounts of \$2,608.72, \$316,543.10, \$204,796.87, and \$76,360.87 for accounts payable.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Moad LLC dba O'Michael's Pub & Grill to be used December 12, 2015 for a holiday party.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Moad LLC dba O'Michael's Pub & Grill to be used December 19, 2015 for a wedding.

## FILE IN MINUTES

The Board filed the following items in this day's minute entry:

--Certificate of the Secretary of the Election of M.G. "Bud" Beatty, Jr. to the Office of the Commissioner Subdistrict No. 1 for Kuna Rural Fire District

--Certificate of the Secretary of Election of Debi Engelhardt-Vogel to the Office of the Commissioner Subdistrict No. 5 for Kuna Fire District

--Certificate of the Secretary of the Election of Chris Wolf to the Office of Fire District Commissioner Subdistrict No. 1 for Wilder Rural Fire Protection District

## COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:30 a.m. for an office staff meeting. Present were: Commissioners Craig Hanson and Tom Dale, PIO Joe Decker, Senior Administrative Specialist Jenen Ross, Deputy Clerk Monica Reeves. Ms. Ross left at 8:36 a.m. Joe Decker reported on the following communication issues: He participated in the Shop with a Cop event that was held over the weekend and he sent pictures to the newspaper and posted pictures from the event online; an inmate escaped from the jail last night, but the nonviolent criminal was captured six hours later; Our Memories Museum was supposed to put items in the display case in the lobby last week, but he has not heard from them so he will follow up; KBOI talking points; and the Canyon Bike Project. No Board action was required or taken. The meeting concluded at 8:39 a.m. An audio recording is on file in the Commissioners' Office.

## CONSIDER SIGNING FEMA LETTER REGARDING LOWER BOISE FLOOD STUDY

The Board met today at 9:00 a.m. to consider signing a FEMA letter regarding the lower Boise flood study. Present were: Commissioners Craig Hanson and Tom Dale, Deputy P.A. Brad Goodsell, Deputy P.A. Leon Samuels, DSD Director Tricia Nilsson, John Van Dyke from DSD, and Deputy Clerk Monica Reeves. The Development Services Department is requesting the Board sign a letter to FEMA requesting that the levees identified as the Ross and Link levee and the Ray Morden levee be secluded from the Lower Boise FEMA flood study. The Prosecutor's Office has reviewed the letter. John Van Dyke said additional data is needed for the two levees so they would like to remove them from the study and continue on and re-evaluate the levees once the data has been collected rather than holding up the entire study. There are a few other

reasons as well which are noted in the letter. Flood Control District No. 11 indicated the levees were not intended for risk reduction of a base flood event, but were built for bank armament for erosion control. Commissioner Dale said it seems like a reasonable approach. Commissioner Hanson asked what the effects of the seclusion will be. Director Nilsson said the levees are in the flood plain so they will have to be evaluated like any other structure or encroachment, it will just be done later. Upon the motion of Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to sign the final copy of the letter to FEMA. (The letter is on file with this day's minute entry.) The meeting concluded at 9:08 a.m. An audio recording is on file in the Commissioners' Office.

#### LEGAL STAFF UPDATE

The Board met today at 9:08 a.m. for a legal staff update. Present were: Commissioners Craig Hanson and Tom Dale, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. Mr. Goodsell updated the Board on the request to approve revenue bonds for Woodgrain Moulding and Gayle Manufacturing which will be considered tomorrow. He's been in contact with the attorneys for the Industrial Development Corporation Board as well as for the two businesses and everything should be in order for tomorrow's consideration. The meeting concluded at 9:10 a.m. An audio recording is on file in the Commissioners' Office.

#### CONSIDER SIGNING CANYON COUNTY HISTORIC PRESERVATION SUPPORT AWARD AGREEMENT FOR THE HISTORICAL SOCIETY OF MIDDLETON; AND A RESOLUTION TO REAPPOINT NORM BROWN AND LYNN THOMPSON TO THE CANYON COUNTY MOSQUITO ABATEMENT DISTRICT BOARD OF TRUSTEES

The Board met today at 9:44 a.m. to consider signing the Canyon County Historic Preservation Support Award Agreement for the Historical Society of Middleton, and to consider a resolution to reappoint Norm Brown and Lynn Thompson to the Canyon County Mosquito Abatement District Board of Trustees. Present were: Commissioners Craig Hanson and Tom Dale, and Deputy Clerk Monica Reeves. Upon the motion of Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to sign the Canyon County Historic Preservation Support Award Agreement for the Historical Society of Middleton. (See Agreement No. 15-159.) Upon the motion of Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to reappoint Norm Brown and Lynn Thompson to the Canyon County Mosquito Abatement District Board of Trustees. (See Resolution No. 15-180.)

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

#### WEEKLY MEETING WITH THE DIRECTOR OF INFORMATION TECHNOLOGY TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 9:46 a.m. for a weekly meeting with the IT Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, IT Director Greg Rast, Sarah Scarratt from IT, and Deputy Clerk Monica Reeves. The following topics were reviewed:

- Meet and greet of Sarah Scarratt, a new employee in IT
- Nemo-Q installation update – readers boards (Phase 2 – DL/DMV)
- Finalizing plans to move the Prosecutor's Office on December 28
- Telecom Administration position has been filled
- The Development Manager position is open
- Middle of the third Sprint of the HR Performance Evaluation Project
- Fairgrounds/Landfill Annexation Update
- Jury Wheel Project Completed - Jury Commissioner signed on the project
- Boise Office Equipment - Tomorrow morning tagging/inventory of equipment
  - Finalized the change from Xerox Direct over to Boise Office Equipment for support of the Xerox MFP Equipment

The items discussed were general in nature and did not require Board action. The meeting concluded at 9:58 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

#### PUBLIC HEARING TO RECEIVE COMMENT ON THE NOTICE OF SOLE SOURCE PROCUREMENT OF A LOADER FOR THE CANYON COUNTY PARKS, RECREATION AND WATERWAYS DEPARTMENT

The Board met today at 10:00 a.m. to receive public comment on the notice of sole source procurement of a model mPower85 ML283 SK Loader for the Canyon County Parks, Recreation and Waterways. Present were: Commissioners Craig Hanson and Tom Dale, Deputy P.A. Mike Porter, Parks Director Tom Bicak, and Deputy Clerk Monica Reeves. Mike Porter said we are here today because we went sole source which was an indication that Director Bicak had reviewed the available equipment and this was the only one that could do the job for the amount of money we had to spend. There

has to be a public comment period to allow anyone to come in and indicate why we should not go forward with this purchase. It was noted that no one was here to speak or object to the purchase. Director Bicak said they had a 1963 John Deere 40/20 tractor that needs to be replaced so they contacted five different dealers, three of which were cost prohibitive (Caterpillar, John Deere and Case.) Mahindra and Kabota were within the budget so they were invited to Lake Lowell to lift docks out of the water to make sure they could do the job. Kabota could not do to the job, Mahindra had two tractors, one of which performed the job with ease so that's the one he chose. A purchase order was submitted for \$36,671 for Western Idaho Freightliner, Sterling, and Western Star, the price of which included the MP85 tractor and a trailer. Mr. Porter said there is a signature on the purchase order that was dated previous to this meeting, however, no Board action was taken until the public hearing. Upon the motion of Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to close the public hearing. Upon the motion of Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to authorize the purchase from Western Idaho Freightliner, Sterling and Western Star for the tractor and trailer. The meeting concluded at 10:06 a.m. An audio recording is on file in the Commissioners' Office.

