

FIRST DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 8, 2014

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

APPROVED CLAIMS ORDER NO. 12-10-14

The Board of Commissioners approved payment of County claims in the amounts of \$31,586.03, \$114,871.32, \$62,830.89, \$97,353.15, \$154,160.32, and \$6,726.76 for accounts payable.

FILE IN MINUTES

The Board filed the Treasurer's Monthly Report for October 2014 in today's minutes.

SIGNED RESOLUTION FOR ALCOHOLIC BEVERAGE LICENSE

The Board approved an Alcoholic Beverage License for:

#14-239 Flying M, Inc. DBA Flying M Coffee

COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:31 a.m. for an office staff meeting. Present were: Commissioners Steve Rule and Kathy Alder, Facilities Manager Paul Navarro, PIO Joe Decker, and Deputy Clerks Kelly Martinez, Becky Cowan, and Monica Reeves. The items discussed were general in nature. Ms. Martinez and Ms. Cowan left at 8:35 a.m. Joe Decker reported on the following communication issues: He will work on talking points for this week's KBOI radio program; the County celebration books should arrive soon, and some will be given to libraries and schools; a jail expansion press release is being reviewed by the Prosecutor's Office, an employee is trying to collect shoes as part of a youth group activity and she would like to send an email to employees with information about the shoe drive; the shop with a cop event was a success; Prosecutor Bryan Taylor has asked for photographs of the former Canyon County Prosecutors to be displayed in the office so Mr. Decker will search old newspaper articles for information; there has been media interest in an ethanol plant land use case that's been before the

P&Z Commission, and the case has been tabled to December 18. Paul Navarro reported on the following facilities issues: Jeff Breach wants to redesign his lobby area to accommodate the community service project so once the problem solving courts are out of his space he will work on a design. The remodel can be done in-house. Tom Bicak has asked Mr. Navarro to assist with getting electrical to the Crossroads Museum before April. By having his staff do the work he estimates he will be able to save Mr. Bicak tens of thousands of dollars. The Board has no problem with staff working on that project and it was suggested that Mr. Navarro also use the SILD or community service workers to assist with packing of equipment and materials. Mr. Navarro will prepare a proposal for the project. He asked if the Board is aware of the Sheriff's request to build an officer dining room in the jail kitchen so the deputies can have a space to have an affordable lunch. He said the Sheriff has funds set aside to pay for it, but because Mr. Navarro has an appliance budget he has agreed to buy a refrigerated salad bar. The Board was not aware of the request but they would like to hear about the plan and know what it will cost. Mr. Navarro will talk with the Sheriff and they will present the information together. He has a purchase order for flooring repairs for the animal shelter. He has photos of the 2nd and 3rd floor remodel and Mr. Decker offered to put them on the County's Facebook page. The HR Department remodel will be completed this week and the office will move next Monday. Two old, heavy safes have been removed from the courthouse; one from the Clerk's Office and one from the Treasurer's Office. Mr. Decker reached out to organizations to see if they were interested in the safes but the only response he received was from the Notus Community Museum who wants to use one of the safes for their historical display. Commissioner Rule suggested the other safe be offered for sale if nobody expresses interest in it. The meeting concluded at 8:48 a.m. An audio recording is on file in the Commissioners' Office.

MEETING TO DISCUSS ADP TRANSITION AND POSSIBLE SIGNING OF ADP QUOTE FOR ANALYTIC AND ARCHIVE SERVICES

The Board met today at 9:33 a.m. for a meeting to discuss the ADP transition and possible signing of the ADP quote for analytic and archive services. Present were: Commissioners Steve Rule and Kathy Alder, Deputy P.A. Zach Wesley, Clerk Chris Yamamoto, Controller Zach Wagoner, Accountant Shawna Larson, HR Director Jeannine Eiband, Chief Information Officer Rob Hopper, ADP Major Accounts District Manager Brenda Grever, ADP Major Accounts District Manager Jake Stevens, and Deputy Clerk Kelly Martinez. Director Eiband said the County is looking to transition to the new version of ADP in 2015. Director Eiband said a timeline has been reviewed with ADP and the County needs to utilize the archival piece and/or the analytics piece so we can move forward with the transition. Ms. Grever said they based the quote off of the number of employees so it comes to \$774. Commissioner Alder asked if Director Eiband is suggesting one or both products. Director Eiband said her preference is to

have both in the future, however we just need one product to move forward as it is her understanding that it is a condition of moving forward with the transition. Mr. Stevens clarified it is not a mandate that the County add functionality. Mr. Stevens said they discussed the needs of the County and how the ADP system could be better utilized and these two programs were outlined as being beneficial to the County. The archival feature allows you to take your paper personnel files and store them electronically. The analytics piece provides more of a reporting function and allows you to see different metrics. Mr. Stevens does not want everyone to think that the County can't have this upgrade without spending the money on these features. Commissioner Rule said we have had a lot of issues here about using the "Cloud" and asked for input from CIO Rob Hopper. Mr. Hopper said the "Cloud" in this case is referring to the fact that the data is actually stored at ADP just as it is already today for our timecards. The question about "Cloud" storage is as long as it is managed well and by a vendor that we have an agreement with and confidentially is all tied to that, it is pretty safe. Mr. Hopper said they were more concerned with employees signing up with "Cloud" type services and storing business documents in a personal account. Mr. Stevens said the document "Cloud" specifically is to track documents themselves and the advantage of an ADP system is it allows Canyon County to control who has access and provides an audit trail that is time stamped so it provides a lot more control. Mr. Hopper said it isn't perfect but the same protections are in place regardless of whether the system is in the "Cloud" or here. Mr. Wagoner said he appreciates the insight and wanted to clarify that the County does not have to acquire one of these pieces to move forward. It is just a matter of in the future, do these two pieces add value to what we are trying to do with ADP and for our employees and personnel. Mr. Stevens said for HR benefits users, ADP has been delaying these upgrades until after the first of the year. In cases where clients are willing to sign on and add additional functionality, ADP has been able to expedite the timeline. Every client will eventually be moved to this new version regardless of whether they spend additional money. Ms. Grever said ADP has secured a February 14, 2015 start date based on the County adding one of these products. Director Eiband asked what the start date would have been if we didn't add one of these products. Mr. Stevens said the County probably would have heard from ADP sometime in the second quarter to discuss timing. Director Eiband said the goal was to eventually add this for next budget year and it was her understanding to move forward, the County had to do one now. Commissioner Rule said we want it to be successful. Mr. Wagoner said the annual cost will be about \$20,000 for both. The question is does the County receive greater than \$20,000 worth of value for what we are paying out. Mr. Wagoner said he believes the document "Cloud" piece is the most important right now. There was discussion regarding this function versus using document management in OnBase. Commissioner Rule asked what budget this money would be coming from. Director Eiband said she budgeted money for the ADP transition, and she recommends doing the document "Cloud" now and hold off on the analytics until we have more time to explore it. Mr. Wagoner agrees. Mr. Hopper said he believes there will be enough work in the transition itself and Director Eiband probably would not have a lot of time

to get the analytics working from day one so it would probably make sense to delay that. Ms. Grever said there isn't a disadvantage doing it that way, but she wanted the Board to understand that the analytics tool could be utilized by several departments, not just Human Resources. Ms. Grever said if the County does choose to use the analytics tool now, ADP would give the first three months free. Clerk Yamamoto said he agrees with Mr. Hopper that the transition is going to be a certain amount of work. Clerk Yamamoto said what we are talking about adding does not help with cutting checks, it is just another tool. He believes we need to pace ourselves because we don't know how much work that upgrade will be. Mr. Stevens said the upgrade itself will be a project. The analytics is more of a function that ADP can just turn on, it is less labor intensive. Director Eiband said she can definitely see extreme benefit to the analytics portion of the product, however some of it they are already doing in-house, they are just doing it by hand. Director Eiband said the process will begin in February but it won't be fully functional until the summer of 2015. Mr. Stevens said it makes sense to phase it in and he is excited to get the County on the newer enhanced version sooner rather than later. Mr. Wesley said that it is important this comes through under the master agreement as a service upgrade and not a new contract. Mr. Wesley would advise the Board to set the signature out to a later date. A meeting will be scheduled for Wednesday, December 10, 2014 at 2:30 p.m. Mr. Wagoner asked Mr. Stevens if he anticipates any change to the biweekly cost when we move to the new version. Mr. Stevens said the only thing that will change would be the added enhanced features. The meeting concluded at 9:55 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

CONSIDER SIGNING JUVENILE JUSTICE ANNUAL FINANCIAL REPORT

The Board met today at 10:02 a.m. to consider signing the Juvenile Justice Annual Financial Report. Present were: Commissioners Steve Rule and Kathy Alder, Chief Probation Officer Elda Catalano, Controller Zach Wagoner, Trial Court Administrator Dan Kessler, and Deputy Clerk Kelly Martinez. Ms. Catalano said we have a revised financial report for the Board's review. Last week, Ms. Catalano came before the Board to present the report and while looking at the numbers, they were a little bit off. After further review, the report has been corrected by the Controller. This is the report that will be sent to the Idaho Department of Juvenile Corrections to account for all of the money the County received. Ms. Catalano said there were just some minor changes to the report and she is confident that this report reflects how the monies were used to manage the Juvenile Probation Department. Ms. Catalano said it is okay to have cash on hand at the end of the year; she just has to indicate how they will use those funds and she typically uses a very generic statement as to where the funds will be used. Dan Kessler left at 10:05 a.m. Commissioner Rule said we will go off the record for a brief moment so Ms. Catalano can complete the report. The Board went off the record at 10:07 a.m. and went back on the record at 10:10 a.m. Upon the motion by

Commissioner Alder and the second by Commissioner Rule, the Board voted unanimously to sign the Juvenile Justice Annual Financial Report. The signed report is on file with this day's minute entry. Ms. Catalano said on a side note, her staff is always trying to help people and they have decided to put holiday baskets together to be auctioned or raffled off to raise money to purchase food and other items to make some families' Christmas more joyful. The baskets are located in Juvenile Probation and she would like to put a flyer online to advertise the baskets. The meeting concluded at 10:13 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

WEEKLY MEETING WITH THE CHIEF INFORMATION OFFICER TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 10:15 a.m. for a weekly meeting with the Chief Information Officer to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Information Officer Rob Hopper, IT Business Analyst Shawn Adamson, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: application work continues on JustWare, the East Complex queue system, and the mobile device management project; Mr. Hopper is continuing to work with HR and Auditing to set a schedule for the ADP upgrade; the Accela project has been delayed while they wait for DSD to define screen views; and the wireless deployment is in the final stages. Commissioner Alder discussed a Purchase Order submitted by the Clerk's Office and Mr. Hopper will follow up with Taryn White about the purchase. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:22 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

CONSIDER SIGNING RESOLUTION TO APPOINT DONNA M. ROGERS TO THE BOARD OF COMMUNITY GUARDIANS

The Board met today at 10:30 a.m. to consider signing a resolution to appoint Donna M. Rogers to the Board of Community Guardians. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, and Deputy Clerk Kelly Martinez. Commissioner Rule confirmed that there was a background review done on this individual through the Prosecutor's Office. Upon the motion by Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to sign the resolution to appoint Donna M. Rogers to the Board of Community Guardians. The signed resolution, No. 14-238, is on file with this day's minute entry. The meeting concluded at 10:31 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

SECOND DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 9, 2014

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

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Edmundo Campos, Dave Duncan, Murray Young, and Oralia Ramirez.

APPROVED KEY REQUEST

The Board approved a key request for Oralia Ramirez.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$4,100.00 to Upson Roofing.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$22,700.00 to Upson Roofing.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$4,645.00 to Wall 2 Wall Flooring.

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 8:46 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 and Kathy Alder, Weed Control Superintendent and Gopher District Director Jim Martell, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: update on spraying Phragmites; Fiscal Year 2015 budget information; there was a large attendance at the Elks' application seminar in November; Mr. Martell will be meeting with the Department of Agriculture to discuss Sticky Nightshade on December 16; another applicator training with Jerry Neufeld will be held on December 11; owl house cleaning and inspections are in progress; and discussion about an Owyhee County Commissioner who is now also the Weed Superintendent. Mr. Martell said the new equipment is about three months out. There was also discussion regarding personnel issues. The items discussed were general in nature and did not require Board action. The meeting concluded at 8:57 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

EXECUTIVE SESSION - PERSONNEL MATTER, REAL PROPERTY ISSUE, RECORDS EXEMPT FROM PUBLIC DISCLOSURE, PENDING LITIGATION, 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, real property issue, records exempt from public disclosure, pending litigation, and to communicate with the County's risk manager regarding pending/imminently likely claims. The Executive Session was held as follows:

Commissioner Alder made a motion to go into Executive Session at 9:03 a.m. pursuant to Idaho Code, Section 67-2345(1) (b), (c), (d), (f) and (i). The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Alder and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Kathy Alder, Deputy P.A. Zach Wesley, and Deputy Clerk Kelly Martinez. Commissioner Craig Hanson arrived at 9:08 a.m. The Executive Session concluded at 9:20 a.m. at which time Mr. Wesley said Deputy P.A. Brad Goodsell will be here at 9:30 a.m. to give an update on real property issues. Upon the motion by Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to continue the legal staff update to 9:30 a.m. The Board went off the record at 9:21 a.m. The Board went

back on the record at 9:32 a.m. to continue the legal staff update from earlier this morning. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell and Deputy Clerk Kelly Martinez. Commissioner Alder made a motion to go back into Executive Session under the previous code sections. Commissioner Hanson seconded the motion and it carried unanimously. The Executive Session concluded at 9:38 a.m. with no decision being called for in open session.

CONSIDER SIGNING A RESOLUTION CLASSIFYING RECORDS OF THE CANYON COUNTY CLERK AND AUTHORIZING THE DESTRUCTION OF CERTAIN ELECTION RECORDS

The Board met today at 9:30 a.m. to consider signing a resolution classifying records of the Canyon County Clerk and authorizing the destruction of certain Election records. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Kathy Simon from the Elections Office, and Deputy Clerk Kelly Martinez. Ms. Simon said the time has come to destroy the voted and un-voted 2012 general election ballots which have been stored for the required amount of time. Upon the motion by Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to sign the resolution classifying records of the Canyon County Clerk and authorizing the destruction of certain Election records. The signed resolution, No. 14-240, is on file with this day's minute entry. The meeting concluded at 9:32 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

CONSIDER SIGNING IDAHO BUREAU OF HOMELAND SECURITY STATE ADMINISTERING AGENCY HOMELAND SECURITY GRANT PROGRAMS

The Board met today at 9:46 a.m. to consider signing the Idaho Bureau of Homeland Security State Administering Agency Homeland Security Grant Programs. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Emergency Manager Lieutenant Dave Schorzman, and Deputy Clerk Kelly Martinez. Lt. Schorzman said this is the Homeland Security Grant program the County uses for interoperability and communications. Almost the entire grant has gone to equipment and this is the final document to close out the 2012 grant. There is an unused balance of \$96.47 remaining and Lt. Schorzman is confident the accounting is correct. Commissioner Alder is pleased with what the County has done with the money. Upon the motion by Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to sign the Idaho Bureau of Homeland Security State Administering Agency Homeland Security Grant Programs. (See Agreement No. 14-150.) The signed document is on file with this day's minute entry. The meeting concluded at 9:49 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

CONSIDER SIGNING RESOLUTION TO TRANSFER FUND BALANCE FROM MISDEMEANOR PROBATION TO THE JUSTICE FUND

The Board met today at 10:01 a.m. to consider signing a resolution to transfer fund balance from Misdemeanor Probation to the Justice Fund. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, Deputy Director of Misdemeanor Probation Lisa Sheehan, and Deputy Clerk Kelly Martinez. Mr. Wagoner said Idaho Code states that Misdemeanor Probation functions can be accounted for in either the County Justice Fund or a separate Misdemeanor Probation Fund. In prior fiscal years, the County had a Misdemeanor Probation Fund however, during the 2015 budget process we decided to no longer utilize the Misdemeanor Probation Fund but transfer this to the County Justice Fund. The County still had some bills to pay prior to September 30, but those bills have all been paid. The remaining balance is \$131,369.44 and the final act to complete the transfer is to move that money to County Justice Fund. Upon the motion by Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to sign the resolution to transfer fund balance from Misdemeanor Probation to the Justice Fund. The signed resolution, No. 14-241, is on file with this day's minute entry. The meeting concluded at 10:03 a.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; AND CONSIDER SIGNING MOU BETWEEN COLLEGE OF WESTERN IDAHO AND CANYON COUNTY

The Board met today at 2:15 p.m. for a monthly meeting with the Parks Director to discuss general issues, set policy, and give direction as well as consider signing an MOU between College of Western Idaho (CWI) and Canyon County. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Parks Director Tom Bicak, Deputy P.A. Zach Wesley, and Deputy Clerk Kelly Martinez. Mr. Wesley said the Board previously signed a Support Award Agreement for the College of Western Idaho Foundation to receive historical preservation funding. This MOU is between CWI and Canyon County to allow the students and faculty with the CWI Archeology Club to come to Celebration Park to survey the rock art petroglyphs. The MOU outlines the responsibilities of CWI as well as the County. CWI will be an independent contractor and maintain insurance. Commissioner Alder said CWI did this last year and asked who received a report of the findings. Mr. Bicak said his office did and it is kept at the office at Lake Lowell. Mr. Bicak clarified that the grant from the Historic Preservation Commission is not being used for any park surveys; it is for surveying the south end of the County outside of the County property. They are not doing any park work with the Historic Preservation money. Upon the motion by Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to sign the MOU between College of Western Idaho and Canyon County. (See Agreement No. 14-151.)