#### APPROVED PURCHASE ORDER

The Board approved a purchase order for the Parks Department in the amount of \$36,671.00 to Western Idaho Freightliner, Sterling & Western Star.

NINETEENTH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      DECEMBER 8, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Commissioner Tom Dale  
              Deputy Clerk Monica Reeves

#### APPROVED PURCHASE ORDER

The Board approved a purchase order for the Human Resources Department in the amount of \$1,320.00 to Society for Human Resource Management.

## SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2015-047736, 2015-047737, 2015-047738, 2015-047739, 2015-047740, 2015-047741, 2015-047742, 2015-047743, 2015-047744, 2015-047745, 2015-047746, 2015-047747, 2015-047748, and 2015-047749.

## CONSIDER SIGNING AGREEMENT WITH JOETTA FULGENZI FOR PROVISIONS OF PARENTING SKILLS GROUPS AND INDIVIDUAL AND FAMILY COUNSELING SERVICES FOR PARENTS OF JUVENILE OFFENDERS; AND FY2016 AGREEMENT WITH HAKIM HAZIM FOR PROVISION OF MENTORING JUVENILE OFFENDERS

The Board met today at 8:31 a.m. to consider signing an Agreement with Joetta Fulgenzi for Provisions of Parenting Skills Groups and Individual and Family Counseling Services for Parents of Juvenile Offenders as well as the FY2016 Agreement with Hakim Hazim for Provision of Mentoring juvenile offenders. Present were: Commissioners Steve Rule and Tom Dale, Deputy P.A. Zach Wesley, Chief Probation Officer Elda Catalano, Trial Court Administrator Doug Tyler, and Deputy Clerk Kelly Martinez. Ms. Catalano said these are both renewal contracts and they have been providing the services for some time. Hakim Hazim is an independent contractor who provides mentoring for juveniles on probation. Upon the motion by Commissioner Dale and the second by Commissioner Rule, the Board voted unanimously to authorize the Board to sign the FY2016 Agreement with Hakim Hazim for Provision of Mentoring juvenile offenders. (See Agreement No. 15-161.) Ms. Catalano said Ms. Fulgenzi has been providing services for the County for the last 20 years or so, providing various services. Ms. Catalano noted that both agreements being considered today will be paid from the state tobacco fund and is in the budget this Fiscal Year. Upon the motion by Commissioner Dale and the second by Commissioner Rule, the Board voted unanimously to authorize the Board to sign the Agreement with Joetta Fulgenzi for Provisions of Parenting Skills Groups and Individual and Family Counseling Services for Parents of Juvenile Offenders. (See Agreement No. 15-160.) Ms. Catalano said she did not have any additional items to discuss for her biweekly meeting. The meeting concluded at 8:37 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

EXECUTIVE SESSION – PERSONNEL MATTER – DEPARTMENT ADMINISTRATOR  
PERFORMANCE EVALUATION

Commissioner Dale made a motion to go into Executive Session at 8:46 a.m. pursuant to Idaho Code, Section 74-206(1) (b) personnel matter – department administrator performance evaluation. The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Dale and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Tom Dale, HR Director Jeannine Eiband, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:27 a.m. with no decision being called for in open session.

CONSIDER APPROVING RESOLUTIONS OF THE INDUSTRIAL DEVELOPMENT  
CORPORATION OF CANYON COUNTY PROVIDING FOR THE ISSUANCE OF  
REVENUE BONDS (GAYLE MANUFACTURING CO., INC., AND WOODGRAIN  
MILLWORK, INC.)

The Board met today at 9:27 a.m. to consider approving resolutions of the Canyon County Industrial Development Corporation of Canyon County providing for the issuance of revenue bonds (Gayle Manufacturing Co., Inc., and Woodgrain Millwork, Inc.) Present were: Commissioners Steve Rule and Tom Dale, Deputy P.A. Brad Goodsell, David Ferdinand from the Canyon County Industrial Development Corporation and Deputy Clerk Monica Reeves. Commissioner Craig Hanson arrived at 9:30 a.m. David Ferdinand said the Canyon County Industrial Development Corporation Board of Directors (IDC) consists of five members who are appointed by the Board of Commissioners (BOCC) to serve specific terms as volunteers, and the members are: President David Ferdinand, Vice-President Bob Jacobsen, Secretary Gayle Batt, and board members Margie Watson and Kathy Alder. Brad Goodsell said the IDC was created by the County many years ago and in the past it has issued bonds, however, it's been over 20 years since that happened and it became dormant until recently when the BOCC appointed new members to the IDC board of directors. They have met and adopted two resolutions; one is to issue bonds in the amount of \$10 million to Gayle Manufacturing and the other is to issue \$4 million to Woodgrain Millwork. The statutory structure for issuing these bonds requires the BOCC approve the resolutions of the IDC board. Mr. Goodsell has had discussions with the attorney for the IDC and he has reviewed the resolutions and while they are a little different in form than what the BOCC is used to signing they do meet all the requirements for a resolution. Upon the motion of Commissioner Dale and the second by Commissioner Hanson, the Board voted unanimously to authorize the Chairman to sign the Industrial Bond resolutions identified today for Woodgrain Millwork and Gayle Manufacturing.

(See Resolution Nos. 15-181 and 15-182.) The meeting concluded at 9:39 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION - PERSONNEL MATTER AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION

*Note for the record: As properly noticed the Board met today at 9:39 a.m. for a legal staff update. A request was made to go into Executive Session to discuss a personnel matter and records exempt from public disclosure and attorney-client communication. The Executive Session was held as follows:*

Commissioner Dale made a motion to go into Executive Session at 9:40 a.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d). The motion was seconded by Commissioner Hanson. A roll call vote was taken on the motion with Commissioners Hanson, Dale and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:41 a.m. with no decision being called for in open session.

CONSIDER SINGING NOTICE OF ENTERING INTO PERSONAL SERVICES CONTRACTS WITH JOETTA FULGENZI AND ELJAY WAITE

The Board met today at 9:42 a.m. to consider signing a notice of entering into personal services contracts with Joetta Fulgenzi and ElJay Waite. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Chief Civil Deputy P.A. Sam Laugheed, and Deputy Clerk Monica Reeves. The law requires that whenever the County enters into a personal services contract and the value could be over a certain amount, (\$10,000 per year) we have to publish notice of the contracts. Mr. Laugheed reviewed the three personal services contract that have been signed: one is for a parenting skills group and counselling provision with Joetta Fulgenzi; one is for a provision of mentoring for juvenile offenders with Hakim Hazim, and one is for independent financial consulting services with ElJay Waite. Because the notice for the contract with Hakim Hazim was not listed on the agenda Mr. Laugheed suggested the Board continue it to a later date. Commissioner Dale said he did not sign the original contract with Mr. Waite and he's been consistent in saying he's not supportive of it, but he is supportive of the other two items with Ms. Fulgenzi and Mr. Hazim. Mr. Laugheed said this isn't suggesting you agree with anything it's that yes, the County did enter into the contract. If we had all three on there we could do votes for each one and just have one publication. Upon the

motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to continue the signing of the notice until Thursday, December 10, 2015 at 10:30 a.m. The meeting concluded at 9:47 a.m. An audio recording is on file in the Commissioners' Office.

PUBLIC HEARING TO CONSIDER REZONE REQUEST FOR KENT DAHLE AND DAVID HULL, CASE NO. PH2015-38

The Board met today at 10:02 a.m. to conduct a public hearing in the matter of a rezone request by Kent Dahle and David Hull, Case No. PH2015-38. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, DSD Director Tricia Nilsson, DSD Planner Jennifer Almeida, Ed Byington, and Deputy Clerk Monica Reeves. Jennifer Almeida gave the oral staff report. The applicant is requesting to rezone 4.02 acres from an "A" (Agricultural) Zone to an "M-1" (Light Industrial) Zone. The property would be used for parking equipment, staging materials and eventually building a shop/office. The P&Z Commission recommended approval of the rezone on October 15, 2015. Staff is recommending approval of the rezone and has provided Findings of Fact, Conclusions of Law and Order for the Board's consideration. Ed Byington offered testimony on behalf of the applicants. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to close public testimony. Commissioner Hanson made a motion to approve the rezone as proposed. The motion was seconded by Commissioner Dale. Commissioner Rule said he likes commercial and industrial development because he sees it as a benefit to the community. He also said this site location is appropriate for the development. Commissioner Dale said the area is designated for this type of development and it was recommended for approval by the P&Z Commission and DSD staff. There are very few areas that are suitable and designated as industrial in nature and this is one of those and it is the right thing to do out there. He asked if dedicating right-of-way will be part of this request. Director Nilsson said at a rezone level it has to be volunteered by the applicant and mutually agreed upon in a development agreement. Mr. Byington said the applicant has taken care of that highway district's request regarding a dedicate right-of-way. Following comments, a roll call vote was taken on the motion with Commissioners Dale, Hanson and Rule voting in favor of the motion to approve the rezone. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to approve the Findings of Fact, Conclusions of Law and Order as well as the ordinance directing the zone change from "A" to "M-1" on the official zoning map. (See Ordinance No. 15-021.) The hearing concluded at 10:12 a.m. An audio recording is on file in the Commissioners' Office.

TWENTIETH DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO     DECEMBER 9, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Commissioner Tom Dale  
              Deputy Clerk Monica Reeves

APPROVED CLAIMS ORDER NO. 1605

The Board of Commissioners approved payment of County claims in the amount of \$1,299,258.57 for a County payroll.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$1,458.00 to Columbia Electric Supply.

INDIGENT DECISIONS

The Board met today at 8:31 a.m. to consider indigent decisions. Present were: Commissioners Steve Rule and Tom Dale, Indigent Services Director Yvonne Baker, Ellen Pitcairn from the Indigent Services Office, and Deputy Clerk Monica Reeves. Director Baker presented initial determinations and asked the Board to make denials on the following cases: 2016-22, 2016-117, 2016-139, 2016-239, 2016-229, 2016-143, and 2016-142. Upon the motion of Commissioner Dale and the second by Commissioner Rule, the Board voted unanimously to make the initial decision of denial on the case numbers read into the record. The meeting concluded at 8:32 a.m. An audio recording is on file in the Commissioners' Office.

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2015-047918, 2015-047927, 2015-047928, 2015-047929, 2015-047930, 2015-047931, 2015-047932, and 2015-047933.

CONSIDER AN OFFER BY DERRICK AND KIMBERLY OXNAM TO PURCHASE SURPLUS PROPERTY IDENTIFIED AS PIN #34980000 0

The Board met today at 10:44 a.m. to consider an offer by Derrick and Kimberly Oxnam to purchase surplus property identified as PIN #34980000 0. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. On November 4, 2015, the Oxnam's submitted a written offer for \$10,000 to purchase the parcel which was put up for auction but did not sell. Brad Goodsell said it's not really a binding legal offer, it's more of a request of whether the Board would consider an offer to purchase the property, or, does the Board want to pursue other steps. Commissioner Dale's recommendation is to take this under advisement and reach out to the adjoining property owner and see if there's an interest there before a decision is made on the Oxnam's offer. Commissioner Hanson said there appears to be more value in the property than what has been offered so we need to make sure due diligence in establishing a value before we entertain offers. Commissioner Rule concurs with both suggestions and said the Board will inform the Oxnam's that the County will not be accepting the offer at this time and we'll work on establishing a value and other options of disposal and we'll get back with them at a later date. Mr. Goodsell will prepare a letter to that effect. The meeting concluded at 10:47 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY CLAIMS, AND COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

*Note for the record: As properly noticed the Board met today at 10:01 a.m. for a legal staff update. A request was made to go into Executive Session to discuss records exempt from public disclosure and attorney-client communication, communicate with the legal counsel regarding pending/imminently likely claims and communicate with the County's risk manager regarding pending/imminently likely claims. The Executive Session was held as follows:*

Commissioner Hanson 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). The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Hanson, Dale and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Zach Wesley, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. The Executive Session concluded at 10:43 a.m. with no decision being called for in open session.

PUBLIC HEARING TO CONSIDER ORDINANCE AMENDMENTS FOR CASE NOS. ZOA-PH2015-22, AND ZOA-PH2015-23

The Board met today at 10:48 a.m. to conduct a public hearing to consider ordinance amendments for Case No. ZOA-PH2015-22, and Case No. ZOA-PH2015-23. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, DSD Director Tricia Nilsson, DSD Planner Christian Samples, Alan Mills, and Deputy Clerk Monica Reeves. The cases were previously continued from October 1 and October 29, 2015 in order to allow staff time to conduct public workshops on the proposed amendments. Christian Samples said DSD held a citizen work group meeting on November 2, 2015 to discuss both ordinances and what he is presenting today is the Use Standards Ordinance, and he is asking that the Road Standards Ordinance be tabled until January. Mr. Samples reviewed the committee recommendations for the following uses: (Definitions) Staging Area; (Land Use Regulations - Matrix) Mineral Extraction (Short Term and Long Term); Winery, Distillery, Brewery; (Home Business). A copy of the staff report and case file is included with this day's minute entry. Alan Mills said the mineral extraction (Short Term) was put into the ordinance at the time that the majority of the subdivisions were created by conditional use permit so they were in the Agricultural Zone, not an "R-R" Zone and since that time C.U.P.'s have been eliminated so we do not have a mechanism to deal with the gravel extraction if people want to make ponds in their development; however, the language in Section 07-14-17(f)6) leads you to believe it's still available. Director Nilsson said they have it as a director's decision in the Agricultural Zone. Mr. Mills said if you put a director's decision in all of the "R" zones it would cover the platting process and how to do it. Director Nilsson said the easy fix would be to allow it as a director's decision with a footnote that it would only be during the subdivision construction. It would not open it all the way to just an un-platted property that had residential zoning because that could get controversial with neighbors dealing with heavy equipment. During subdivision construction it would be less noticeable to surrounding property owners. Mr. Mills supports that and said it opens the doors and provides good protection. Director Nilsson said it will be changed in the use table on Page 34, and a footnote will reference the limits of section 7-14-17 (6). Mr. Mills said in talking to gravel companies they were very concerned about the 20-year limit and having to go back for a C.U.P. in the "M-1" Zone. If we did that it would be the only use in any zone that has a time limit and he can't see any reason for a time limit. Director Nilsson said staff had already decided to remove that. Mr. Mills commended staff for their good work on this matter. Director Nilsson said the main purpose of this particular code amendment is to restructure the zoning ordinance so we have a section that has specific use standards. There are other issues in the works, such as home occupation that we'll want to focus on as its own amendment but we were trying to avoid substantive changes at this point but the Board can expect to see those in the future. Commissioner Dale made a motion to close public testimony. The motion was

seconded by Commissioner Hanson. A roll call vote was taken on the motion with Commissioners Dale, Hanson and Rule voting in favor of the motion. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to direct staff to make the final changes to the ordinance and prepare the final ordinance and ordinance summary for publication. The documents will be reviewed by the Prosecutor's Office and presented to the Board at a later date. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to continue Case No. ZOA-PH2015-23 to January 20, 2016 at 10:00 a.m. The hearing concluded at 11:08 a.m. An audio recording is on file in the Commissioners' Office.