The signed document is on file with this day's minute entry. (Zach Wesley left at 2:23 p.m.) Other topics of discussion included the following: there have been some shield warrior petroglyphs identified; Director Bicak was the featured speaker at Boise Metro Rotary Club; finishing the museum phase final billing document; Southwest Idaho Resource Conservation and Development Council has been selected to receive a \$1,000 Intermountain Gas Environment Community Opportunity Fund grant; they will be moving the Wilson Springs field trip to Lake Lowell; creating benches for Lake Lowell Park; Americans with Disabilities Act compliant restroom signs will be created and installed; 60th meeting of the Idaho Oregon Snake River Water Trail Council meeting occurred on November 12; they may have found a camp host for Martin Landing; the Mayor of the City of Nyssa reported that the plans for improvements on the Idaho side of the Nyssa river complex are proceeding on schedule; invitation to attend a joint meeting with the Idaho Oregon Snake River Water Trail, Historic Preservation Commission and Southwest Idaho Resource Conservation and Development Council on December 16; and discussion regarding minor construction issues at the Crossroads Museum. (At 2:37 p.m. the fire alarm was activated and the Courthouse was evacuated.) The meeting concluded at 2:37 p.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 2:53 p.m. for a monthly meeting with the Public Defender to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Public Defender Tera Harden, and Deputy Clerk Monica Reeves. Ms. Harden reported that her support staff has been hired; five are bilingual and those who are interested will have an opportunity to become court certified; a new attorney will begin work on January 12. In terms of the budget, the office is on target. The November expenses were higher due to computer expenses and salary increases that went into effect. The budget for contract lawyers has increased to \$55,000 but it will be tapering off. Currently she is below budget on salaries. Ms. Harden has met with the Judges and the Trial Court Administrator to discuss post-conviction cases and the potential of raising the attorney fees to \$100 per hour and allowing them to bill out paralegals which should be more cost effective. They will make sure they keep a lawyer doing the work and doing it well and avoiding liability. She is working with the Prosecutor's Office on a shared drive for electronic discovery. Commissioner Rule will follow up with the Facilities Manager on the partitions Ms. Harden requested for her office. At 3:00 p.m. the Board went into Executive Session as follows to discuss a personnel matter:

EXECUTIVE SESSION – PERSONNEL MATTER

Commissioner Alder made a motion to go into Executive Session at 3:00 p.m. pursuant to Idaho Code, Section 67-2345(1) (b). The motion was seconded by Commissioner Hanson. A roll call vote was taken on the motion with Commissioners Alder, Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Public Defender Tera Harden, and Deputy Clerk Monica Reeves. The Executive Session concluded at 3:11 p.m. with no decision being called for in open session.

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

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

The Board met today at 3:15 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, Kathy Alder and Craig Hanson, Trial Court Administrator Dan Kessler, and Deputy Clerk Monica Reeves. Mr. Kessler reported that staff continues to explore centralized drug testing for when the new facility comes on line. There has been a discussion about technology needs in the courtrooms that will allow for forensic testimony via video. Mr. Kessler, Prosecutor Bryan Taylor, and CIO Rob Hopper will take a close look at what is needed once the remodel is underway and they begin equipping courtrooms. Staff is working with IT to update the data processing side of the jury system to hopefully have some live data exchange as far as address updates because they have a lot of problems with outdated addresses. This Friday he will meet with the Judges from the problem solving courts to discuss sustainability, and trying to get the cost of testing down and fee collections up. They had a peer review of the felony drug court and the juvenile drug court and they both came through it very well although there are a few things that need to be addressed. The felony drug court has already taken care of their action items and Benita Miller is working on an action plan for the juvenile drug court to address their items. Felony drug court will be transitioning from Judge Ford to Judge Nye. Mr. Kessler advised that he still hasn't received anything on the MOU for the juvenile drug court. Commissioner Rule said the Prosecutor's Office is looking into it and they will report back to the Board. Mr. Kessler said the community service program is working extremely well. The items discussed were general in nature and did not require Board action. The meeting concluded at 3:25 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 4:03 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, Kathy Alder and Craig Hanson, Solid Waste Director Dave Loper, and Deputy Clerk Monica Reeves. The following agenda topics were discussed: Waste amounts were down 21.7% in November which is likely due to the cold snap and snow storm we experienced so he is going to hold off on some of the bigger budget items for now. He would like to increase the minimum fee of \$4.25 to \$5.00 for loads that range from zero pounds to 600 pounds. Raising the minimum will make things easier for staff because it will eliminate the need to have hundreds of dollars' worth of quarters on hand. Mr. Loper said the increase will not affect the larger customers because they are always over the ton amount so they won't see an increase. The Board has no problem with the fee increase as explained by Mr. Loper. He met with the Prosecutor's Office last week about starting the landfill status report process. Legal will provide some guidance after the first of the year and during that process he hopes to get a better feel on future fees if need be. Mr. Loper has worked with the HR Director on a job description for a lead landfill heavy equipment operator. With the way the schedules are set with 10-hour days there are times when the operations supervisor is not on site so there needs to be someone in the operations area who can lead the charge. Mr. Loper met with the outside auditor, the Controller and the Clerk and they had a good discussion on the handling of money on a day-to-day perspective and changes have already been made. He said it would be nice if they can deposit the money every day but he may have to hire more office staff to accomplish that. Once the audit is complete Mr. Loper will be advised of the findings. The landfill budget allows for a \$250 clothing allowance for employees and Mr. Loper wanted to know if that is something the Board is still interested in doing. The Board was not aware of the allowance but it has no problem with it being offered. Commissioner Hanson said clothing allowances were considered taxable income in the Sheriff's Office so we need to make sure it is handled properly through payroll so the employees get the best deal for the money. Mr. Loper will send the Board some history behind the allowance and he will check with the Controller on the taxable income inquiry. He has been working on the MOU with Sheriff's Office. It gives borders on what his staff should do and what they shouldn't do; and they added an acknowledgment that the program works best if they have 10-15 inmate workers each day. Right now he only has five or six. Mr. Loper discussed household hazardous waste and conditionally exempt small quantity generators (CESQG). He receives a lot of calls from people wanting to dispose of paints, thinners, mercury, etc. Legally, if it is household waste they can take it at the landfill but that may not be the best practice. They have shown there is virtually no potential for migration of contaminants to ground water but it is an unlined facility so we have to keep that in mind. He has some resources to steer the CESQG's to cleanup companies that can handle their waste and dispose of it correctly. He would like to hold a collection day

once or twice a year where people can drop off their household hazardous waste. The problem is once we take the waste it becomes ours and we'll have to pay to get rid of it. He has contacted DEQ to see if they will help promote a collection day or help with funding. The Board thinks it's a great idea. The meeting concluded at 4:33 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

THIRD DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 10, 2014

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

APPROVED CLAIMS ORDER NO. 12-10-14

The Board of Commissioners approved payment of County claims in the amount of \$3,713.12 for accounts payable.

APPROVED CLAIMS ORDER NO. 12-15-14

The Board of Commissioners approved payment of County claims in the amount of \$221,070.42 for accounts payable.

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Juana Delgado.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$2,086.00 to R & H Wholesale Supply.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Clerk's Office in the amount of \$1,074.64 to Williams Sound.

EXECUTIVE SESSION - POSSIBLE ACQUISITION OF AN INTEREST IN REAL PROPERTY, RECORDS EXEMPT FROM PUBLIC DISCLOSURE, 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 the possible acquisition of an interest in real property, records exempt from public disclosure 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 67-2345(1) (c), (d) and (i). The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. Deputy P.A. Mike Porter arrived at 9:19 a.m. The Executive Session concluded at 9:33 a.m. with no decision being called for in open session.

CONSIDER SIGNING CANYON COUNTY COURTHOUSE ROOF RESTORE OR REPLACEMENT PROJECT AND ENGINEERING SERVICES AGREEMENT

The Board met today at 3:03 p.m. to consider signing the Canyon County Courthouse Roof Restore or Replacement Project and Engineering Services Agreement with Garland/DBS Inc. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Facilities Manager Paul Navarro, and Deputy Clerk Kelly Martinez. Mr. Navarro said this is a service contract with Garland/DBS Inc. who is the current holder of the US Communities Contract. Garland approached the County about designing the roof for the Courthouse. They will give us a stamped set of drawings that will be ready to go out for bid. This is at a significant savings to the County, he was anticipating the fees to come in around \$50,000-60,000 but it is actually just over \$5,000. Mr. Navarro discussed the product the County has chosen to go with for the new roof. This gets the process going during the winter months to get us to the point where we can put the documents out for bid in the spring and get a contractor up there replacing the roof which is in desperate need of replacement. Mr. Navarro also added that this is a

budgeted item. Commissioner Alder thinks the fee of \$5,050 is a good price for engineering. Upon the motion by Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to sign the Canyon County Courthouse Roof Restore or Replacement Project and Engineering Services Contract with Garland/DBS Inc. The signed agreement, No. 14-152, is on file with this day's minute entry. The meeting concluded at 3:06 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

CONSIDER SIGNING THE ADP QUOTE FOR ANALYTIC AND ARCHIVE SERVICES; ADDENDUM TO MAJOR ACCOUNTS AGREEMENT BETWEEN ADP, LLC AND CANYON COUNTY

The Board met today at 3:30 p.m. to consider signing the ADP quote for analytic and archive services as well as the Addendum to Major Accounts Agreement between ADP, LLC and Canyon County. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, HR Director Jeannine Eiband, and Deputy Clerk Kelly Martinez. Director Eiband said this is a follow up to the meeting held earlier this week with ADP to get our upgrade transition starting in February. Deputy P.A. Zach Wesley worked with the lawyers at ADP to create an addendum to our current contract with ADP that allows us to add the analytics and archival portions of the ADP program. There is also the Sales Order that will be sent to ADP that allows them to start that purchase. Commissioner Alder said we are not doing the analytics program, only the archive services. Director Eiband said that is her preference. Upon the motion by Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to amend today's agenda to include the following language: Possible signing of the Addendum to Major Accounts Agreement between ADP, LLC and Canyon County. Staff updated the agenda to reflect that action. Upon the motion by Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to sign the Addendum to the Major Accounts Agreement between ADP, LLC and Canyon County (Agreement No. 14-153) as well as the Sales Order for archive services (Agreement No. 14-154). The signed documents are on file with this day's minute entry. The meeting concluded at 3:32 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

FOURTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 11, 2014

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

APPROVED CLAIMS ORDER NO. 12-12-14

The Board of Commissioners approved payment of County claims in the amounts of \$63,187.94 and \$13,003.98 for accounts payable.

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Lorraine Doramus, Cindy Gonzalez, Michael Birdsong, and Ellen Cahalan.

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2014-044701, 2014-044700, 2014-044483, and 2014-044484.

CONTINUE MEDICAL INDIGENCY HEARINGS

The Board met today at 8:53 a.m. to go on the record and continue medical indigency hearings. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, and Deputy Clerk Kelly Martinez. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to continue the following cases by signed stipulation as follows:

Case No. 2014-1573 was continued to February 19, 2015 at 9:00 a.m.

Case Nos. 2014-1265, 2014-1268, and 2014-1498 were continued to February 5, 2015 at 9:00 a.m.

Ms. Baker recommended the Board place Case No. 2014-1308 in suspension. Upon the motion by Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to place Case No. 2014-1308 in suspension.

The proceeding concluded at 8:55 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2014-1432

The Board met today at 9:22 a.m. to conduct a medical indigency hearing for Case No. 2014-1432. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley, Deputy P.A. Leon Samuels, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Angela Papa, the applicant and her family, Attorney Mark Peterson, Kate Stark from St. Luke's, and Deputy Clerk Kelly Martinez. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to take case No. 14-1432 under advisement and with a decision to be rendered within 30 days. The hearing concluded at 9:31 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 9:32 a.m. to uphold original denials for various medical indigency cases. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley, Deputy P.A. Leon Samuels, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Angela Papa, and Deputy Clerk Kelly Martinez. Director Chadwick recommended the Board uphold the previous respective denials in the following cases: Case Nos. 2014-1479, 2014-1455, 2014-1506, and 2014-1433. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to uphold the previous denials. The proceeding concluded at 9:33 a.m. An audio recording is on file in the Commissioners' Office.

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

Note for the record: As properly noticed the Board met today at 10:35 a.m. for a legal staff update. A request was made to go into Executive Session to discuss records exempt from public disclosure, 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 10:36 a.m. pursuant to Idaho Code, Section 67-2345(1) (d), (f) and (i). The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners

Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. Deputy P.A. Mike Porter arrived at 10:39 a.m. The Executive Session concluded at 11:12 a.m. with no decision being called for in open session.

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

The Board met today at 2:00 p.m. for a monthly meeting with the Fair Administrator to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Fair Administrator Rosalie Cope, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: preparing for the Bulls 'n Broncs event; staff members are attending a convention this week; bleachers are being picked up from Western Idaho Fair; she has checked ticket sales but none have been sold yet; the Foundation Board met on Monday as a follow up to some insight as to the top donor; she is working on campaign leadership and contact has been made; they are still working on Foundation Board members; Ms. Cope is hopeful that building a Foundation Board will let leadership know they have support; and there has been one concert booked for the 2015 fair for Friday night. Commissioner Rule said he understands that Caldwell has reached out to Ms. Cope and offered parking across the street. Commissioner Rule commented that the underpass has turned into an overpass across the railroad tracks. Ms. Cope said the Fair Board will send a letter to the College of Idaho asking for permission to use the field. Ms. Cope said Caldwell Night Rodeo is hiring a new person for their marketing position. Ms. Cope said staff is working to reduce comp hour balances and discussed a possible change to office hours. There was also discussion regarding exiting the rodeo arena after the concerts. The items discussed were general in nature and did not require Board action. The meeting concluded at 2:14 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

EXECUTIVE SESSION - PERSONNEL MATTER AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Commissioner Hanson made a motion to go into Executive Session at 2:32 p.m. pursuant to Idaho Code, Section 67-2345(1) (b) and (d) to discuss a personnel matter and records exempt from public disclosure. The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, H.R. Director Jeannine Eiband, and Deputy Clerk Monica

Reeves. The Executive Session concluded at 3:23 p.m. with no decision being called for in open session.