#### EXECUTIVE SESSION - PERSONNEL MATTER - DEPARTMENT ADMINISTRATOR PERFORMANCE EVALUATION

Commissioner Hanson made a motion to go into Executive Session at 11:14 a.m. pursuant to Idaho Code, Section 74-206(1) (b) personnel matter - department administrator performance evaluation. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Dale, Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Tom Dale, Craig Hanson and Steve Rule, DSD Director Tricia Nilsson, and Deputy Clerk Monica Reeves. The Executive Session concluded at 11:35 a.m. with no decision being called for in open session.

#### MEETING WITH PERSONNEL SYSTEMS AND SERVICES (PS&S) TO REVIEW COMPENSATION STUDY ANALYSIS RESULTS

The Board met today at 1:33 p.m. with Mike Swallow from Personnel Systems and Services (PS&S) to review the compensation study analysis results. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Mike Swallow from PS&S, HR Director Jeannine Eiband, Prosecutor Bryan Taylor, Chief Civil Deputy P.A. Sam Laugheed, Treasurer Tracie Lloyd, Assessor Gene Kuehn, Clerk Chris Yamamoto, Controller Zach Wagoner, Sheriff Kieran Donahue, Weed Control Superintendent Jim Martell, Court Operations Manager Denise Kennel, Captain Daren Ward, Lt. Andy Kiehl, Lt. Eric Miller, Fair Administrator Rosalie Cope, Fleet Director Mark Tolman, PIO Joe Decker, Juvenile Detention Director Steve Jett, Landfill Administrative Supervisor Debbie Jenks, IT Director Greg Rast, DSD Director Tricia Nilsson, Assistant Trial Court Administrator Benita Miller, several County managers/employees, and Deputy Clerk Monica Reeves. Commissioner Rule said everyone will have two to three weeks to review the information and if they have questions they should email them to the HR

Director and they will be given to Mr. Swallow. The Board will reconvene in a few weeks once we get through the question period and then a decision will be made as to whether it's fully implemented or whether a certain percentage is implemented. Mike Swallow said they began with the idea of a few goals and one of those on the front end was involvement of the workforce where everybody was treated as subject matter experts in their areas of expertise and in relationship to the project. He provided a PowerPoint presentation which is summarized below:

- A value survey was distributed countywide and on that survey a number of perceptions from employees were gathered and tabulated and that influenced a development of an instrument that is now part of the tool kit in HR: the valuation of jobs.
- They moved to create a site validated worth of work instrument.
- Test and verify internal relationships – the question of why one job gets paid differently than another, and the legal defensibility for that.
- Conduct a market review and analyze data determining the County's competitive relationship to a selected body of public employers. They did a broad search in both a regional area as well as a local area.
- Install a new approach to pay administration: "No pay grade idea." Adapt and incorporate into perception the equity results of the job analysis.
- Develop a pay plan recommendation delivering a least cost implementation strategy or outcome.

There is a four piece puzzle that looks at the value of job, the dimensions, the worth of work considerations that employees offered indicating the number one importance is and the question of how do we value jobs should be the job knowledge requirements. There is a matrix, different dimensions of job knowledge how it's acquired and what it means in a job. The control document for this exercise is the job description and they learned on the front end as they went through the initial exercise of applying the instrument that they needed some fine tuning in those control documents. HR met in a lengthy exercise with department heads to refine, review and finalize those and those things can change and can be documented. Job knowledge is on the front end followed by nature, level, and type of responsibility in the jobs. The dimensions are powerful when measured. Consideration is given to the level, nature, type of difficulty of work. There are also features built in that are unique to the public environment. Level, nature, type of stresses found in the workplace. Hazard uncertainty is a dimension that was taken into consideration in work environment. In applying that instrument they came up with a job value, not a pay grade. Under a grading environment you have different jobs bundled under one pay range and one job deserves some consideration for an adjustment because of changes. Typically you'd have to consider moving a whole

range of jobs to make that accommodation so that's not the case with an instrument that's designated and dedicated to the level, nature, type of job specifically.

They explored 38 marketplaces in Idaho, Utah, Colorado, and New Mexico. With the minimum rates comparison they found that the lower ended jobs are a little closer in the marketplace and then as the jobs increase in stature, responsibility, difficulty we fell a little further away from the marketplace. They found the midpoints to be off the mark a little by 5+%. The pay for the average employee is behind.

When they started the exercise the expectation was that most jobs within the County should be found to be paid within the market range. The trend shows this pretty much to be true. There are employees with many years commitment to the organization and in spite of that, given this market sample, the majority of everybody's current pay falls very near the bottom end of the marketplaces starting pay rates. If the mission is to get the employees as close and as fast to the midpoint as possible in order to get the "golden handcuffs on" we want to make our organization a place they want to stay and to do that we get more towards that control rate in a pay system. That's been happening over time and the rank and file are pretty well found to be near that midpoint so pay progression considerations and other things have been incorporated and applied to make that happen. Mr. Swallow said as they looked at some possibilities they had a problem with saving some of these last additions and they didn't get to this version which is a disappointment.

If we were to adopt an option to implement a plan of the least cost nature it would require on average a 4+% adjustment to actual pay at an increase to base pay budget of 2.85% which may sound strange but the reason that happens is because there are some positions where the adjustment represents a bigger percentage of their pay as opposed to the dollar impact on the total budget. That would amount to roughly \$835,000 to implement the least cost option. Now the other side is they wanted to look at recognizing time of service with the organization as well as what we have been brought to the table upon hire and if you open the door for that possibility the cost to implement would be a little over 5%, a little over 4% to base budget, and the number on that was about \$1.5 million, which toes the line with that broader market group.

They looked at the local market area where five players were considered: Ada County, Boise City, Caldwell, Meridian, and Nampa. The picture changes slightly and they see the same issue with regard to the top end of the pay ranges for the executive, professional, managerial, and supervisory jobs. Market sensitive jobs would be in there to some degree and the recruitment selection and retention considerations are a reflection on those market sensitive problems at this time. There is a bend in the line in favor of the County as you look at the bottom end of the scale for the entry level

positions having a bit more competitive position. As they looked at the midpoint situation the same kind of picture evolves out of the analysis and to the maximum they see in the local area that we have dropped behind further than in that broader regional group at 7+% behind long-term income opportunity when you look at the full range of job. The peer-to-peer consideration is one of interest. The same pattern appears in our picture, healthier at the bottom end but a bigger gap at the top. There are a considerable number of individuals falling below the market starting rates. As we look at considering a possibility of implementing a plan based on average least cost of 1.5 as an adjustment with a budget adjustment of 1.3% again considering the contributions we've got the 2.2 and 2.15 and those numbers are closer to \$2 million by the time all of the possibilities got put in the mix and we need to underscore that these numbers do not include the money that would be represented by unfilled but funded positions or any of the costs associated with payroll related contributions, the retirements and other things would be on top of those numbers.