CONSIDER SIGNING RESOLUTION TO APPROVE CHANGES TO ALL COUNTY JOB DESCRIPTIONS AND SPECIFIC CHANGES TO CERTAIN COUNTY JOB DESCRIPTIONS

The Board met today at 3:23 p.m. to consider signing a resolution to approve changes to all County job descriptions and specific changes to certain County job descriptions. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, HR Director Jeannine Eiband, and Deputy Clerk Monica Reeves. The Board postponed the meeting for one week to allow more time to review the job descriptions. The proceeding concluded at 3:24 p.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING NOTICE OF SOLE SOURCE PROCUREMENT WITH UNITED MICRO DATA TO SCAN AND DESTROY CERTAIN COURT RECORDS

The Board met today at 3:24 p.m. to consider signing a Notice of Sole Source Procurement with United Micro Data to scan and destroy certain court records. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Mike Porter, and Deputy Clerk Monica Reeves. Mr. Porter said the Clerk's Office has a longstanding relationship with a vendor and they have been using their software and developed templates and now they want to go through the process of digitizing records and putting them on laser fiche so their storage area can be used for other things. They believe this is a situation where sole source is appropriate as articulated in the notice. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to sign the Notice of Sole Source Procurement with United Micro Data to scan and destroy certain court records. The signed notice is on file with this day's minute entry. The meeting concluded at 3:25 p.m. An audio recording is on file in the Commissioners' Office.

FIFTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 12, 2014

PRESENT: Commissioner Steven J. Rule, Chairman
 Commissioner Kathryn Alder
 Deputy Clerk Monica Reeves

ABSENT: Commissioner Craig L. Hanson - Vacation

APPROVED CLAIMS ORDER NO. 12-12-14

The Board of Commissioners approved payment of County claims in the amount of \$1,285,185.57 for a County payroll.

EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE, 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 records exempt from public disclosure and to communicate with the County's risk manager regarding pending/imminently likely claims. The Executive Session was held as follows:

Commissioner Alder made a motion to go into Executive Session at 9:02 a.m. pursuant to Idaho Code, Section 67-2345(1) (d) and (i). The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Alder and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Kathy Alder, Chief Civil Deputy Sam Laugheed, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:45 a.m. with no decision being called for in open session.

CONSIDER SIGNING REAL ESTATE PURCHASE AND SALE AGREEMENT FOR 1022 E. ALBANY ST. CALDWELL, IDAHO

The Board met today at 9:45 a.m. to consider signing a Real Estate Purchase and Sale Agreement for property located at 1022 E. Albany Street in Caldwell. Present were: Commissioners Steve Rule and Kathy Alder, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. Mr. Goodsell said the agreement is to purchase the Staci's Bail Bonds building which is adjacent to the courthouse at the appraised value of \$300,000. The County has agreed to pay the closing costs and the cost of the appraisal. If the Board signs the agreement it will be contingent on a clean Level 1 environmental assessment. The property is scheduled to close on or before January 30, 2015. Commissioner Alder said this purchase will complete the campus and provide access to the surrounding areas and because we have plenty of parking it could easily become a park or a place for people to gather. Commissioner Alder made a motion to sign the Real Estate Purchase and Sale Agreement for property located at 1022 E. Albany Street in Caldwell. Commissioner Rule seconded the motion and said the purchase completes the campus acquisition for real estate for quite some time and even if we end up building a jail that is conceptualized now it doesn't need any more real estate. He said a

portion of this property could be turned into parking but it's not needed for a structure at this time; it unifies properties all around it and allows for future campus expansion. As far as he is concerned all of the parts of the Carter Goble Lee strategic plan are complete. Commissioner Alder said even though Commissioner Hanson is not here today he is supportive of the acquisition. The motion carried unanimously. The signed agreement, No. 14-155, is on file with this day's minute entry. An audio recording is on file in the Commissioners' Office.

SIXTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 15, 2014

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

COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:32 a.m. for an office staff meeting. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, PIO Joe Decker, Deputy Clerks Becky Cowan, Kelly Martinez and Deputy Clerk Monica Reeves. The items discussed were general in nature. Ms. Martinez and Ms. Cowan left at 8:36 a.m. Joe Decker reported on the following communication issues: he reviewed the Commissioners' statement on the proposed jail expansion; he is working on communication for the misdemeanor probation department; he will meet with Joe Bell this week to view archives to look for photographs of past prosecutors who have held office in Canyon County; he sent a press release regarding property tax payments; he believes Wednesday's meeting on the jail will be heavily attended; the Canyon County celebration books should arrive tomorrow and will be available to County employees at a reduced rate; Mr. Decker will maintain a list of the employees who have requested the books, with payment to go directly to Pat Quinn. The meeting concluded at 8:44 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, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. Commissioner Rule asked the Prosecutor's Office to review correspondence the Board received from Mimura Law Offices regarding payment of

invoices, and a letter from the City of Wilder regarding their party in interest claim for excess funds. At 9:06 a.m. the Board went into Executive Session to discuss the possible acquisition of an interest in real property and records exempt from public disclosure as follows:

EXECUTIVE SESSION - POSSIBLE ACQUISITION OF AN INTEREST IN REAL PROPERTY, AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Commissioner Hanson made a motion to go into Executive Session at 9:06 a.m. pursuant to Idaho Code, Section 67-2345(1) (c) and (d). The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. Chief Civil Deputy P.A. Sam Laugheed arrived at 9:10 a.m. The Executive Session concluded at 9:31 a.m. with no decision being called for in open session.

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

BID OPENING FOR OLD SHOP INTERIOR FRAMING PROJECT

The Board met today at 9:34 a.m. for a bid opening for the old shop interior framing project. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, interested bidders, and Deputy Clerk Monica Reeves. On December 5, 2014 the Board sent a solicitation for bids to the following companies: American Wallcover, Inc., New Space Construction, Northwest Interiors, and Tyco Structural. Today the following companies submitted bids:

New Space Construction, Inc.
2750 W. Victory Road
Meridian, ID 83642
Bid amount: \$73,840
Add on: \$1,315 for FRP panels at 4' in restrooms and mechanical room
Received December 15, 2014 at 9:23 a.m.

Tyco Structural Enterprises
9364 Missouri Avenue
Nampa, ID 83686
Bid amount: \$51,365

Received December 15, 2014 at 9:05 a.m.

Northwest Interiors, LLC

601 E. Karcher Road

Nampa, ID 83687

Bid amount: \$54,715

Received December 15, 2014 at 9:19 a.m.

American Wallcover, Inc.

2685 E. Lanark Street

Meridian, ID 83642

No bid amount was listed

Received December 15, 2014 at 9:02 a.m.

Mr. Laugheed will review the paperwork submitted by American Wallcover to determine if it is a responsive bid. Mr. Navarro will review the bids for compliance and make sure they are responsive to the scope of work. A recommendation will be made to the Board on December 17. The meeting concluded at 9:41 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING CLOSING DOCUMENTS FOR PURCHASE OF PROPERTY LOCATED AT 1116 E. CHICAGO STREET, CALDWELL

The Board met today at 9:46 a.m. to consider signing closing documents for the purchase of property located at 1116 E. Chicago Street, Caldwell, Idaho. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Kim Doan from Pioneer Title Company, and Deputy Clerk Monica Reeves. A few months ago the Board signed a purchase and sale agreement with Cash King, LLC, the owner of the Crown Bail Bonds building. Ms. Doan prepared the closing documents, which were reviewed by Mr. Goodsell and approved by the Board. The total purchase price is \$222,070.42. The signed documents are on file with this day's minute entry. The meeting concluded at 9:53 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 10:18 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, Kathy Alder and Craig Hanson, Development Services Director Tricia Nilsson, and Deputy Clerk Kelly Martinez. Topics of discussion

included the following: budget and permit summary review; update on Code Enforcement and Mechanical Inspector recruitment efforts; Planning and Zoning Commissioner recruitment update; COMPASS packet review; information regarding local project meetings including: Greenleaf Area of City Impact, Lake Lowell Bicycle and Pedestrian Plan, and Nampa is working on an Idaho Center Subarea Plan. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:31 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

WEEKLY MEETING WITH THE CHIEF INFORMATION OFFICER TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 10:31 a.m. for a weekly meeting with the Chief Information Officer to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Information Officer Rob Hopper, IT Business Analyst Shawn Adamson, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: information regarding a recording system for the public meeting room and the Commissioners' meeting room; application work continues with Justware, Mobile Device Management, Accela, and the jury system project. Commissioner Alder said she is so sorry for all of the losses recently. Mr. Hopper said it was a tough week for the County last week. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:36 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 10:45 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, Kathy Alder and Craig Hanson, Director of Misdemeanor Probation Jeff Breach, Trial Court Administrator Dan Kessler, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: the potential expansion idea for the Detention Center will not work so Director Breach has been looking at their space to try to make it work once drug court moves out; the Community Service program is now up to 123 participants and Director Breach gave an update on the tracking process of hours; update on the drug testing program; they are combining the Domestic Violence Court and DUI Court to make one case load. Director Breach clarified they are just combining the Probation Officer. Commissioner Rule said it isn't about making money on the drug testing program, it is about making it successful. Commissioner Rule asked Dan Kessler to let the judges know how much the Board appreciates the judges supporting the Community Service Program. Mr. Kessler

said he had made it a point of discussion in a recent meeting, so the message is being received by the judges. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:58 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

SEVENTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 16, 2014

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

APPROVED CLAIMS ORDER NO. 12-16-14

The Board of Commissioners approved payment of County claims in the amount of \$1,000.00 for accounts payable.

APPROVED CLAIMS ORDER NO. 12-24-2014

The Board of Commissioners approved payment of County claims in the amounts of \$44,194.87, \$45,772.34, and \$164,035.34 for accounts payable.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Sheriff's Office in the amount of \$1,440.00 to Intermountain Communications.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Sheriff's Office in the amount of \$3,789.00 to Grainger.

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

Note for the record: As properly noticed the Board met today at 8:04 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, 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 8:05 a.m. pursuant to Idaho Code, Section 67-2345(1) (b), (d), (f) and (i). The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy Sam Laugheed, Deputy P.A. Brad Goodsell, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. The Executive Session concluded at 8:34 a.m. with no decision being called for in open session.

CONSIDER SIGNING INSTALLATION OF TEMPORARY TRAFFIC SIGNAL AT INTERSECTION OF KARCHER ROAD AND LAKE AVENUE CONTRACT WITH QUALITY ELECTRIC INC.

The Board met today at 8:34 a.m. to consider signing a contract with Quality Electric, Inc., for the installation of a temporary traffic signal at the intersection of Karcher Road and Lake Avenue. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy Sam Laugheed, Deputy P.A. Brad Goodsell, Deputy P.A. Zach Wesley, Chief Deputy Sheriff Marv Dashiell, CIO Rob Hopper, and Deputy Clerk Monica Reeves. Mr. Goodsell said the Board began discussing this project with the Idaho Transportation Department (ITD) several months ago and we negotiated a cooperative agreement to move forward with a temporary traffic light at the corner of Karcher Road and Lake Avenue. The Board issued an Invitation for Bids and received two bids and awarded the contract to Quality Electric who was the lowest bidder. The contractor has provided all of the required information. The project period will be February 16 through February 28, 2015. The contract amount is \$130,350 with the pass through amount. Commissioner Alder made a motion to sign the contract for the installation of a temporary traffic signal at the intersection of Karcher Road and Lake Avenue. She said the County has allowed a lot of subdivisions in the area and the traffic is horrendous and a light would slow traffic and allow vehicles to cross the road. She said it's a matter of saving lives. Commissioner Hanson seconded the motion for discussion. He said yesterday ITD spoke at a COMPASS meeting about how they have put off more projects and extended the start time of the Karcher Road project. He said with no funding it doesn't appear the state is going to do much of anything because they are unwilling to deal with the taxes it takes to get the projects done. Commissioner Rule appreciates the problem but he has concerns that it's not really the County's job to install traffic lights and make improvements on state highways, and he believes tax

dollars should be spent another way. Commissioner Rule made a substitute motion to take the contract amount of \$130,000 and add to it another \$100,000 and apply that total amount to the IT Department and the Sheriff's Office both of which are suffering from attrition and not having enough money in their budgets to hire qualified staff. The motion died for lack of a second. A roll call vote was taken on Commissioner Alder's motion to approve the contract. Commissioners Hanson and Alder voted in favor of the motion to approve the contract, and Commissioner Rule voted against the motion. The motion carried by a two-to-one split vote. Commissioner Hanson said with the thought that HR's process was not sufficient to start or continue the process of pay increases he believes we need to go to a third party outside source and have a complete study done for the County, and whether we choose to go with 100% of their recommendation as approving the salaries for our entire staff he would be willing to make that happen in the future because he does not think singling out a couple of sections and ignoring the majority of the employees is appropriate. He said he was elected to represent all of the employees and constituents and he has done his best to do so and that is the reason he will not deal with Commissioner Rule's motion but he is open to going out to a third party source because it doesn't appear anybody is happy with what the professional HR Department has done in regards to salaries this year. Commissioner Alder said the action is no reflection on the IT Department or the Sheriff's Office; the Board totally supports them. The signed agreement with Quality Electric (No. 14-156) is on file with this day's minute entry. The meeting concluded at 8:42 a.m. An audio recording is on file in the Commissioners' Office.

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

The Board met today at 8:42 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 and Craig Hanson, Chief Probation Officer Elda Catalano, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: Ms. Catalano has seven probation officers graduating the POST Academy this Friday and Juvenile Drug Court discussion regarding funding. Ms. Catalano said the courts took over the coordinator part of the Juvenile Drug Court; however they would like Juvenile Probation to continue to pay for all of the UA's as well as some of the manpower to do the testing. Ms. Catalano would like the courts to take it over and Juvenile Probation would only be involved as the Probation Officer. Commissioner Hanson said it was his understanding that the courts would be taking over the entire process of the Drug Court and that is what was stipulated in the Board's meeting with Trial Court Administrator Dan Kessler. Ms. Catalano said she will continue to discuss it with Mr. Kessler. Ms. Catalano also discussed a different approach of addressing first time offenders and working on a diversion program. The items discussed were general in

nature and did not require Board action. The meeting concluded at 8:52 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

EIGHTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 17, 2014

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

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$1,450.00 to Correction Products Company.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$11,961.50 to Materials Testing and Inspection.

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers 2014-045124.

CONSIDER NOTICE OF AWARD FOR OLD SHOP REMODEL - INTERIOR FRAMING PROJECT

The Board met today at 9:02 a.m. to consider a notice of award for the old shop remodel - interior framing project. Present were: Commissioners Steve Rule, Kathy Alder, Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Facilities Manager Paul Navarro, and Deputy Clerk Monica Reeves. The project is to build the interior walls, install the ceiling, drywall, insulation, framing, taping and mudding. Four companies submitted packages, and three of them were bids. Mr. Navarro and Mr. Laugheed reviewed the bids for compliance and Tyco Structural was the apparent low bidder at \$51,000 with the next low bid in the amount of \$54,000. A letter of notification will be sent to the

bidders and the pre-contract information will be sent to Tyco Structural with the Board's final decision on the contract to occur around December 29. The following offices will be relocating to the building: the print shop, the juvenile prosecuting attorneys, and the problem-solving courts. The meeting concluded at 9:06 a.m. An audio recording is on file in the Commissioners' Office.

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

Note for the record: As properly noticed the Board met today at 9:06 a.m. for a legal staff update. A request was made to go into Executive Session to discuss records exempt from public disclosure and to communicate with the County's 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 9:07 a.m. pursuant to Idaho Code, Section 67-2345(1) (d) and (i). The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:28 a.m. with no decision being called for in open session.

MEETING TO DISCUSS POSSIBLE JAIL EXPANSION PLANS

The Board met today at 10:03 a.m. for a meeting to discuss possible jail expansion plans. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Sheriff Kieran Donahue, Chief Deputy Sheriff Marv Dashiell, Captain Daren Ward, Trial Court Administrator Dan Kessler, Clerk Chris Yamamoto, Controller Zach Wagoner, PIO Joe Decker, Director of Misdemeanor Probation Jeff Breach, media members, interested citizens and Deputy Clerk Monica Reeves.

Commissioner Rule said several years ago the County started taking serious steps to try to rectify jail overcrowding issues. He took office in 2007 and a jail bond was already in progress for a site on the Nampa/Caldwell Boulevard. It failed by a narrow margin and some said it was because it was too expensive, the proposed site was in a commercial area not suited for a jail, and it would raise our taxes and there were prisoner transport issues. A citizens committee was formed to try to pick the ideal location for a jail and the Notus freeway exit area was identified. Property was secured

on Pond Lane/Highway 20-26, a geo-tech evaluation was done, plans were reconfigured to be less expensive, and a bond effort was started, but it failed. Some say it failed because the location was too far from the courthouse, there were prisoner transport issues, it was too expensive, and it would raise taxes, so a scaled down model was prepared and a third bond effort was ran by a citizens committee but it failed by a larger margin than the first two bond efforts. Carter Goble Lee was hired to analyze the structure of the County campus and tell us what we could do to rectify the problems. The following problems were identified: the jail, the lack of space in the courthouse for new courtrooms, juvenile courts and parking. The Board has the authority to provide for and maintain facilities and they have been looking for ways to give the courts some relief and provide more jail bed space. The administration building was constructed with urban renewal dollars and the project did not raise taxes. Commissioner Rule said Clerk Yamamoto and the Controller identified fund balances that might be in excess of what the County needs to hold so in working with those numbers the Commissioners were able to design a 320 bed concept/plan that has a lot of program space.

Commissioner Alder said when she took office the ACLU was already going after the jail and the County made excellent changes in how it dealt with that situation. When the Commissioners ran the previous jail bonds they did a lot of public outreach, gave presentations, participated in town hall meetings and were explaining the need and the cost and in spite of all that work the jail bond only received a vote of 57% in favor and by the time it ran a third time it really lost momentum. When the proposed jail expansion idea came forward it was the best solution for what's going on and she believes Commissioner Hanson's concept would solve a lot of problems and it will not raise taxes. She wants to move forward with an expansion that would allow for 320 beds. She said the original plans for the property on Highway 20-26 called for maintaining part of the Dale Haile jail to keep it open as a women's facility and for people coming to court.

Commissioner Hanson said this is a discussion between the Sheriff and the Board to talk about what we're going to do, what the plans are, and to evaluate the feasibility of the proposal. If, after the feasibility study is done, it is determined that this will not work he will be the first to step back and say we will not do it; but, we need to look at it first. He referred to images of the jail expansion concept drawings, which are on file with this day's minutes. The preliminary plan has been reviewed by the Idaho Jail Standards Coordinator and she has said it meets the minimum jail standards at this point in time; however, that does not mean it is the final plan that would be submitted the jail standards committee. The Board has received rough cost estimates that are between \$13 million and \$13.5 million to build an expanded facility. He estimates additional staffing in the range of 20 new employees, with at least 4 people that would move out of the jail annex because the goal would be to close the annex since it would no longer be functionally used for any kind of inmate holding; however, it could be transitioned into storage. He would like to go through an RFQ (Request for

Qualifications) process so that a professional designer who builds secure facilities can review the plan and likely make some changes to it.

Sheriff Donahue said it cannot be over emphasized that this is a very preliminary concept. There are a lot of expenses and operational concerns that are coming out in his preliminary review of the plan, including staffing because he believes they will need an additional 35-36 employees, which is a staggering number because they have had such a hard time hiring people. He said the conceptual drawings we have today do meet minimum jail standards but does it meet jail standards in terms of approval? We have no idea yet because it hasn't been presented to the jail standards committee.

With the operation of the facility we have to be realistic in terms of moving inmates. Programming in jails is very important to slow down recidivism; it's a high priority, but it's not the highest priority. The first priority is to operate this type of facility, and programming will be secondary or even tertiary as to the functionality. As we expand the discussion and look down the road into this possibility programming would be great if we can accommodate it, but they don't have programming now and they have difficulty operating that facility because of the flaws in its design and one of his immediate concerns is burdening the taxpayers by adding to that inherited problem. They have to look at food service - that's an additional 1,000 meals a day, and he believes they will see a problem with medical. It is responsible government to discuss the issues to figure out how to move the County forward but he doesn't want to contribute to the problem by making someone else inherit what we did incorrectly. Sheriff Donahue said he would rather not build any new jail if it's going to be the wrong approach; we may have to put it on the back burner for today rather than make the wrong decision. Down the road he believes Canyon County will eventually build a new jail. The Sheriff said one of the problems with the proposed conception is it's a vertical build and the standard in the industry is to move away from vertical builds toward horizontal builds due to the potential liability of injury to inmates and staff in responding to incidents inside the jail. He likes the idea of a preliminary meeting and we need to schedule additional meetings for months to come. Today there should be no forgone conclusion other than to keep talking about it and in fairness to the new commissioner coming in that person should be involved in these discussions. He appreciates that we are not making decisions today.

Chief Deputy Sheriff Marv Dashiell said one of the best things we're seeing is the communication aspect. We are looking for the best solution for the County and we are taking this as a team effort and moving forward. He is looking at functionality, staffing, logistics, design, and relying on staff members who have expertise and are dealing with it on a day-to-day basis. They have identified staffing and physical design issues that are concerning and they want to take things slowly. Chief Dashiell said our bond attempts in the past failed but they occurred during the same time period as the national economic decline. He said if they still have to run the Dale Haile jail in full

status they will continue to face some of the ACLU issues they have been dealing with. They started with 17 stipulations and are down to five and that shows they are doing the right thing by making appropriate modifications and that's been a team effort and as we move forward with this project it has to be the same way and we have to work to achieve the best outcome.

Commissioner Hanson said the jail kitchen isn't addressed because when he was the jail captain they had over 700 inmates and they had no issues preparing food for the inmates and that included feeding those in the juvenile center. The kitchen does not concern him; it is functional. He specifically addressed medical and laundry because those areas have major issues that we need to upgrade, especially if we add more population. With regard to staffing, 20 was an initial number, not a full study and we will definitely have to reexamine that number. He needs the Sheriff and his staff to come forward with concerns with the conceptual plan.

Commissioner Alder said in order to study the feasibility we need to put it out for qualifications. The conception is very similar to what we designed for the facility that was proposed for the Highway 20-26 location. An RFQ will tell us what's happening and it gets us down the road a little farther and will give an understanding of what can be built, how we can meet the needs, how we can do it without overstaffing, and tell us how much of the old jail we would have to use. She has been in office for six years and has been very involved in the jail bond process and she feels secure in making a decision even though she is leaving office.

Commissioner Rule asked if the Sheriff has any problem with closing the annex and using it for storage. The Sheriff doesn't have a problem with that. Chief Dashiell said the video system for the courts is done in the annex. He said if we move forward with the expansion plans there are logistical and functionality issues with the transporting of inmates that will have to be addressed. Commissioner Hanson said transport movement is a concern and he wants staff to take a hard look at the plan.

Sheriff Donahue said it's not just transporting and maneuvering through the buildings, it's the number of staff to get them there. The plan for program rooms will take away their attorney-client rooms for defense counsel to meet with inmates so we have to be concerned about that. With regard to funding, he said we may find it's better to do nothing now rather than move forward with something that doesn't work. If the public doesn't want to do a bond there is that possibility to continue to save our money and continue to build on our fund balance and build a facility that has centralized video arraignment, diminishing of prisoner transports, etc., and perhaps there will be time in five to ten years that we'll have enough money to build our own jail. Another concern with increasing jail bed space is what will the courts do? Will they move away from pretrial or alternative sentencing?

Commissioner Hanson said the current medical rooms that are next to the booking area could be redesigned into providing some attorney-client meeting space. He said we need to look into the legality of whether we can hold on to fund balance.

Chief Dashiell said if we go forward with the plan we will still face what the ACLU wants to continue to base their existing consent decree on for the Dale Haile jail. Commissioner Hanson said the County has expended funds on rebuilding the boiler system and it will increase the ability to provide the proper water temperature. It also provides a redundancy in that there will be another boiler as well as another generator for backup power.

Commissioner Rule said there is preliminary work (a geo-tech study and the rerouting of a sewer line) that will have to be vetted before we know if we can proceed. The Board has asked Sam Laugheed to work on an RFQ. Mr. Laugheed said earlier Commissioner Rule indicated Prosecutor Bryan Taylor was in favor of programming space and it's important to point out that that is in his role as one of many stakeholders in the local criminal justice system and as the Prosecutor they want to de-emphasize adding bed space in favor of insuring adequate space for appropriate classifications and other things like that. At some point in this process it would behoove the County to involve the other secondary stakeholders, people who play important roles in the criminal justice system for input in the process and that would be the Prosecutor, the Third Judicial District, the Clerk of the Court, and the Public Defender Department. Mr. Laugheed said the other role of the Prosecutor is as the County attorney and that is the bulk of what they have to do in this project is to provide legal advice to the Board as their client and to the Sheriff as their client. The Board has a responsibility to build and provide facilities and the Sheriff has the responsibility to operate those facilities. As the County's attorney, he and Prosecutor Taylor want to assist in balancing those responsibilities; one thing in addition to working on the RFQ that he recommends is forming an ad hoc task force where the Board's representative - Commissioner Hanson, Sheriff Donahue and Mr. Laugheed get together and articulate the many issues.

He said from an RFQ process this is an information gathering process and the County is committed at the highest level of local government and at the highest level of local law enforcement to not only acknowledge that there is a problem but that they are committed to finding a best solution. Both sides have said action is necessary but the worst action would be to waste money by building something that doesn't meet our needs now or in the future. The purpose of the RFQ is to bring in somebody who can help us in making those kinds of decisions. He will bring back an RFQ for review in a matter of a few weeks.

Commissioner Rule said until we have experts that can pin down costs we don't really know what it will cost. The next step is getting people in place who can give us hard information and a design that can meet criteria.

Mr. Laugheed said he looks at this as a pyramid and at the base is the necessity for the local government to acknowledge that there's a problem and agree to work together on solving a problem and show that you have a will to get something done and this meeting is going a long way toward that. The next level on the pyramid deals with the legal issues and after those issues there is a whole host of practical issues about operations. And at the very top is the ultimate policy decision about whether it's the right thing to do, to spend this money at this time to construct the best facility we can come up with. On behalf of the Prosecutor he is happy to be part of that and he will take direction from the Board and the Sheriff and do what he can. Commissioner Alder said the Board will move forward with an RFQ so we can look at a design and analyze where we are. Commissioner Rule agreed. The meeting concluded at 11:07 a.m. An audio recording is on file in the Commissioners' Office.

NINTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 18, 2014

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

APPROVED CLAIMS ORDER NO. 12-24-14

The Board of Commissioners approved payment of County claims in the amounts of \$92,979.44 for accounts payable and \$209,188.65.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for O'Michael's Pub & Grill to be used on January 2, 2015 for a holiday party.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$3,154.00 to Paige Mechanical Group.

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Dustin Trumbull, Eric Pesina, Kyle Hogg, Carmen Dyas, Weston Hodges, Tanner Bice, Daniel Pecunia, Cherno Jagne, Justin Wright, Garrett Worley, Shawn Weigelt, Robert Hart, Rachelle Dupuis-Flatt, Emily Howell, and Andrew Figueroa.

APPROVED OCTOBER 2014 TERM COMMISSIONER PROCEEDINGS AND SYNOPSIS

The Minutes of the Fiscal Term of October 2014 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.

CONTINUE MEDICAL INDIGENCY HEARINGS

The Board met today at 8:57 a.m. to continue medical indigency hearings. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to continue the following cases to May 14, 2015: Case Nos. 2014-877, 2014-991, and 2014-1360. The proceeding concluded at 8:58 a.m. An audio recording is on file in the Commissioners' Office.

TAKE CASE NO. 2014-1345 UNDER ADVISEMENT

The Board met today at 8:58 a.m. to go on the record to take Case No. 2014-1345 under advisement. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Deputy P.A. Zach Wesley, Deputy P.A. Leon Samuels, and Deputy Clerk Monica Reeves. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to take Case No. 2014-1345 under advisement. The proceeding concluded at 8:59 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 9:08 a.m. to go on the record to uphold the original denial dates for medical indigency cases. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, and Deputy Clerk Monica Reeves. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to uphold the original denial dates for the following cases: 2014-1442, 2014-1470, 2014-1469, 2014-1518 and 2014-1503. The proceeding concluded at 9:09 a.m. An audio recording is on file in the Commissioners' Office.