They looked at core benefits: health, health savings, dental, vision, life, retirement, disability programs, and Social Security contributions. There are other things that create cost but these are the core and as they examined that from the regional group they discovered that on average they pay a little over \$1200 a month plus 20.47% compared to Canyon County's \$676 a month adding then the 18.9%. On a job-by-job basis he took an annual salary of \$35,000, \$65,000 and \$85,000 and for the \$35,000 salary the County is behind in benefits in the total compensation picture by 15.6%, and 9.6% for the \$65,000 salary, and 7.8% for the \$85,000 salary. Using the same approach in the Idaho sample group the shortfall increased a little bit and another couple hundred dollars was found to be offered from those individual entities. The range of separation is going to be anywhere from \$600-\$800 a month in employer contributions to the benefit package.

They explored the salaries of elected officials and their data source was the association of counties. There are a lot of reasons that go into why they get paid: a political environment, some are fulltime and some aren't so the numbers need a lot of examination. They took a top 10 look and then a local peer group look.

A key question is what issue or problem being presented over the last several months, if addressed, would give the greatest return on your investment in this project?

Mr. Swallow said compression is an interesting issue in the workplace. There are two basic types of progression, one is a supervisor/subordinate the other is peer-to-peer. One is driven by seniority dimension or perception, the new employee is being paid more than long-term employees and that's what figured into some of the conversation about the alternative. He said Ms. Eiband made a comment that he found insightful

and probably the best argument he's come across in years for why we need to look at compression. The value there is reset. Reset the organization at a starting point that would enable going forward with emphasis on what you want to be in terms of compensation management and he understands that to be a performance based environment. The burden of that falls on the shoulders of the managers, but success or failure as a manager rest in the ability to evaluate and that ability is the ongoing assessment of things as they were, are, and need to be resulting in the effective allocation of resources needed to prevent and solve problems. Part of the compensation administration frustration has hinged on this compression notion then we start with a remedy and we still need to explore in more detail the relationship between supervisor/subordinate but he proposes that if the gap is not at least 15% it doesn't represent enough opportunity for the next in line to want the grief associated with the manager's job.

They looked at the historical practices, the pay plan design issues that have created some of those problems along the way, how pay progression has been managed in association with that design concept and then where do we stack up against the market?

Going forward considerations:

- Propose that we articulate potential pay progression methods based upon a learning curve, merit and different components in the workplace that might also include longevity.
- Continue organizational culture to expect and deliver excellence through the ongoing performance management putting an emphasis on the program when I know the development of that tool is right now under way and is fairly ready to be rolled out. We have a least cost implementation option and then the fourth as a living element of the compensation administration they are going to monitor various features and enhancements to job valuation. That instrument belongs to you so there might be things that come up over these next few weeks as that analysis drills down at the department level. There might be some feature and value of work that you might want to add to the four-factor element and we can explore that.

Key considerations are: The need to pay - this is influenced by recruitment and retention experience; the ability to pay, influenced by current and projected resources; and the willingness to pay, influenced by the objective, and maybe that's part of a strategic plan yet to be created but the maintenance and acquisition of an employer stature.

Following Mr. Swallow's presentation Commissioner Rule asked Jeannine Eiband to address how the information will be disseminated. Ms. Eiband said we're missing the slide that got stuck on the screen in the HR office but the regional study ended up being \$1.5 million and the local was \$1.1 million. Those are base changes and do not represent taxes related to payroll or additional retirement costs. We also need to add the increases necessary for funded but unfilled positions that are currently open in different departments. It does not address any dollars the Board may want to decide to give toward any elected official or chief deputies this year. All of that can be decided later on. The study talked about the percentages overall. We have many positions that are within market and there are not increases. The 4.1% reference does not represent a 4.1% across the board. It is a collective number and is not every employee and that needs to be clear. She said it would be appropriate to put Mr. Swallow's PowerPoint online for staff review, if she has permission to do that, and then she will make sure elected officials have the full PowerPoint and she will send them their individual sheets that have the detail of employee pay and rates. She needs a decision from the Board about whether they are ready to choose a market at this point - the regional study or the local study - because we will not be going forward with both of them. She said the Board may want to solicit opinions from the elected officials and perhaps the department heads. She thought it was very important that the local data was clearly articulated, but there were a couple of key positions that did not have enough data to be a substantial survey statistic so Mr. Swallow pulled some of the regional data and put it in the local for those key positions and that can distort it a little bit for one position over another. She's not going to say regional is the best way to go but it is one option and that's something the Board needs to decide rather quickly because it's that sheet she will send out unless the Board wants both studies to be sent out. Commissioner Dale believes the information should be disseminated to the elected officials and have another meeting to make a decision because he doesn't have enough information to make that decision at the spur of the moment. We need to digest it and receive some feedback from the other elected officials and department heads so we can have a comprehensive look at this and not be pushed to make a decision on one or the other today. Commissioner Hanson said the more information he has the better he'll be able to make a decision. He said it appears the local study shows a higher percentage. Ms. Eiband said it's a lesser percentage. It is a higher discrepancy when you get up to the technical and professional executive level jobs, but when it comes to the overall percentage of budget and per employee to fix it, it was a lesser number than the regional study. The truth is that each one will benefit different offices differently and she doubts there will be a great consensus. She thinks it's a good idea to put both studies out so the Board can solicit feedback and make a decision at a later date. Commissioner Rule said both studies will be sent out and the Board will gather comments from the elected officials and department heads in the next few days and make a decision. Gene Kuehn wants to make sure elected officials and department

heads get to vet the information before it put online because there is a perception that someone may get a higher salary than they're actually going to get. Commissioner Rule said the information is public although the Board is not going to let everyone in the County weigh in on it. Ms. Eiband said it is public but there is a responsibility on all of us in how we handle that public information and in particular peoples salaries when no decisions have been made, and the information she will be sending out to elected officials and department heads can greatly change depending on some of the other factors she and Mr. Swallow will work with them on in the next few weeks. She would never recommend releasing the numbers and then have to pull it all back because it's incorrect. Sam Laugheed recommended the bands be available for review, but not the individual application of the specific information of individual employees. Commissioner Rule agreed. Ms. Eiband said over the past few weeks she has been talking about a hiring matrix related to point values for new hires and how we can prevent finding ourselves in the same situation in a year. She will work on a draft document and will solicit feedback from the elected officials because if don't have buy-in it won't be any use to us. It will be a guideline in saying here's base salary and if someone has "x" number of years of experience you can add a certain amount of percentage points to the base so we can try to keep up with our internal equity issues. It will be used for future hiring once the study numbers are implemented. Mr. Swallow said going forward if we do the reset on the compression concept after that is finished and you become driven as a performance based organization it will be a nonissue. Ms. Eiband will post the information on the website tomorrow and she will send the information via email to the elected officials and department heads. She will send another update to employees giving them an idea of where we're at and what the future steps are. Commissioner Rule said as questions roll in we'll set a future date to make decisions on how and when it will be applied. The meeting concluded at 2:12 p.m. An audio recording is on file in the Commissioners' Office.

TWENTY-FIRST DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      DECEMBER 10, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Commissioner Tom Dale  
              Deputy Clerk Monica Reeves

### SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2015-048147, 2015-048148, and 2015-048146.

### CONSIDER SIGNING TREASURER'S TAX CHARGE ADJUSTMENTS BY PIN

The Board signed the Treasurer's Tax Charge Adjustments by PIN for November 2015.

### MEDICAL INDIGENCY HEARING FOR CASE NO. 2015-1451

The Board met today at 9:34 a.m. to conduct a medical indigency hearing for Case No. 2015-1451. Present were: Commissioners Steve Rule and Tom Dale, Deputy P.A. Leon Samuels, Indigent Services Director Yvonne Baker, the applicant, Attorney Bryan Nickels, Stephen Deville from St. Alphonsus, Jordan Porter from DRS Investigations, and Deputy Clerk Kelly Martinez. Upon the motion of Commissioner Dale and the second by Commissioner Rule, the Board voted unanimously to continue the hearing to March 24, 2016 at 9:00 a.m. The hearing concluded at 9:49 a.m. An audio recording is on file in the Commissioners' Office.

### MEDICAL INDIGENCY HEARING FOR CASE NO. 2015-812

The Board met today at 9:52 a.m. to conduct a medical indigency hearing for Case No. 2015-812. Present were: Commissioners Steve Rule and Tom Dale, Deputy P.A. Leon Samuels, Indigent Services Director Yvonne Baker, the applicant, Attorney Bryan Nickels, Stephen Deville from St. Alphonsus, and Deputy Clerk Kelly Martinez. Upon the motion of Commissioner Dale and the second by Commissioner Rule, the Board voted unanimously to take Case No. 2015-812 under advisement with a decision to be rendered within 30 days. The hearing concluded at 10:04 a.m. An audio recording is on file in the Commissioners' Office.

### UPHOLD ORIGINAL DENIAL DATES FOR MEDICAL INDIGENCY CASES

The Board met today at 10:08 a.m. to uphold original denials for various medical indigency cases. Present were: Commissioners Steve Rule and Tom Dale, Deputy P.A. Leon Samuels, Indigent Services Director Yvonne Baker, and Deputy Clerk Kelly Martinez. Ms. Baker recommended the Board uphold the previous respective denials in

the following cases: Case Nos. 2015-1382 and 2015-1418. Upon the motion of Commissioner Dale and the second by Commissioner Rule, the Board voted unanimously to uphold the previous denials. The proceeding concluded at 10:10 a.m. An audio recording is on file in the Commissioners' Office.

#### CONSIDER SIGNING DECEMBER 10, 2015 AGENDA ITEMS

The Board met today at 10:34 a.m. to consider signing the December 10, 2015 agenda items. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Zach Wesley, Chief Civil Deputy P.A. Sam Laugheed who arrived at 10:35 a.m., and Deputy Clerk Monica Reeves. The items were considered as follows:

*Consider signing resolutions classifying records of the Canyon County Prosecuting Attorney's Office and authorizing the imaging and/or destruction of certain criminal case files/records; juvenile case files/records; and civil case files/records* - Zach Wesley said the resolutions are renewals and are for files that are eligible for destruction or scanning. Upon the motion of Commissioner Dale and the second by Commissioner Hanson the Board voted unanimously to sign the resolutions classifying records of the Canyon County Prosecuting Attorney's Office and authorizing the imaging and/or destruction of certain criminal, juvenile and civil case files/records. (See Resolution Nos. 15-183, 15-184 and 15-185.)

*Consider signing legal notice of entering into personal services contracts with Joetta Fulgenzi, ElJay Waite and Hakim Hazim* - Commissioner Hanson said the contracts have already been entered into and this is the notice that will be published in the newspaper, he then made a motion to sign the legal notice of entering into personal services contracts with Joetta Fulgenzi, ElJay Waite and Hakim Hazim. Commissioner Dale does not want to go on record as being a signee to the contract with ElJay Waite so he's not sure how to proceed on this. Sam Laugheed said this is a ministerial matter that provides documentary proof that the Board has signed the contract and he doesn't think it means that Commissioner Dale is adopting that contract. He can sign the notice without it appearing as support for the contract. Commissioner Dale seconded the motion, which carried unanimously.

The proceeding concluded at 10:37 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION -RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, AND COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

*Note for the record: As properly noticed the Board met today at 10:37 a.m. for a legal staff update. A request was made to go into Executive Session to discuss records exempt from public disclosure and attorney-client communication, and to communicate with the County's legal counsel regarding pending/imminently likely claims. The Executive Session was held as follows:*

Commissioner Dale made a motion to go into Executive Session at 10:38 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (f). The motion was seconded by Commissioner Hanson. A roll call vote was taken on the motion with Commissioners Hanson, Dale and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Zach Wesley, Chief Civil Deputy P.A. Sam Laugheed, and Deputy Clerk Monica Reeves. The Executive Session concluded at 10:57 a.m. with no decision being called for in open session.

PRESENTATION BY CANYON COUNTY FAIR BOARD ON THE PROPOSED ORDINANCE DESIGNATING THE FAIR BOARD AS AN ADVISORY BODY AND TO CONSIDER AN ORDINANCE DESIGNATING THE FAIR BOARD AS AN ADVISORY BODY

The Board met today at 1:37 p.m. for a presentation by the Canyon County Fair Board on the proposed ordinance designating the fair board as an advisory body, and to consider an ordinance designating the fair board as an advisory body. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Zach Wesley, Fair Director Rosalie Cope, Fair Board Members Josh Sanders and Curt Krantz, Controller Zach Wagoner, Shawna Larson from the Auditor's Office, and Deputy Clerk Monica Reeves. Rosalie Cope said rather than making a presentation there will be a discussion on how to move forward, and then she presented the Board with a working document titled Fair Transition Plan which shows who they've made contact with and what's taken place and where they're at as far as transitioning. She has worked with IT on equipment needs, met with HR about changes to the job descriptions, and met with the Auditor's Office and Treasurer's Office on developing a transition plan. Zach Wagoner said the fair has investments with the state treasurer and the fair will initiate the process of closing those investment accounts out and those monies will be transferred to the fair checking account and then transferred to the County. Commissioner Hanson asked if there is a penalty with that and the response was no, there is no penalty. Ms. Cope they plan to have a new plan for payables and receivables