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

The Board met today at 2:00 p.m. for a biweekly meeting with the Juvenile Detention Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Juvenile Detention Director Steve Jett, Administrative Assistant Marilee Davis, Trial Court Administrator Dan Kessler, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: discussion regarding a piece of legislative order that would prohibit restraint of juveniles in court; Director Jett met with Advocates Against Family Violence to discuss a teen advocates program; Sean Brown and Shawn Adamson are teaching at the POST Academy today; garden update; population numbers are up for an average of 29 last week; a Church in Middleton donated fleece blankets for the juveniles; information regarding the Kahn Academy which was discussed with the Caldwell School District; Paul Navarro notified Director Jett that after review, the "C" wing remodel project will not work out; Director Jett has a couple of trips in January and February for PREA pre-audits. The items discussed were general in nature and did not require Board action. The meeting concluded at 2:16 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

CONSIDER SIGNING RESOLUTION TO APPROVE CHANGES TO ALL COUNTY JOB DESCRIPTIONS AND SPECIFIC CHANGES TO CERTAIN COUNTY JOB DESCRIPTIONS

The Board met today at 2:16 p.m. to consider signing a resolution to approve changes to all County job descriptions and specific changes to certain County job descriptions. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Human Resources Director Jeannine Eiband, HR Administrative Supervisor Michelle Britain, and Deputy Clerk Kelly Martinez. Director Eiband said there were some global changes made to all County job descriptions to fix some language regarding classification that is no longer needed and also to update all of the pay ranges to reflect

the new pay grade systems. As they went through the compensation review project, they did a job analysis project. Commissioner Alder asked for clarification on several job descriptions and there were some that HR will have to make corrections to. There was also discussion regarding pay grades for law enforcement positions. Director Eiband asked if the Board would like corrected documents before signing the resolution and the Board would prefer to have updated documents. The meeting concluded at 2:31 p.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 2:31 p.m. for a biweekly meeting with the Human Resources Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Human Resources Director Jeannine Eiband, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: Director Eiband wanted to clarify that because the Courthouse and Administration Building are closing at 3 p.m. on Christmas Eve, employees do not need to use vacation hours for that time; Director Eiband will send out a notification instructing employees how to do timecards for Christmas Eve; Northwest Data Exchange sent an invitation to get a market analysis from salary data collected from all of the cities and counties in Idaho. Director Eiband said the cost is \$2,200 if the Board would like the results from the analysis; however we have to at least participate since the company sent in a records request for salaries. The cost would cover specific reports as requested; they would also do a market analysis, as well as three hours of market analysis consulting. Director Eiband's concern is that she is not familiar the company that does this however the Board will be so she was not sure how useful the information will be to the Board. Commissioner Rule said the Board will take it under consideration. Commissioner Hanson said the idea of doing an outward study by an independent third party is gaining slight momentum and will be a discussion point with the Elected Officials on Monday. Commissioner Alder said she would like them to look at what we have to see if there is flawed philosophy in the project. Director Eiband is aware of how the Elected Officials' feel about how the process was done, and they also understand the constraints that were placed on the project. There were several things that could be improved upon that simply were not in the scope of the project that she was assigned last year. For example, taking a year to do interviews with different employees to gauge education level, like experience and really gaining an understanding of the positions. The compensation analysis that was provided did not include degrees and years of experience, it took into account tenure at Canyon County only because that is what the Board was looking at for last year. Director Eiband said that was just a first step, they are now aging the data that was collected and they can change the parameters if there are certain cities or counties that the Board would like added back in because they still have that detail. Director Eiband said they have done all of the leg work and

can now just broaden the scope of what the expectation is from everybody and see what answer they get. Commissioner Hanson feels the Human Resources Department is capable of what we need done, however because of all of the controversy and lack of a cooperative effort and acceptance from various people in the County is why he would even suggest that we do this. He has full faith in the Human Resources Department but if some employees don't want to cooperate and work within the program that we have, then we have to spend extra money outside of that to get this done from an outside base. Director Eiband said hiring someone outside to come and do it is certainly something that can be done, but you are talking tens of thousands of dollars in fees. It would be significant in fees, but could very well be worth it. Director Eiband said she will be very candid that there is one official in particular who will do his best to undermine anything that comes out of her office and said she will not be offended either way the Board chooses to go forward. Commissioner Alder asked how many companies would be able to do something like this and would we need to do an RFQ. Director Eiband said we would need to do an RFQ and we would most likely be looking at a national company. Director Eiband informed the Board that their newest hire for HR has withdrawn so they have posted the position again. The items discussed were general in nature and did not require Board action. The meeting concluded at 2:46 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

TENTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 19, 2014

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

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Treasurer's Office in the amount of \$1,759.94 to Tek Pipeline.

MONTHLY MEETING WITH ADMINISTRATIVE DISTRICT JUDGE TO DISCUSS GENERAL ISSUES

The Board met today at 8:02 a.m. for a monthly meeting with Administrative District Judge Thomas Ryan to discuss general issues. Present were: Commissioners Steve

Rule, Kathy Alder and Craig Hanson, Administrative District Judge Thomas Ryan, District Judge Brad Ford, and Deputy Clerk Monica Reeves. Judge Ryan informed the Board that today will be his last meeting as Administrative District Judge because Judge Ford will take over that position from 2015 to 2018. He thanked the Board for assisting with putting together the community service work that Jeff Breach is working on. A lot of the magistrate judges have been utilizing that program and it has been well received. Judge Ryan advised that there still is no replacement for the administrative director of the courts vacant position. Commissioner Rule gave a brief update on the courthouse remodel project. The third floor is gutted and clean, and the second floor is close to being completely cleared out. There were no surprises during the demolition in terms of mold or asbestos, and the next phase will be the start of the build out. Commissioner Hanson said one of the big issues to be decided is whether to install fire sprinklers or fire suppression walls. Judge Ryan said he read in the newspaper about plans to expand the jail and he is glad to see everybody is talking about it and trying to figure out how to solve the problem. Commissioner Hanson said we have a working plan that has been reviewed by the Idaho Jail Standards Coordinator. They had their first meeting six months ago and the concerns that were addressed have since been taken care of and now we need to do an RFQ to bring in a design build firm to evaluate the plan and until that is done we won't know how feasible it is. Commissioner Alder said we have concluded that Canyon County is not going to bond for a jail anytime soon so this is our best shot to expand. Commissioner Hanson said right now we have 477 beds and the expansion will put us at 740 beds. The original build-out we looked at four years ago was 800 beds if we built a brand new facility. Also, yesterday it was reported that the jail had 130 open beds. Commissioner Rule said we are doing the geo tech work and there have been conversations with the city about moving the sewer line. Judge Ryan said if it takes several years to plan maybe we can put money in a savings account. Commissioner Hanson said if everything comes together with this plan it will be done within a year; it is not a long term process. Judge Ford said he looks forward to good communication and a positive attitude about what we're trying to do. Commissioner Alder asked if Judge Ryan has seen the MOU with the juvenile probation drug court. Judge Ryan has not but he will follow up with Dan Kessler about it. The meeting concluded at 8:19 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION - PERSONNEL MATTER, RECORDS EXEMPT FROM PUBLIC DISCLOSURE, 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 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 67-2345(1) (b), (d) and (i). The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. Mr. Wesley left at 9:41 a.m. H.R. Director Jeannine Eiband arrived at 9:44 a.m. and left at 10:01 a.m. The Executive Session concluded at 10:22 a.m. with no decision being called for in open session.

ELEVENTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 22, 2014

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

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$18,936.38 to Bargreen Ellingson.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$4,498.44 to Superior Paint and Glass.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$7,110.00 to Auto Clear.

CONSIDER SIGNING TREASURER'S TAX CHARGE ADJUSTMENTS BY PIN

The Board signed the Treasurer's Tax Charge Adjustments by PIN for November 2014.

COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:37 a.m. for an office staff meeting. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, PIO Joe Decker, Facilities Manager Paul Navarro and Deputy Clerks Kelly Martinez and Becky Cowan. The items discussed were general in nature. Ms. Martinez left at 8:39 a.m. Joe Decker reported on the following communication issues: Channel 12 will report on the temporary light project with Idaho Transportation Department at the Karcher Road/Lake intersection on Hwy. 55. Commissioner Hanson would like a positive response sent indicating the decision dealt with public safety issues with ongoing growth and the County moved forward with tax dollars. Vacancy notices regarding a Planning & Zoning Committee and a University of Idaho Extension master gardening position will be posted. Mr. Decker will follow up on the delivery of the Canyon County book. Mr. Navarro reported on the following Facilities issues: The construction of the Human Resources Department should be complete by the end of the year. The Assessor's Office would like to make modifications to the office design space to create a wall between front office staff and appraisers in the back of the room to provide a noise buffer. Bids were received with the lowest totaling \$4,498. Geotech Services started using drill rigs to begin testing the parking lot behind the jail for possible expansion. High pressure steam cabinets used in the jail kitchen to cook raw potatoes or vegetables are outdated. Two cabinets would have cost \$37,000, but after speaking to jail staff, only one cabinet is needed due to new technology that cooks in half the time. The new machines will cook potatoes in 4 minutes compared to 20 minutes in the older models. The cost for one machine is \$18,900. Commissioner Rule asked if the new equipment is designed for current jail totals, or will it handle additional inmate population? Mr. Navarro confirmed it will handle additional workload due to speed. Commissioners agreed the purchase sounds reasonable. Commissioner Alder asked about security in the Administration building and whether or not there is a security camera in every office. Mr. Navarro confirmed there are cameras in every common area hallway as well as panic buttons. Certain departments requested removal of cameras for privacy issues such as Human Resources and the Public Defender department. Commissioner Hanson commented on an email from the Nampa Chamber of Commerce regarding membership of the Canyon County Commissioners. Per Commissioner Hanson's call to the Chamber representative, the County is not interested in membership due to the belief that the Chamber Board does not represent the views of Canyon County in their political statements. If the Director would like to communicate, a meeting can be scheduled with the Board of Commissioners. The meeting concluded at 8:52 a.m. An audio recording is on file in the Commissioners' Office.

LEGAL STAFF UPDATE

The Board met today at 9:06 a.m. for a legal staff update. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley and Deputy Clerk Becky Cowan. The Board provided documents to Mr. Wesley relating to a claim for a vehicle collision, an issue involving property taxes, and an agreement involving the Administrative District Judge and funding responsibilities related to a program currently supervised by the Juvenile Probation Department. Mr. Wesley will follow up on questions and report at a later date. The meeting concluded at 9:13 a.m. An audio recording is available in the Commissioners' Office.

ELECTED OFFICIALS MEETING

The Board met today at 9:31 a.m. for a meeting with the Elected Officials. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Prosecutor Bryan Taylor, Treasurer Tracie Lloyd, Assessor Gene Kuehn, Clerk Chris Yamamoto, Controller Zach Wagoner, Coroner Vicki Degeus-Morris, and Deputy Clerk Kelly Martinez. Sheriff Kieran Donahue arrived at 9:33 a.m. Commissioner Hanson discussed the possibility of an outside company doing a salary audit. Commissioner Hanson explained that if people are dissatisfied with the analysis that HR produced the only thing that we could do is go out to a third party and spend County money and have a complete audit done for every position in the County and see how it lines up with what has already been done. Prosecutor Taylor said he is in favor of it and would recommend having an outside group start with HR's data. He doesn't believe it was the most scientific approach in that aspect, but he does know that they were under time constraints. Prosecutor Taylor believes it was the right step but he believes if you are going to do a true analysis you need to include Ada County and our surrounding areas. Commissioner Alder clarified that the Board made it very clear to eliminate Ada County from the analysis. Prosecutor Taylor feels there would be no reason to spend the money if Ada County and other areas aren't going to be included because basically HR has already done that. Commissioner Rule said we finished the study, it probably did a lot of good in several areas but he watched Middleton start POST Certified Officers at \$45,000 and we have seven year officers that are not making more than \$39,000-\$40,000. Commissioner Rule realizes we may have a problem and he can see why we are losing some of those 7-10 year veterans. The IT Department has had a position posted for nine months without receiving an application. Commissioner Hanson said there are differences of opinion and that is why we could go out to a third party source, because there is a political element in the room. Coroner Vicki Degeus-Morris said this type of study has been done before and the County has spent that money for nothing because it was never adopted. Commissioner Hanson agrees with that statement 100% that it has happened in the past but as a Commissioner if it comes back that we need to do something significant, he is more than willing to support that.

Commissioner Hanson believes we need to do it for all of the positions, not just certain areas. Sheriff Kieran Donahue commended Commissioner Rule for his comment on the issue with Middleton as well as the proposed motion to take a look at Sheriff and IT salaries. Sheriff Donahue said if we do complete a study, however it is done, or if we just take what we have, it is important to move forward with it and make some progress. Sheriff Donahue is good either way, doing a third party study or using what we have and including Ada County, Nampa, Meridian, and other comparable counties. Prosecutor Taylor said it is always tough to do a mass comparison with Ada County, but that is our competitor, it is our competitive market. Commissioner Rule said we can't beat Ada County but maybe we can get close and reduce that gap. Commissioner Alder cautioned that you do need to be careful; there is a difference between the counties and the base. She believes we need to increase our base, so we need to bring in job opportunities and skills that give us that base. When you look at Canyon County, we are a beginners place, our tax base is so different compared to Ada County. Commissioner Alder is not against the idea, she just thinks we need to be cautious. Sheriff Donahue agrees that the base is different but we are investing millions of dollars just to watch it walk out the door and then we reinvest in new employees again. Coroner Degeus-Morris said HR keeps telling her office that it is hard to find someone comparable to them so they just pick numbers and she did try to take charge. Clerk Yamamoto said we are not talking about matching other people, we are talking about retention and what will it take to retain good people so that we have some knowledge base in each department. Clerk Yamamoto said they are losing knowledge base faster than they can replace it and he feels the County should focus on what it takes to retain employees. Commissioner Hanson asked if everyone thinks a third party study is a good thing to do at this point. Prosecutor Taylor said rather than doing a whole full study, he would suggest having an outside entity come in and look at our current data. It could possibly be more cost effective to have someone come in and do a business analysis and comparative study. Commissioner Rule said he is a lot more confident having someone with law enforcement expertise looking at the Sheriff's salaries, and the same kind of expertise looking at the courts positions. Commissioner Hanson emphasized his opinion that if we are going to do a study it will be for every department, he does not support looking at only specific areas. Prosecutor Taylor said he is more than happy to have his staff start the process. Sheriff Donahue suggested scheduling a meeting in a week to review this specific topic. Commissioner Rule said he doesn't know if we need to rush this but maybe it can be discussed at the next Elected Officials meeting. Commissioner Hanson said we can limit the scope but he is looking at Canyon County, not just one specific area. Commissioner Alder said it is really important that all of the job descriptions are accurate and she hopes everyone has weighed in on them with HR. She believes that in order for an analysis to happen, you had better have accurate job descriptions. Prosecutor Taylor noted that was one of the things that concerned him before was they submitted all of the official job descriptions at the end of the year and he has yet to hear if those descriptions have been approved, however they had already gone through the formal salary analysis before the job

descriptions were approved and finalized. The Elected Officials gave the following reports: Clerk Yamamoto had no report for open session but would like the opportunity to go into Executive Session once everyone gives their reports. Treasurer Tracie Lloyd said this is the last day of tax collection. Coroner Degues-Morris said they have been very busy. Prosecutor Taylor said they have been very busy as well, and it has been a very exhausting last month and our resources are very taxed. Sheriff Donahue said they transferred to the new electronic monitoring system on December 8th and will complete the transition by January 1 and he is very pleased so far. The Sheriff has been working with Paul Navarro on some remodeling projects, including a remodel of the Sheriff's office space and a small remodel in the staff lounge at the jail where they will put in a small soup and salad bar. He has been working with Human Resources to update the job description to be able to post for the Chief Financial Officer position. Sheriff Donahue gave an update on the recent homicide saying it is a very difficult and complex case and unfortunately, they don't have any suspects identified yet. Assessor Kuehn said supplemental assessment notices have been out for about a week. The Assessor's Office will set up Board of Equalization hearings sometime in January. Prosecutor Taylor suggested the Board go into Executive Session pursuant to Idaho Code, Section 67-2345(1) (b) and (d). Commissioner Hanson noted that before he is willing to make a motion he would like to know if there has been a complaint made concerning an individual that the Board is unaware of. Prosecutor Taylor said if the Board is not comfortable going into an Executive Session today, a meeting can be set for a later date and time but from a legal standpoint, because it is a properly agendaized item, you could go into Executive Session to discuss named personnel or anything to that effect. Prosecutor Taylor said if it is shared personnel then that is fine and he believes it is a shared employee amongst the Elected Officials. Commissioner Hanson said unless he has a signed comment or accusation from someone, he is not comfortable going into Executive Session at this point. He believes it should be vetted through the County's risk manager and brought to the Board's attention ahead of time prior to going in to an Executive Session. Commissioner Rule said he is not uncomfortable going in to Executive Session, but generally if the Clerk is having a personnel issue then it is with him. Prosecutor Taylor said from a sheer legal standpoint, if an Elected Official believes there is a particular personnel that impacts not one Elected Official, but multiple Elected Officials or departments, they can make that request to discuss that individual if they want to and whoever is needed to be in that Executive Session is allowed, from a legal standpoint that is allowed. Commissioner Hanson said if there is an issue with an employee, he would prefer to see the accusation in writing signed by the individuals making their specific claims. At that point he would be willing to have the risk manager present that to the Board and then discuss it in Executive Session. Clerk Yamamoto said it was his understanding that the Board would be prepped on this particular topic and obviously that didn't happen so, it would be his recommendation that we put this out and do it in a formal manner. Commissioner Rule said if it could come through the Prosecutor's Civil team first and then a meeting could be set. Commissioner Hanson said he would stipulate that the specific potential of the

accusation by specific individuals needs to be in writing and signed by those individuals not in a group manner but in an individual claim. Prosecutor Taylor thanked Commissioner Alder for the assistance and guidance she has provided over the years and he appreciates her dedication and commitment to making the County a better place. This is Commissioner Alder's final Elected Officials meeting and she will be missed. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:09 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

WEEKLY MEETING WITH THE CHIEF INFORMATION OFFICER TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 10:15 a.m. for a weekly meeting with the Chief Information Officer to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Information Officer Rob Hopper, IT Development Manager Don Brown, Administrative Tech. Manager Cheryl Lane, IT Business Analyst Shawn Adamson, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: final push for the Mobile Device Management policy implementation and reducing the "timeout" setting on webmail; update on ADP transition; and they are entering into the testing phase for Accela. Commissioner Alder asked if Ms. Lane has set a retirement date as of yet. Ms. Lane said she has not made a decision yet. Mr. Brown commented that Canyon County employees are amazing and thanked everyone for their support. Commissioner Rule told Mr. Brown that there was a lot of concern and love for his family and there still is. There was discussion regarding IT needs for the remodel of the Commissioners' meeting room. Commissioner Rule also asked about password settings for County devices. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:31 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

TWELFTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 23, 2014

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

APPROVED CLAIMS ORDER NO. 1506

The Board of Commissioners approved payment of County claims in the amount of \$1,319,004.74 for a County payroll.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Sheriff's Office in the amount of \$19,213.00 to Dennis Dillon Dodge, Chrysler, Jeep.