in place by the first of February. There will be some checks to clear out from the Bulls and Broncs event so she will keep a small amount of funds in the checking account until they have cleared and then she will close that account. After the first of the year she will meet once again with staff from the Western Idaho Fair to get ideas on processes. Commissioner Rule asked Mr. Wagoner if he is aware of any issues with the process so far. Mr. Wagoner is not aware of any problems; he appreciates the communication and the fact that the Treasurer and IT have been brought into the mix. Ms. Cope asked if the Prosecutor's Office can assist in determining what responsibility the fair board has in its advisory role, and should they make recommendations to the BOCC who will then give direction to the fair director? Zach Wesley said the Prosecutor's Office can assist and he said the same idea is echoed throughout the four questions listed in the document Ms. Cope provided to the Board. It's a fluid relationship and there are some roles that have traditionally been with each entity in the structure of how things worked and from what he's understood from previous meetings everybody wants to preserve the fair board's involvement in the day-to-day operation of the fair and all the various activities. What the BOCC envisions as its role is to make sure it's there for the big decisions, including big contracts, making decisions about the direction of the fair if there's ever an issue there, and being involved in the big decisions. The fair board would give the BOCC advice and it would ultimately make the decision. It's envisioned that the fair board and the fair would operate on the day-to-day level as they have been historically and the BOCC will come in for the big picture items. Commissioner Hanson said once the ordinance is signed Ms. Cope will become a department head and he suggests she begin meeting with the BOCC on a bi-weekly basis. Commissioner Dale said one of the questions on the document from Ms. Cope asks if the BOCC wants to assist in setting ticket prices, choosing entertainment and his answer is no, not at all. He does not want to be involved making decisions about concert performers, ticket prices, etc. Commissioner Rule said Ms. Cope can communicate with the BOCC on the contracts, but he does not want to manage the actual setup or organization of the fair itself. Commissioner Dale said anything that revolves around money ultimately becomes the responsibility of the BOCC so this is not dissimilar to many of the advisory commissions - Ms. Cope will know if an adjustment in ticket prices needs to be made and she can make a recommendation to the BOCC. Josh Sanders said his concern with the concert contract deals with the timeliness of locking in entertainers. Mr. Wesley said we'll need to revisit that and it will depend because contracts have to come to the BOCC; however, if there's an emergency where we can't secure a deal unless we sign something immediately we can work around that and there will be exemptions for it. Ms. Cope said they use a talent buying agency and they will contract with the entertainers so that should clean up the process. Curt Krantz said with the exception of the change to payables and receivables, it sounds as if the fair board's role won't change other than when it comes to some major decisions. The BOCC agreed with that statement. Commissioner Dale added that there will be some

logistical things that look differently than what they do right now. Mr. Krantz said they sell a lot of beer at the fair and he asked how that will be perceived if the County is buying beer. Commissioner Rule said he understands the nature of the question but said we'll get through it. Ms. Cope will continue working on a policy manual with review from the Prosecutor's Office, and Commissioner Rule said it's something that may take a year to go through. He also said that when Ms. Cope becomes a department head there will no longer be a need for a Commissioner to attend the monthly fair board meetings because the BOCC will be meeting with her twice a month. Mr. Sanders asked if staff from the Auditor's Office and Treasurer's Office can attend the Bulls and Broncs event on New Year's Eve so they can observe the process of writing checks to winners that night. Mr. Wagoner said it's an option and they will look at schedules. Mr. Krantz asked for an update on the city/county land exchange. Commissioner Dale said he can give an update from the standpoint of what they've been working on for the last 6-7 months. It has involved working out arrangements between Gabiola Fields and the charolais barn and making sure the deed for the fair building and the related ground around it gets transferred in a way that is accurate and reflects the ownership of the County ground and the city ground, but right now we are waiting to hear from the city's attorney. Mr. Wesley said at Commissioner Dale's request he sent a couple of things that were still up in the air to Caldwell's attorney and it's been in their court for several weeks. We are hoping to have a written document on the proposal that is approved by Caldwell and ready for review but at the moment we are not there. Mr. Krantz said the city's attorney continues to a roadblock on this issue. Commissioner Dale said he's mentioned it to Mayor Nancolas and he will bring it up again but in the meantime there's a proposal that Commissioner Rule has suggested that's a similar trade that would involve Gabiola Fields and the parking lot across from the bowling alley and the fair building. The major obstacle to that is the one corner that belongs to a private party who may or may not be willing to sell to the city to accomplish a trade with that. He will bring that up to Mayor Nancolas today as well. Commissioner Rule said a third party owns the corner of that gravel parking lot but the actual offer to Caldwell is to consider an exchange of the property for the Gabiola Fields property. He asked the County Assessor to evaluate both properties and found they are very close in value so he mentioned it to Ms. Cope, and the Mayor is taking it to the city council for review. It's a simple land exchange that would make some of the problems go away just by responsibility and ownership but it doesn't do anything with the charolais barns. Commissioner Dale will discuss it with the Mayor and ask how we accomplish at least the transfer of what we had agreed upon around not just the fair building footprint but the ground around it. Commissioner Rule said they were left apart on purpose. This would solve one set of problems, but the other one is a historic problem. Commissioner Hanson said this one seems like a more positive, potential solution than the other one because he hasn't seen anything in writing with the city on the other process. Ms. Cope said there is a concern that the parking lot is not up to standards so if it's transferred to

the County would the city require us to bring it up to standards. Commissioner Hanson said that will have to be discussed. Commissioner Dale said in this exchange there would be no language that says the city will not put anything on there for five years and that seemed to be the only obstacle left in the other arrangement we've been working on for the last 7 months, and if that's no longer a worry than this other one goes through. Mr. Sanders said there's a concern about where to place the carnival if they cannot put it on Gabiola Fields. Commissioner Hanson believes the College of Idaho wants to expand the football program and build on it. Commissioner Dale said he's spoken with the college and they do want to build a locker room directly north of the football stadium, but not on Gabiola Fields. He said if they did build something on the far south end of it there could still be a workable solution for the carnival.

Discussion of the proposed ordinance was as follows: Mr. Wesley said Idaho Code provides that when its population reaches 200,000 the County can assume the primary responsibility for the fair and have the fair board as an advisory panel for the BOCC and that's what this ordinance will do. It will have the fair board serve as an advisory panel to the BOCC and primary fair authority will rest with the County. According to the 2015 census data, Canyon County's population is over 200,000 and that's been noted in the US Census reports. The ordinance provides for the body of the advisory board, which would remain at seven voting members, each will serve a four-year term at the pleasure of the BOCC. The members will serve without pay as they do now and the County will reimburse the members for reasonable expenses in connection with their responsibilities on the fair board. The fair advisory board, like any commission, would produce and maintain bylaws for their internal organization and process, which is something we talked about putting in writing during today's meeting and the fair board would elect officers to include a chairperson, vice-chairperson, secretary, and treasurer. The fair director may serve as the secretary and treasurer for the fair board. The advisory board will be required to meet at least 12 times a year but may meet more often as necessary and their fair board meeting minutes would remain subject to the open meeting law as they are now. The fair board would have the responsibilities and perform the duties that are assigned to them by the BOCC. Commissioner Hanson made a motion to sign the ordinance and summary (Ordinance No. 15-022) which designates the fair board as an advisory board to the Canyon County Commissioners. The motion was seconded by Commissioner Dale and carried unanimously. The meeting concluded at 2:22 p.m. An audio recording is on file in the Commissioners' Office.

### MONTHLY MEETING WITH THE FAIR DIRECTOR TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 2:27 p.m. for a monthly meeting with the Fair Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Fair Director Rosalie Cope, and Deputy Clerk Kelly Martinez. Topics of discussion were discussed as follows: update on the New Year's Eve Bulls N Broncs Bash event; they are beginning the process of selecting entertainment for the main stage for the 2016 fair; working on setting appointments with previous fair sponsors and new potential sponsors; discussion regarding the exhibitor guide changes and concession applications; Ms. Cope and staff attended the International Association of Fair's and Expos Convention in Las Vegas; and discussion regarding information gathered from the convention. The items discussed were general in nature and did not require Board action. The meeting concluded at 2:41 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

### EXECUTIVE SESSION REGARDING PERSONAL MATTER - DEPARTMENT HEAD PERFORMANCE EVALUATION

Commissioner Hanson made a motion to go into Executive Session at 2:41 p.m. pursuant to Idaho Code, Section 74-206(1) (b) to discuss a personnel matter and conduct a Department Head Performance Evaluation. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Hanson, Dale and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Fair Director Rosalie Cope, and Deputy Clerk Kelly Martinez. The Executive Session concluded at 3:01 p.m. with no decision being called for in open session.