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

Note for the record: As properly noticed the Board met today at 9:03 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 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 9:04 a.m. pursuant to Idaho Code, Section 67-2345(1) (b), (d) and (i). The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Mike Porter, Deputy P.A. Brad Goodsell, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:46 a.m. with no decision being called for in open session.

MEETING WITH CALDWELL VETERANS COUNCIL

The Board met today at 9:46 a.m. with members of the Caldwell Veterans Council regarding funding requests for the Caldwell Veterans Memorial Hall. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley, Terry Harrell and John Muirhead from the Caldwell Veterans Council, and Deputy Clerk Monica Reeves. Commissioner Rule said before the Board releases the funding it wants to see a letter of support from the Nampa American Legion. Mr. Harrell said he spoke with Dave Parmentier, the Commander of the Nampa Post 18 and he will email a letter of support today. They have a letter of support from the Commander at the Melba Post and according to Mr. Harrell there is no longer an American Legion Post in

Parma. Zach Wesley said there are two areas of funding: one was to fund the operation of the building in Caldwell for the purpose of having a home for multiple veterans agencies, and the second was with respect to the historical preservation levy and determining what the appropriate arm of the veterans group was to distribute that funding to. Commissioner Rule said the meeting is a little premature because the Board wants to see the letter of support from the Nampa Post before it releases the funding for \$8,000. Commissioner Alder said the group also needs to obtain its nonprofit status from the state in order to receive the \$13,000 in historical levy support. Mr. Wesley said there has been some confusion on the historic levy part of this. The Caldwell Veterans Council applied through RC&D, which generally takes a percentage of the funding so the agency doesn't get all of the financial support, but the Board wants to fund the project directly. Originally there was some confusion when we asked for another agency we got some nonprofit information from a disabled veterans group in Caldwell and there was some confusion about how that fit with the Caldwell Veterans Council and if that was the appropriate agency to distribute funding to. At a previous meeting Mr. Harrell pointed out that there was an MOU for the operation of the building that had three agencies involved and that the Caldwell Veterans Council was formed out of that agreement to operate the building. Mr. Harrell said that is correct, and those groups include the American Legion Post 35; the DAV Chapter 1 in Caldwell; the Veterans of Foreign War Post 3886 in Caldwell; and numerous other veteran organizations that will hold their meetings in the hall as well. Mr. Wesley said one of the requirements for the historical levy is not just that the agency is a nonprofit but that it's an Idaho nonprofit corporation. He suggested Mr. Harrell contact the Secretary of State's Office to obtain the correct form. Once the County receives the letter of support from the Nampa American Legion it will release the \$8,000 in financial support and once it receives proof of the group's Idaho nonprofit status it will release the first half of the \$13,000 funding from this historical preservation levy. The second half will be paid in July. The meeting concluded at 9:58 a.m. An audio recording is on file in the Commissioners' Office.

SIGN DECEMBER 23, 2014 AGENDA DOCUMENTS

The Board met today at 10:02 a.m. to sign December 23, 2014 agenda documents. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, and Deputy Clerk Kelly Martinez. Commissioner Rule read the agreements into the record and said that the Board was advised by the Prosecutor's Office that the contracts had all been reviewed. Commissioner Alder made a motion to sign all of the FY2015 Psychiatric Services Agreements read into the record with the exception of Coire Weathers because the contract was not present. Commissioner Hanson seconded the motion and it carried unanimously. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to sign the agreement with Coire

Weathers, M.D. The Board signed the following **FY2015 Psychiatric Services Agreements between Canyon County and:**

Roberto Negrón, M.D. (See Agreement No. 14-157.)
Jeremy Handy, M.D. (See Agreement No. 14-158.)
Eric Gilbreath, M.D. (See Agreement No. 14-159.)
Ninon Germain, M.D. (See Agreement No. 14-160.)
Abhilash Desai, M.D. (See Agreement No. 14-161.)
Kafia Abbasi, M.D. (See Agreement No. 14-162.)
Marc Bostick, M.D. (See Agreement No. 14-163.)
David Kent, M.D. (See Agreement No. 14-164.)
Coire Weathers, M.D. (See Agreement No. 14-165.)

The signed documents are on file with this day's minute entry. The meeting concluded at 10:05 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING RESOLUTION TO APPROVE CHANGES TO ALL COUNTY JOB DESCRIPTIONS AND SPECIFIC CHANGES TO CERTAIN COUNTY JOB DESCRIPTIONS

The Board met today at 10:45 a.m. to consider signing a resolution approving changes to all County job descriptions and specific changes to certain County job descriptions. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, HR Administrative Supervisor Michelle Britain, and Deputy Clerk Kelly Martinez. Ms. Britain said these are all of the job descriptions that were worked on during the job description analysis project in 2014. Commissioner Alder said the Board has had some Elected Officials and Department Heads say that they have not had a chance to review the updated job descriptions. Commissioner Alder would like to make sure everyone sees what job descriptions are and she would like the Elected Officials and Department Heads to acknowledge that they have reviewed and approved the descriptions. Commissioner Alder said if there are any errors, everyone should meet with HR and get them addressed. Commissioner Hanson said there should be a deadline for review and approval. Commissioner Rule said he would like to have it ready for the Board's approval on January 9. The meeting concluded at 10:50 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

THIRTEENTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 24, 2014

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

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Sheriff's Office in the amount of \$12,781.00 to A-Gem Supply, Inc.

EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE, 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 records exempt from public disclosure 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 67-2345(1) (d) and (i). The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:16 a.m. with no decision being called for in open session.

FOURTEENTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 26, 2014

Commissioners' Office was closed.

FIFTEENTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 29, 2014

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

ABSENT: Commissioner Kathryn Alder – Vacation

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$3,863.00 to Northwest Service Technologies.

COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:34 a.m. for an office staff meeting. Present were: Commissioners Steve Rule and Craig Hanson, Facilities Manager Paul Navarro, PIO Joe Decker, and Deputy Clerks Kelly Martinez, Becky Cowan, and Monica Reeves. The items discussed were general in nature. Ms. Martinez and Ms. Cowan left at 8:47 a.m. Joe Decker reported on the following communication issues: he received the celebration books and was able to deliver some; he is trying to locate old photographs of former prosecutors; he will work on an announcement for the U of I Extension Office, as well as a vacancy notice for the Planning and Zoning Commission; and he will arrange for a photographer to be here for the swearing in ceremony in January. Paul Navarro reported on the following facilities issues: they finished the asbestos and lead-based paint test for the Crown Bail Bonds building located at 1116 E. Chicago; the geo-technical was performed last week in front of the Dale Haile Detention Center; demo work is occurring on the second floor of the courthouse and it's very noisy and dusty right now; the water heater project for the jail will commence on January 5; the boilers are sized well enough that we could plan for an expansion using the existing boiler systems. Mr. Navarro will talk with Bob Tikker, the mechanical engineer, about the possibility of having a third smaller redundancy boiler in place. The meeting concluded at 8:54 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING FY2015 PSYCHIATRIC SERVICES AGREEMENT BETWEEN CHARLES NOVAK M.D. AND CANYON COUNTY AND LEGAL NOTICE OF ENTERING INTO PERSONAL SERVICES CONTRACTS

The Board met today at 9:03 a.m. to consider signing the FY2015 Psychiatric Services Agreement with Charles Novak, M.D., and a legal notice of entering into personal services contracts. Present were: Commissioners Steve Rule and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, and Deputy Clerk Monica Reeves. Mr. Laugheed said the agreement was prepared by the Prosecutor's Office and the Board signed a number of similar agreements in the past few days. The notice of entering into personal services contract is a legal requirement that whenever we enter into a contract where it could be more than \$10,000 a year we have to provide notice. Commissioner Hanson noted that the contracts that were signed last week are listed in the legal notice. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the FY2015 Psychiatric Services Agreement with Charles Novak, M.D., as well as the legal notice of entering into personal services contracts. See Agreement No. 14-166. Mr. Laugheed said he is still waiting for some administrative documents from Tyco Structural so the matter that is scheduled for 10:00 a.m. will have to be rescheduled to a later date. The meeting concluded at 9:06 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 9:42 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 summary information; update on Code Enforcement and Mechanical Inspector position recruitment; and Planning and Zoning Commissioner recruitment update. Director Nilsson discussed the restructuring of part of the Zoning Ordinance. She feels it would be best to get that restructuring done before they do a lot more amendments because it interferes with other processes. Director Nilsson said her staff is happy with cross-training opportunities and everyone works really well as a team. Facilities Manager Paul Navarro arrived at 9:55 a.m. Director Nilsson has met with Attorney Susan Buxton to discuss an area of impact for the City of Parma. She also discussed areas of impact for Greenleaf and Middleton. Director Nilsson will work on an annual report next week for the 2014 calendar year. 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.

WEEKLY MEETING WITH THE CHIEF INFORMATION OFFICER TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 10:15 a.m. for a weekly meeting with the Chief Information Officer to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule and Craig Hanson, Chief Information Officer Rob Hopper, IT Development Manager Don Brown, IT Business Analyst Shawn Adamson, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: the salary presentation will be ready by the next regularly scheduled meeting; they are preparing to put wait times for the East Complex on the home page of the County website; laserfiche renewal for the courts will be considered later this week; and a discussion regarding a request from the Sheriff's Office to purchase another ESRI/GIS server because they want to integrate the routing maps directly into the Spillman system. Commissioner Rule asked what wrap up projects are left in the administration building. Mr. Hopper said they are still deciding on the dictation software options. Commissioner Hanson commented on the user friendly capabilities of the conference room and IT assistance in using those options. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:28 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 10:45 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, Community Service Sr. Admin. Specialist Jessica Rodriguez, Trial Court Administrator Dan Kessler, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: Ms. Rodriguez gave an update on the Community Service program. Commissioner Hanson commented that this program has exceeded expectations and as it grows we just need to continue to watch what it will take for manpower to operate the program. Director Breach said as we head into budget time we will have a lot of data behind us. Commissioner Rule asked about office space and how it is shaping up for their needs. Director Breach said they are talking about some different ideas, but they have not met with Facilities Manager Paul Navarro again yet. Director Breach said they do need to come up with some offices for a couple more probation officers. They are also working to get Community Service forms in Spanish as well as working with IT on phone issues. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:56 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

PUBLIC HEARING TO CONSIDER CURT HENSLEY'S REQUEST FOR A REZONE FROM "A" TO "RR" AND TO CONSIDER A PRELIMINARY PLAT AND FINAL PLAT FOR BLUE SAND SUBDIVISION

The Board met today at 1:31 p.m. to conduct a public hearing in the matter of a request by Curt Hensley to rezone 2.5 acres from "A" (Agricultural) to "RR" (Rural Residential), and to consider a preliminary plat and final plat for Blue Sand Subdivision. Present were: Commissioners Steve Rule and Craig Hanson, DSD Director Tricia Nilsson, DSD Planner Deb Root, Curt Hensley, and Deputy Clerk Monica Reeves. Deb Root gave the oral staff report. The Board is considering a rezone from "A" to "RR", and a preliminary plat and final plat for the same property as well as an ordinance for a map amendment if the rezone is approved. In February of 2014 the Board approved a comprehensive map plan amendment from "A" to "RR". The property is a dry lot located south of Melba. The property was not divided in accordance with the zoning ordinance and therefore Mr. Hensley is here to recognize the property through zoning ordinance requirements which includes the rezone and a subdivision plat. Commissioner Rule said there are two names associated with this case: Hensley Acres and Blue Sand Subdivision. Ms. Root said during the rezone and preliminary plat stage the name *Blue Sand Subdivision* had not been selected as the subdivision name so it went to the agencies as *Hensley Acres* and it was later changed to *Blue Sand Subdivision*. Curt Hensley said he was not aware the property was not in accordance with the regulations. He said it is neither farmable nor irrigable and putting a home on it brings a better tax base for the County. He said everything is now up to code and he has done what he can to comply. Ms. Root said to the best of her knowledge this process (rezone and plat) will finalize the procedure for the Hensley property so he will be able to obtain a residential building permit. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to close public testimony. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to approve the rezone and the ordinance directing amendments to the Canyon County Zoning Map and to sign the Findings of Fact, Conclusion of Law, and Order for the rezone. (See Ordinance No. 14-018). Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to approve the preliminary plat, final plat, and Findings of Fact, Conclusions of Law and Order for Blue Sand Subdivision. The signed documents are on file with this day's minute entry. The hearing concluded at 1:42 p.m. An audio recording is on file in the Commissioners' Office.

SIXTEENTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 30, 2014

PRESENT: Commissioner Kathryn Alder
Commissioner Craig L. Hanson
Deputy Clerk Monica Reeves

ABSENT: Commissioner Steven J. Rule, Chairman - Vacation

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for John Carter Winters.

LEGAL STAFF UPDATE

The Board met today at 9:32 a.m. for a legal staff update. Present were: Commissioners Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. Commissioner Alder wanted to make sure the Prosecutor's Office was aware of correspondence the Board received from Paul Reeping, First United Presbyterian Church, and correspondence regarding Heinz and the Simplot Company. Mr. Goodsell is aware of the items and is awaiting a response from the Assessor's Office. At 9:34 a.m. the Board went into Executive Session as follows:

EXECUTIVE SESSION - PERSONNEL MATTER, LITIGATION, AND COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

Commissioner Hanson made a motion to go into Executive Session at 9:34 a.m. pursuant to Idaho Code, Section 67-2345(1) (b), (f) and (i) to discuss a personnel matter, litigation, and to communicate with the County's risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:49 a.m. with no decision being called for in open session.

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

HEARING TO CONSIDER REZONE REQUEST BY THE CITY OF CALDWELL - THE APPLICATION WAS WITHDRAWN

The Board went on the record today at 10:03 a.m. to consider the rezone request by the City of Caldwell. Present were: Commissioners Kathy Alder and Craig Hanson, DSD Planner Deb Root, and Deputy Clerk Monica Reeves. Ms. Root said the City of Caldwell, via an email from Planner Jarom Wagoner, asked to withdraw their application so they can regroup and strategize on their plan for the property that is located near the Purple Sage Golf Course. Commissioner Hanson said the process has been started and there had been an expense to the County so the city should have to pay to cover the services they received. He also wants to make sure the email from Jarom Wagoner is included in the record. Ms. Root will forward the email to the Board, and she said the city is aware that it will have to submit a new application and pay new fees when they start over. The proceeding concluded at 10:06 a.m. An audio recording is on file in the Commissioners' Office.

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

The Board met today at 10:19 a.m. for a biweekly meeting with the Chief Probation Officer to discuss general issues, set policy, and give direction. Present were: Commissioners Kathy Alder and Craig Hanson, Chief Probation Officer Elda Catalano, Trial Court Administrator Dan Kessler, and Deputy Clerk Monica Reeves. Topics of discussion included the following: Zach Wesley has prepared the new MOU for the juvenile drug court and it is awaiting Judge Ryan's review; two employees have left the department; seven employees graduated from the POST academy and Ross Garvin was given the leadership award; three of the attendants said they are blessed in having the equipment and procedures in place because there are other counties who do not have what this department has. Currently there are 350 kids on probation; she spoke of the changes in judges and how the department is having discussions about the sex offender population that has been problematic in the City of Nampa. They have had multiple meetings with the school districts and they requested a meeting with Judge Onanubosi. Ms. Catalano said they will take a proactive approach to training those in the education field about juvenile justice and what is the best approach the juvenile probation department takes when working with juveniles. She has been meeting with different providers in the community to ensure they have the credentials and the experience to work with juveniles. Dan Kessler reported on the Gerald L. Weston Memorial Fund that was created to assist the drug court. There is approximately \$8900 in the fund and over the past few years it has been relatively untapped because it was mainly used for education and emergency medical, mostly tooth extractions. Mrs. Weston has suggested that perhaps the fund could assist the juvenile drug court with any needs they may have. Ms. Catalano said they always have needs, and tutoring and mentoring

is something that she would like to improve, in fact, her goal is to have a mentoring program in place by June 1, 2015. Mr. Kessler said it's possible they could help with tutoring expenses. Ms. Catalano asked Commissioner Alder to sign an employee of the month certificate for one her employees. 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.

PUBLIC HEARING TO CONSIDER COMMENTS REGARDING CANYON COUNTY ENTERING INTO A CONTRACT BY SOLE SOURCE PROCUREMENT WITH UNITED MICRO DATA

The Board met today at 1:32 p.m. to conduct a public hearing to consider comments regarding Canyon County entering into a contract by sole source procurement with United Micro Data. Present were: Commissioners Kathy Alder and Craig Hanson, Deputy P.A. Mike Porter, and Deputy Clerk Monica Reeves. It was noted that no other persons were in attendance at the hearing. Mr. Porter said the remodel of the courthouse includes doing away with certain vaults upstairs to create more working space for the Clerk's Office. They need to transfer a lot of documents to a digital format to save space and to comply with certain rules they have. They have a relationship with United Micro Data which means a lot of the equipment and the processes of how they scan documents and put them into templates already exist and that appears to significantly reduce the cost to the County. With that knowledge and considering the Title 67 limitations on procurement, Mr. Porter believes this sole source procurement is appropriate and hearing no objections to that he suggested the Board move forward to set a date to sign the contract. Commissioner Alder closed the hearing and said the contract will be scheduled for Board approval. The hearing concluded at 1:34 p.m. An audio recording is on file in the Commissioners' Office.

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

The Board met today at 2:00 p.m. for a biweekly meeting with the Juvenile Detention Director to discuss general issues, set policy, and give direction. Present were: Commissioners Kathy Alder and Craig Hanson, Juvenile Detention Director Steve Jett, Administrative Specialist Marilee Davis, Oscar Dibben, Trial Court Administrator Dan Kessler, and Deputy Clerk Monica Reeves. Topics of discussion included the following: Oscar Dibben was a part-time employee at the juvenile center in the 1990s and every year for the past 15 years he has bought pizza for the kids at Christmas. The Board thanked Mr. Dibben for his kindness. Mr. Jett spoke of the donations (blankets, puzzles, crafts) the center receives during Christmas. During the month of December the center averaged 27 juveniles, but the number went as high as 38 on some days. Mr.

Jett has plans to discuss the restraint legislation with Judge Onanubosi. Commissioner Alder asked if Mr. Jett has any information on the state's plan to sell land and whether it will impact the juveniles who are in state custody. Nobody seems to have any information on that topic, but Mr. Kessler said the site also involves the state home for developmentally disabled. The items discussed were general in nature and did not require Board action. The meeting concluded at 2:14 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

SEVENTEENTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO DECEMBER 31, 2014

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

APPROVED CLAIMS ORDER NO. 1-9-15

The Board of Commissioners approved payment of County claims in the amounts of \$167,725.34, \$56,104.96, \$57,928.74, \$155,306.67, and \$5,213.16 for accounts payable.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Sheriff's Office in the amount of \$12,884.00 to Hanson Janitorial Supply, Inc.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Clerk's Office in the amount of \$2,291.95 to United Micro Data.

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2014-046867, 2014-046866, 2014-046865, 2014-046864, 2014-046863, 2014-046862, and 2014-046861.

EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE, AND
COMMUNICATE WITH RISK MANAGER 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 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 9:03 a.m. pursuant to Idaho Code, Section 67-2345(1) (d) and (i). The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. Mr. Goodsell left at 9:13 a.m. Deputy P.A. Mike Porter arrived at 9:47 a.m. The Executive Session concluded at 10:03 a.m. with no decision being called for in open session.

EIGHTEENTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO JANUARY 2, 2015

Commissioners' Office was closed.

NINETEENTH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO JANUARY 5, 2015

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

COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:33 a.m. for an office staff meeting. Present were: Commissioners Steve Rule, Kathy Alder, and Craig Hanson, Facilities Manager Paul Navarro, and Deputy Clerks Kelly Martinez and Monica Reeves. The items discussed were general in nature. Ms. Martinez left at 8:37 a.m. Paul Navarro reported on the

following facilities issues: the jail hot water heater replacement project starts tonight; it's a difficult install where one of the existing boilers will be taken off line and the new boiler will be installed and running by 6:00 a.m. tomorrow morning. The replacement will resolve many of the problems we have had with the antiquated system. The demolition contractor will be finished in a week and a half. The architect is in the final stages of the blue prints and they are crunching numbers on a fire suppression wall and a sprinkler system, and right now it's looking like a sprinkler system would be the most cost effective/least expensive option for the County but there are still some hurdles to overcome with the fire marshal. Mr. Navarro will discuss it with the Prosecutor's Office. He advised that the HVAC system is much older than they thought; there are 300 heat pumps and they have probably only replaced 85 but the remaining pumps have outlived their usefulness so they need to be upgraded. He has the money in his budget to replace them but he was hoping for better news. Commissioner Alder asked if the County received a check from the Caldwell URA to pay for our parking lots. According to Mr. Navarro the County did receive payment of approximately \$900,000. The Board will ask the Controller for the exact amount of URA funds that were received. Commissioner Rule advised that the Board is getting ready to sign the RFQ for the jail expansion design-build project. Mr. Navarro is aware and advised that the geo-tech has been drilled and he is waiting for the soil analysis. The meeting concluded at 8:46 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE, 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 records exempt from public disclosure 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 67-2345(1) (d) and (i). The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Mike Porter, Deputy P.A. Leon Samuels, Deputy P.A. Zach Wesley, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. Mr. Porter left at 9:04 a.m. The Executive Session concluded at 9:23 a.m. with no decision being called for in open session.

CONSIDER SIGNING A RESOLUTION OF THE CANYON COUNTY BOARD OF COUNTY COMMISSIONERS SETTING FEE FOR COMBINED LAND USE APPLICATIONS

The Board met today at 9:32 a.m. to consider signing a resolution of the Canyon County Board of County Commissioners setting a fee for combined land use applications for Curtis Hensley. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley, DSD Director Tricia Nilsson, and Deputy Clerk Monica Reeves. Ms. Nilsson said this is a loose end from the Curtis Hensley rezone and plat applications where he had a short plat variance for lot size and staff had proposed combining the fees. Zach Wesley prepared the resolution and said the Board has the authority to allow for the combination of fees when there is not an additional burden on DSD to process an application for multiple services. The resolution spells out the process and the previous hearings that were held and the information the Board has been given and it authorizes DSD to accept the combined amount of \$1,690. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to sign the resolution setting the fee for Curtis Hensley at \$1,690. The signed resolution, No. 15-001, is on file with this day's minute entry. The meeting concluded at 9:34 a.m. An audio recording is on file in the Commissioner's Office.

CONSIDER SIGNING AN AMENDMENT TO THE AGREEMENT WITH QUALITY ELECTRIC FOR INSTALLATION OF TEMPORARY TRAFFIC SIGNAL AT INTERSECTION OF KARCHER ROAD AND LAKE AVENUE

The Board met today at 10:03 a.m. to consider signing an amendment to the agreement with Quality Electric for the installation of a temporary traffic signal at the intersection of Karcher Road and Lake Avenue. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. Mr. Goodsell said when the Board signed the contract with Quality Electric we overlooked the fact that the addendum was not included as one of the attachments so we have it attached as an exhibit to the first amendment and this makes the agreement complete. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to sign the amendment to the agreement for installation of a temporary traffic light at the intersection of Karcher Road and Lake Avenue. (See Agreement No. 15-001). The meeting concluded at 10:06 a.m. An audio recording is on file in the Commissioners' Office.

WEEKLY MEETING WITH THE CHIEF INFORMATION OFFICER TO DISCUSS
GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION

The Board met today at 10:18 a.m. for a weekly meeting with the Chief Information Officer to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Information Officer Rob Hopper, IT Development Manager Don Brown, IT Business Analyst Shawn Adamson, and Deputy Clerk Kelly Martinez. Mr. Hopper reviewed the IT salary survey process conducted in his office. Mr. Hopper said they surveyed the entire valley and received salary data from local governments and like-sized counties throughout Idaho. Mr. Hopper was originally going to include the private sector data, but at this point, he has not done that because that data is another 15-20% higher than the government data. They tried to achieve minimum bottom band for newer employees and mid-band for longer term employees. He is currently only showing the Board totals but he does have spreadsheets breaking the numbers down by position. To get that entry level parity with each position, it would require a 5.39% increase of \$76,000. Mr. Hopper said if we want to become somewhat competitive, we are looking at an 11% increase overall which comes out to a total of \$141,500. Commissioner Hanson said this helps determine the direction the County may go in regard to salaries and the whole big picture. Commissioner Alder asked if Mr. Hopper has discussed these results with Human Resources and questioned if the jobs themselves changed to warrant some of this increase or if there were job descriptions that were incorrect. Mr. Brown said they have reviewed it with Director Eiband and she clarified that she was asked not to use some of the data from sources that this IT study considered, which he believes are our competitors. Commissioner Alder said we did ask her to take out Ada County because we can't match Ada County. Mr. Hopper doesn't believe throwing Ada County out of the report is what caused this discrepancy. Ada County isn't really that far off from the rest of them. Commissioner Rule doesn't think we are competitive when we post a job and it doesn't have an application for nine months. Mr. Hopper said each position has a specific increase associated with it. Commissioner Rule said if we can compete, it is critical to try. Commissioner Rule also said this is the information we were asking for to decide how to move forward, and the truth is we might not get this done until next fall. (Commissioner Alder left the meeting at 10:28 a.m. and returned at 10:29 a.m.) Mr. Hopper said the increases per position vary from 0-17%. Commissioner Hanson said he is glad they went through this valid exercise and even if nothing happens prior to next fiscal calendar process, he still agrees that longevity is important and he would like to keep moving in that direction. Commissioner Rule said we will have discussions and see what we can do, possibly in this year's budget if we can. Other topics of discussion included: Mobile Device Management will go live tonight which will enforce the use of the application; and a discussion regarding the remodeling of the Commissioners' meeting room. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:41 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

TWENTIETH DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO JANUARY 6, 2016

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

APPROVED CLAIMS ORDER NO.1-9-15

The Board of Commissioners approved payment of County claims in the amount of \$10,969.00 for accounts payable.

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Tom Dale.

APPROVED KEY REQUEST

The Board approved a key request for Tom Dale.

CONSIDER SIGNING RESOLUTIONS TO APPROVE FEE REFUNDS TO HATHAWAY HOMES AND TRADITION HOMES PER DSD REQUEST

The Board met today at 8:47 a.m. to consider signing resolutions to approve fee refunds to Hathaway Homes and Tradition Homes at the request of the Development Services Department. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Dan Hunter, DSD Assistant Director/Building Official, and Deputy Clerk Monica Reeves. Mr. Hunter advised that Hathaway Homes applied for mechanical permits and paid the extra fees but it turns out they didn't need to do that so they are asking for a refund of \$80 and staff is recommending it be approved. Tradition Homes applied for a building permit in 2014 and paid \$585 but they were inadvertently charged a zoning compliance fee of \$70 which had already been paid so staff is recommending a refund of \$70 for the zoning compliance portion of the fee. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to approve the fee refunds to Hathaway Homes and Tradition Homes. (See Resolution No. 15-002 and No. 15-003.) Mr. Hunter advised that he has received the state updates to the new residential building code and they are currently being reviewed by the Prosecutor's Office. The updates went into effect January 1 and the Board will be able

to review them soon. The meeting concluded at 8:50 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE, LITIGATION, AND COMMUNICATE WITH RISK MANAGER 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, 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 9:03 a.m. pursuant to Idaho Code, Section 67-2345(1) (d), (f) and (i). The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley, Deputy P.A. Leon Samuels, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:18 a.m. at which time Indigent Services Director Michele Chadwick arrived. While in open session there was a discussion regarding contract agreements with local hospitals for involuntary mental holds. Mr. Wesley said historically we were only under contracts for flat rates with West Valley Medical Center and Intermountain Hospital and those contracts broke down as we were entering the new contract year. They are trying to negotiate a new contract with West Valley Medical Center and are waiting for revisions; however, Director Chadwick's recommendation for the Intermountain Hospital contract is going to change based on new information. Previously she had recommended that we pay them at the Medicaid rate and not have a contract because that looked like the best deal, subsequent to that conversation the hospital provided additional information indicating they were not fully billing us with what we had seen previously so the new information they sent over even with the Medicaid rate increases the amount they will bill us for each patient above the rate we were working on. The new information they provided will put them over \$900 per patient per day and the rate we are working on is \$850 and they are willing to backdate that and go all the way through October 1 to present with that rate. Over time that will be a good deal for the County. Director Chadwick said in the contract rate they were including some of the doctors charges and if we went with the Medicaid rate they would separate those and have the doctors bill us independently and not knowing what those charges potentially could be she felt it could put the County at risk. The Medicaid rates change year to year, as we saw with the significant drop from Saint Al's and that's what we would be looking at for the hospital and not knowing if we walked away from the contract now we have some security. Next year if that Medicaid rate increased that would be a significant increase to the County and it

would be less likely for Intermountain Hospital to want to engage in having that contract again so we felt in the big scheme it made more sense to enter into the contract again. Mr. Wesley will have a contract to bring to the Board at a later date. He is looking for the Board to authorize Director Chadwick to go forward with the backdated bills and to pay those at the fixed contract rate rather than Medicaid rate. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to pay the fixed rate that has been negotiated with Intermountain Hospital and to backdate the bills that have not been paid. The meeting concluded at 9:23 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING FY2015 PSYCHIATRIC SERVICES AGREEMENT WITH JAMES PIKTEL M.D., AND CONSIDER SIGNING LEGAL NOTICE OF ENTERING INTO PERSONAL SERVICES CONTRACT WITH JAMES PIKTEL M.D.