### PRESENTATION BY ADA COUNTY PLANNING AND ZONING

The Board met today at 3:03 p.m. for a presentation by Ada County Planning and Zoning. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, DSD Director Tricia Nilsson, Meg Leatherman, Ada County DSD Director, Megan Bashum, Community and Regional Planner at Ada County, and Deputy Clerk Monica Reeves. Meg Leatherman said they want to talk about what they are calling Ada County 2025, which is a joint planning effort that in the end will have the two planning documents. They are in the beginning stages and are open to ideas and input but mainly to let the Board know what Ada County is doing since there seems to be a lot of overlapping

interests. They would like input from Canyon County on any major issues or opportunities that might be appropriate to include in their document. Megan Bashum gave a PowerPoint presentation, a copy of which is on file with this day's minute entry. Commissioner Hanson spoke about the encroachment of development coming this direction from Ada County, specifically a plan from the City of Meridian for an industrial park where they appeared to want the revenue tax base increase on their side of the county line. He said Tricia Nilsson has done a good job in starting a dialogue with the cities in Canyon County as far as their growth and developing a plan as to what's going to happen, and as Canyon County and Ada County move closer together we'll have to deal with the same thing. Director Nilsson said we are fortunate in Canyon County as we don't have the largescale annexations outside areas of impact. There are issues related to the preservation of agriculture in Canyon County and there was a controversial land use case (Lake Hazel Estates) across the street from Meridian's impact area and this Board took a lot of heat for developing farmland when right across the street it is urban and we have competing interests from our respective citizens of what they want to see there. Also, there is inconsistency in how some of the streets are categorized in Ada County and that hasn't been continued in Canyon County, especially the arterials that do not stop at the county line. Director Nilsson will be monitoring that as this goes forward to offer any feedback. Commissioner Rule spoke about the importance of communication between both counties on future planning, especially when it comes to corridor preservation. Commissioner Dale said the southern byway corridor needs to be preserved and on both the Canyon County and Ada County sides. No Board action was required or taken. The meeting concluded at 3:37 p.m. An audio recording is on file in the Commissioners' Office.

TWENTY-SECOND DAY OF NOVEMBER TERM, A.D., 2015  
CALDWELL, IDAHO      DECEMBER 11, 2015

PRESENT:    Commissioner Steven J. Rule, Chairman  
              Commissioner Craig L. Hanson  
              Commissioner Tom Dale  
              Deputy Clerk Monica Reeves

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Karen Serratos, Eric Jensen, Michelle Kidd, and Kenny Jack.

## APPROVED PURCHASE ORDER

The Board approved a purchase order for the Sheriff's Office in the amount of \$1,560.00 to Officemax.

## MONTHLY MEETING WITH THE ADMINISTRATIVE DISTRICT JUDGE

The Board met today at 8:01 a.m. for a monthly meeting with the Administrative District Judge. Present were: Commissioners Steve Rule and Craig Hanson, Administrative District Judge Brad Ford, and Deputy Clerk Monica Reeves. Judge Ford spoke about the courthouse remodel project and the challenges involved with relocating staff/offices. They are on schedule to transition the Nampa courts to Caldwell in mid-January. He continues to be in communication with Facilities Manager Paul Navarro with the plans for what happens once the Prosecutor's Office relocated to the third floor and construction begins on the first floor courtrooms to make the space/furniture/equipment needs are adequately addressed. The project should be complete by June or July. The courts are looking forward to being able to use the new district courtrooms so they can get back to some efficiency. Judges have been sharing courtrooms which presents some logistical issues and involves a lot of personnel issues and frustration with litigants. Judge Ford addressed the upcoming holiday closures of the courthouse and said the reality is as far as court business and filings, the building has to stay open until 5:00 p.m. on Christmas Eve and New Year's Eve. They have moved arraignments to the morning on those days so as many people as possible can get out of here, but they will have a skeleton crew to work until 5:00 p.m., and he will stay here as well until close of business. He said the law says other than those designated holidays there has to be access for court filings. Commissioner Hanson said the Board can authorize other holidays but they are not under the application of the state holiday system, and said someone will be here to make sure the courthouse is open until 5:00 p.m. Judge Ford is hoping the Sheriff can get the transport people he needs because there has been an issue of people standing in the hallways. Commissioner Rule said the Board does not have plans to keep the Nampa courthouse building for long if we don't have to. Judge Ford said perhaps the City of Nampa is interested in it. The items discussed were general in nature and did not require Board action. The meeting concluded at 8:17 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

CONSIDER SIGNING ADDENDUM NO. 1 TO THE CANYON COUNTY RFP FOR THE CANYON COUNTY FAIR CARNIVAL

The Board met today at 9:01 a.m. to consider signing Addendum No. 1 to the Canyon County Request for Proposals for the Canyon County Fair Carnival. Present were: Commissioners Steve Rule, Craig Hanson and Tom Dale, Deputy P.A. Mike Porter, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. Mike Porter said the addendum includes the answers to questions that were received by Fair Administrator, Rosalie Cope, as well as a map of the area and one of proposed layout for the carnival. Upon the motion of Commissioner Hanson and the second by Commissioner Dale, the Board voted unanimously to sign Addendum No. 1 to the Canyon County Request for Proposals for the Canyon County Fair Carnival. The meeting concluded at 9:02 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, AND COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

*Note for the record: As properly noticed the Board met today at 9:02 a.m. for a legal staff update. A request was made to go into Executive Session to discuss records exempt from public disclosure and attorney-client communication, and to communicate with legal counsel regarding pending/imminently likely claims. The Executive Session was held as follows:*

Commissioner Dale made a motion to go into Executive Session at 9:02 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (f). The motion was seconded by Commissioner Hanson. A roll call vote was taken on the motion with Commissioners Hanson, Dale and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Craig Hanson, and Tom Dale, Deputy P.A. Mike Porter, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:17 a.m. with no decision being called for in open session.

SIGNED RESOLUTION FOR ALCOHOLIC BEVERAGE LICENSE

The Board approved an Alcoholic Beverage License for:

#15-186      Coronar LLC dba Los Mariachis Mexican Restaurant #2

COMMISSIONER NOVEMBER 2015 TERM ADJOURNED

At the conclusion of the day's official business, the Board adjourned the November 2015 Commissioner Term.

THE MINUTES OF THE FISCAL TERM OF NOVEMBER 2015 WERE READ AND APPROVED AND FOUND TO BE A PROPER RECORD OF THE PROCEEDINGS OF THE BOARD OF CANYON COUNTY COMMISSIONERS, CANYON COUNTY IDAHO.

APPROVED: Commissioners Steven J. Rule, Craig L. Hanson, and Tom Dale

ATTEST: Chris Yamamoto  
Clerk

Kelly Martinez  
Deputy

DATE: 1/19/16