The Board met today at 9:30 a.m. to consider signing a FY2015 psychiatric services agreement with James Piktel, M.D. and to consider signing a legal notice of entering into a personal services contact. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Indigent Services Director Michele Chadwick, and Deputy Clerk Monica Reeves. Ms. Chadwick said this is a standard contract with a minor change from the previous year where the hospitals and doctors cannot double bill if by chance they see a patient twice in one day. The County pays a daily rate as opposed to a per incident rate. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to sign the FY2015 Psychiatric Services Agreement with James Piktel, M.D., and the legal notice of entering into a personal services contract with James Piktel. (See Agreement No. 15-002.) The meeting concluded at 9:31 a.m. An audio recording is on file in the Commissioners' Office.

MEETING TO CONSIDER APPLICATION FOR CANCELLATION OF PROPERTY TAXES FOR NAMPA FREE WILL BAPTIST CHURCH

The Board met today at 10:30 a.m. to consider an application for cancellation of property taxes for the Nampa Free Will Baptist Church. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Deputy Treasurer Nancy Seal, Deputy Treasurer Tonya Weyand, Chief Deputy Assessor Joe Cox, Senior Admin. Specialist Jennifer Loutzenhiser, Pastor Barry Caldwell from the Nampa Free Will Baptist Church, Deputy P.A. Brad Goodsell, Assessor Gene Kuehn, and Deputy Clerk Monica Reeves. Mr. Cox said the Assessor's Office tried multiple times in 2011 to get the church to fill out the exemption paperwork but they failed to do so and therefore the exemption was removed. In 2012, 2013, and 2014 the church filed an application and received a partial exemption for the property with the exception of the 1.5 acre parcel that is not used exclusively for church purposes. Pastor Caldwell said he was a

member of the church in 2011 and the previous pastor did not go through the finances so they were not aware of what was happening with the taxes. He said the secretary at the time failed to fill out the paperwork and in looking through the files he saw that the Assessor's Office sent repeated notices about the exemption application that had to be completed. He and his wife are trying to take care of things but the \$6,000 tax payment for 2011 is more than they can bear at this time. Upon the motion of Commissioner Alder and the second by Commissioner Hanson the Board voted unanimously to forgive the taxes for 2011 in the amount of \$6,120.05. The meeting concluded at 10:44 a.m. An audio recording is on file in the Commissioners' Office.

TWENTY-FIRST DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO JANUARY 7, 2015

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

APPROVED CLAIMS ORDER NO. 1-8-15

The Board of Commissioners approved payment of County claims in the amount of \$31,450.00 for accounts payable.

APPROVED CLAIMS ORDER NO. 1507

The Board of Commissioners approved payment of County claims in the amount of \$1,264,504.99 for a County payroll.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Information Technologies in the amount of \$4,929.51 to VLCM.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Public Defender's Department in the amount of \$1,162.20 to VLCM.

APPROVED NOVEMBER 2014 TERM COMMISSIONER PROCEEDINGS AND SYNOPSIS

The Minutes of the Fiscal Term of November 2014 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.

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2015-000326, 2015-000327, 2015-000328, 2015-000329, 2015-000330, 2015-000331, 2015-000332, 2015-000333, 2015-000334, 2015-000335, 2015-000336, 2015-000337, and 2015-000338.

EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE, LITIGATION, 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 records exempt from public disclosure, litigation, and to communicate with the County's risk manager regarding pending/imminently likely claims. The Executive Session was held as follows:

Commissioner Alder made a motion to go into Executive Session at 9:01 a.m. pursuant to Idaho Code, Section 67-2345(1) (d), (f) and (i). The motion was seconded by Commissioner Hanson. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Mike Porter, Deputy P.A. Leon Samuels, and Deputy Clerk Monica Reeves. Chief Civil Deputy P.A. Sam Laugheed arrived at 9:04 a.m. Mr. Porter left at 10:01 a.m. The Executive Session concluded at 10:09 a.m. with no decision being called for in open session.

HEARING TO CONSIDER PRELIMINARY PLAT AND FINAL PLAT FOR TIDWELL ACRES SUBDIVISION, CASE NO. PH2014-11

The Board met today at 10:15 a.m. to conduct a hearing in the matter of a preliminary plat and final plat for Tidwell Acres Subdivision, Case No. PH2014-11. Present were:

Commissioners Steve Rule, Kathy Alder and Craig Hanson, DSD Director Tricia Nilsson, DSD Planner Jennifer Almeida, Alan Mills, other interested persons and Deputy Clerk Monica Reeves. Jennifer Almeida gave the oral staff report. The applicant is requesting to plat four residential lots along the frontage of Ustick Road. The plats meet Idaho Code and Canyon County Zoning Ordinance requirements. Staff is recommending approval of both plats and provided Findings for the Board's consideration. Alan Mills testified on behalf of the applicant. This is a cleanup situation because there is a nonconforming house on Lot 1 which is where Myrna Tidwell lives so they are striving to make it conform and add some ground to Lot 2, which was just a half acre, and that is where her son, Neal Tidwell lives. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to approve the Findings of Fact, Conclusions of Law and Order for Tidwell Acres Subdivision, Case No. PH2014-11. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to approve the preliminary plat and final plat for Tidwell Acres Subdivision. The hearing concluded at 10:22 a.m. An audio recording is on file in the Commissioners' Office

TWENTY-SECOND DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO JANUARY 8, 2015

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

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$3,796.00 to Trane.

SIGNED RESOLUTION FOR ALCOHOLIC BEVERAGE LICENSE

The Board approved an Alcoholic Beverage License for:

#15-004 The Getaway Bar & Grill Inc. DBA The Getaway

MEDICAL INDIGENCY HEARING FOR CASE NO. 2014-1546

The Board met today at 8:56 a.m. to conduct a medical indigency hearing for Case No. 2014-1546. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, the applicant, and Deputy Clerk Kelly Martinez. Deputy P.A. Leon Samuels arrived at 8:59 a.m. A hospital representative was not present for today's hearing. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to take Case No. 2014-1528 under advisement with a decision to be rendered within 30 days. The hearing concluded at 9:01 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2015-30

The Board met today at 9:04 a.m. to conduct a medical indigency hearing for Case No. 2015-30. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Deputy P.A. Leon Samuels, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, the applicant and his parents, 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 Alder, the Board voted unanimously to uphold the original denial dated November 12, 2014. The hearing concluded at 9:07 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2014-1538

The Board met today at 9:10 a.m. to conduct a medical indigency hearing for Case No. 2014-1538. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Deputy P.A. Leon Samuels, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Angela Papa, the applicant and his friend, Attorney Michael Duggan, and Deputy Clerk Kelly Martinez. A hospital representative was not present for today's hearing. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to continue the hearing to February 5, 2015 at 9:00 a.m. The hearing concluded at 9:14 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2014-1528

The Board met today at 9:15 a.m. to conduct a medical indigency hearing for Case No. 2015-1528. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Deputy P.A. Leon Samuels, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Angela Papa, the applicant, 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 Alder, the Board voted unanimously to uphold the original denial dated October 21, 2014. The hearing concluded at 9:23 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2014-1557

The Board met today at 9:29 a.m. to conduct a medical indigency hearing for Case No. 2014-1557. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Deputy P.A. Leon Samuels, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Angela Papa, the applicant, Attorney Mark Peterson, Kate Stark from St. Luke's, and Deputy Clerk Kelly Martinez. The applicant, Attorney Mark Peterson, and Ms. Stark left the meeting at 10:04 a.m. at which time the Board went into Executive Session as follows:

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

Commissioner Alder made a motion to go into Executive Session at 10:03 a.m. pursuant to Idaho Code, Section 67-2345(1) (d), (f) and (i). The motion was seconded by Commissioner Hanson. A roll call vote was taken on the motion with Commissioners Alder, Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Deputy P.A. Leon Samuels, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Angela Papa, and Deputy Clerk Kelly Martinez. The Executive Session concluded at 10:16 a.m.

The Board went back on the record at 10:16 a.m. to continue discussion regarding Case No. 2014-1557 and the applicant, Attorney Mark Peterson, and Ms. Stark returned to the meeting at this time. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to take Case No. 2014-1557 under advisement with a decision to be rendered within 30 days. The hearing concluded at 10:17 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 10:25 a.m. to uphold original denials for various medical indigency cases. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Deputy P.A. Leon Samuels, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Angela Papa, and Deputy Clerk Kelly Martinez. Ms. Baker recommended the Board continue Case No. 2014-1585. Commissioner Hanson made a motion to continue Case No. 2014-1585 to February 19, 2015 at 9:00 a.m. Commissioner Alder seconded the motion and it carried unanimously. Ms. Chadwick recommended the Board uphold the previous respective denials in the following cases: Case Nos. 2014-1419 and 2015-95. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to uphold the previous denials. Director Chadwick said on behalf of the Indigent Service Department she wanted to thank Commissioner Alder for her service and they have enjoyed working with her. The proceeding concluded at 10:27 a.m. An audio recording is on file in the Commissioners' Office.

LEGAL STAFF UPDATE

The Board met today at 11:01 a.m. for a legal staff update. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Prosecutor Bryan Taylor, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. Prosecutor Taylor thanked Commissioner Alder for her dedication and service to the County and presented her with a challenge coin from the Prosecutor's Office which is given to those who do something amazing for the public. Following his comments the Board went into Executive Session as follows:

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

Commissioner Hanson made a motion to go into Executive Session at 11:04 a.m. pursuant to Idaho Code, Section 67-2345(1) (d) and (i), to discuss records exempt from public disclosure and to communicate with the County's risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. The Executive Session concluded at 11:31 a.m. with no decision being

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

TWENTY-THIRD DAY OF DECEMBER TERM, A.D., 2014
CALDWELL, IDAHO JANUARY 9, 2015

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

LEGAL STAFF UPDATE

The Board met today at 9:01 a.m. for a legal staff update. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Leon Samuels, Deputy P.A. Mike Porter, Deputy P.A. Zach Wesley, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. On behalf of the Prosecutor's Office, Sam Laugheed expressed their sincere appreciation to Commissioner Alder for her years of service and the good work she has done for the community and the County. At 9:05 a.m. a request was made to go into Executive Session as follows:

EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE, 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 67-2345(1) (d) and (i) to discuss records exempt from public disclosure and to communicate with the County's risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Leon Samuels, Deputy P.A. Mike Porter, Deputy P.A. Zach Wesley, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:25 a.m. with no decision being called for in open session. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

CONSIDER SIGNING DOCUMENTS REGARDING THE CANYON COUNTY JAIL ADDITION PROJECT: REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL DESIGN/BUILD SERVICES FOR THE JAIL ADDITION PROJECT AND LEGAL NOTICE FOR SAME; AND SOLICITATION OF INTEREST FOR OWNER'S CONSULTANT FOR THE JAIL ADDITION PROJECT AND LEGAL NOTICE FOR SAME

The Board met today at 9:32 a.m. to consider signing documents regarding the Canyon County Jail Addition Project: 1) Request for Qualifications for professional design/build services for the jail addition project and a legal notice for same; and 2) a Solicitation of Interest for an owner's consultant for the jail addition project and a legal notice for same. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Facilities Manager Paul Navarro, and Deputy Clerk Monica Reeves. Sheriff Kieran Donahue and Captain Daren Ward were in the audience but they did not participate in the meeting. Mr. Laugheed said the RFQ is for design build services for the proposed jail addition project and the document that requests those statements of qualifications explains what the County is looking for. An RFQ is used instead of an Invitation for Bids or other process because under Idaho law whenever a County is looking to get professional design services or public works contract services the focus has to be on the qualifications of the vendors as opposed to the low bid and in this case the County is proposing that we will not spend more than approximately \$13.5 million. We will have a fixed price contract with that guarantee in it and it will be similar to how we did the administration building design build contract so that takes the finances out of the equation at this point and allows the County to focus on who has the best qualifications to do this project for us. There was discussion regarding the scoring system. A pre-statement of qualification submission conference is scheduled for January 28, 2015. Qualifications are due the end of February and a notice of intent to award will be March 16, 2015. Commissioner Alder made a motion to sign the Request for Qualifications for professional design/build services for the jail addition project as well as the legal notice. The motion was seconded by Commissioner Hanson. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion. The motion carried unanimously. Mr. Laugheed spoke of the owner's consultant documents. There is a distinction in Idaho law between construction managers and consultants. We are not looking for someone who would have discretionary authority to make decisions on behalf of the County; we are looking for someone who can be Director Navarro's and the Board's eyes and ears on a daily basis to identify potential concerns and bring them to our attention for action. They would act in a fiduciary capacity for the County to keep an eye on how the design and construction are going. They will be asked to coordinate communication between stakeholders during the design phase and would be someone who could talk with the jail standards representatives, the Sheriff's Office, Director Navarro, the Board and legal counsel, and they would conduct detailed site visits. Mr. Navarro said funding for the position is coming out of the construction budget, not the maintenance department

budget. Commissioner Rule said that is correct, it will be part of the construction amount. Mr. Navarro said the project could take anywhere from 12 to 18 months and this person's fee could be in the high five figures or low six figures over that time. Mr. Laugheed said we will have the opportunity to determine their role. We are asking them to respond in writing by January 30 and we are tentatively going to make a notice of intent in mid-February. Commissioner Hanson made a motion to sign the Solicitation of Interest for an owner's consultant for the jail addition project as well as the legal notice. The motion was seconded by Commissioner Alder. A roll call vote was taken on the motion with Commissioners Alder, Rule and Hanson voting in favor of the motion. The motion carried unanimously. The signed documents are on file with this day's minute entry. The meeting concluded at 9:49 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING RESOLUTION TO APPROVE CHANGES TO ALL COUNTY JOB DESCRIPTIONS AND SPECIFIC CHANGES TO CERTAIN COUNTY JOB DESCRIPTIONS

The Board met today at 11:04 a.m. to consider signing a resolution to approve changes to all County job descriptions and specific changes to certain County job descriptions. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, HR Director Jeannine Eiband, Assistant Trial Court Administrator Benita Miller, and Deputy Clerk Monica Reeves. Ms. Eiband said the HR Department has gone through a long process of reviewing job descriptions and recently, at the encouragement of the Board, they sent everything out again for final review and asked the elected officials, managers and others to submit signed acknowledgements that they have had a chance to review their job descriptions for accuracy. That has prompted further changes, but nothing that is substantive. There is a small group of job descriptions that will be pushed out for a couple weeks because the managers had deadlines that prevented them from turning them in. Across the board with every job description they have updated the salary ranges and they removed language that was referring to classified and non-classified personnel because it was specific to our past employee manual and it does not have any effect on us now so after legal review they removed that from every job description. There are a few positions that have decided to come up with some internal career progression so they consolidated a number of job descriptions to give people a career path. There are two offices and three departments that are still working on their descriptions. Commissioner Rule said if the HR Department, the elected officials and the managers have reviewed the job descriptions he doesn't feel the need to review them. Ms. Eiband said there is a smaller group of job descriptions where there were errors or further updating that's taking place so she needs a couple more weeks for those. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to sign the resolution to approve changes all job descriptions and specific changes to certain County job descriptions with the exception

of the Prosecutor's Office, the Coroner's Office, Indigent Services Department, Fleet Department, the Fair and Trial Court Administrator. (See Resolution No. 15-019.) The meeting concluded at 11:11 a.m. An audio recording is on file in the Commissioners' Office.

COMMISSIONER DECEMBER TERM ADJOURNED

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

THE MINUTES OF THE FISCAL TERM OF DECEMBER 2014 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 and Craig L. Hanson

ATTEST: Chris Yamamoto,
Clerk

Kelly Martinez
Deputy

DATE: 2/17/15