

FIRST DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 14, 2014

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

ABSENT: Commissioner Kathryn Alder – Attending the NACo Conference

COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:30 a.m. for an office staff meeting. Present were: Commissioners Steve Rule and Craig Hanson, Facilities Manager Paul Navarro, PIO Joe Decker, and Deputy Clerks Kelly Martinez, Becky Cowan, and Monica Reeves. The items discussed were general in nature. Ms. Martinez and Ms. Cowan left at 8:34 a.m. Joe Decker reported on the following communication issues: Send an email to employees regarding parking lot availability; drafting a letter to historical societies regarding the art display; will give a tour of the courthouse and administration building this afternoon to the Polaris Learning Center, a center for kindergarteners/preschoolers; he will take pictures at an awards ceremony for the Sheriff's Office on Wednesday; and he will respond to some public records requests. Paul Navarro reported on the following facilities issues: The parking lot on 11th Avenue between Belmont and Chicago is almost finished; the lot located at 12th Avenue and Albany will be paved in a couple of weeks; seepage beds are being installed in the lot near Staci's Bail Bonds on Albany; the City of Caldwell acquiesced on some of the landscaping near the railroad tracks because the pollution/noise will kill whatever is planted. At one time the city had requested a live fence, but Commissioner Rule said Mayor Nancolas informed him that gravel, grass or bark beds would be sufficient to meet most of the city's requirements. Mr. Navarro will review the city ordinance. He asked the city to paint the 10th Avenue overpass because it's been sprayed with graffiti; the city has agreed to look at it. He is meeting with the architect to finalize the blueprints with the judiciary, clerk, prosecutor and HR to hammer out of the rest of the details and when they are done he will meet with the Board. The Auditor's Office and Recorder's Office were moved to the administration building last Friday and the Assessor and Treasurer will move this Friday. Between both offices there are 180 file cabinets that need to be moved so Air Van will provide movers on Tuesday, Wednesday and Thursday. Commissioner Hanson said the moving truck should park in a location that does not block the view of vehicles or pedestrians. Mr. Navarro will make sure that happens. He will have a price quote tomorrow on some concrete work that needs to be done. The meeting concluded at 8:42 a.m. An audio recording is on file in the Commissioners' Office.

FILE IN THE MINUTES

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

LEGAL STAFF UPDATE

The Board met today at 9:01 a.m. for a legal staff update. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Dan Blocksom, and Deputy Clerk Monica Reeves. Prosecutor Bryan Taylor arrived at 9:02 a.m. Commissioner Rule asked the Prosecutor's Office to draft a response to a letter the Board received from a citizen who complained about flies on a neighboring property. Mr. Blocksom will follow up with the attorney who is handling the matter. Prosecutor Taylor advised the Board about the new public defender's request to have access to Westlaw, which is a legal research component. Because the new director hasn't officially started she does not have a budget to pay for the subscription so Prosecutor Taylor has offered to contact Westlaw to see if they would be willing to give an additional license for two and a half months. Once Tera Harden officially takes office in October that is something she will have to figure out for her entire office, but for now the subscription would be for one additional person. Commissioner Rule said this is a unique situation where we have two public defenders - one who is contracted and one who was hired - and he has no problem with the request. Commissioner Hanson doesn't have a problem with it as long as there are no client confidentiality or security issues. He said after October 1 we should look into a combined subscription process so we can get a better deal by buying in bulk. Prosecutor Taylor agreed and said he will discuss it with Ms. Harden. There are two primary legal research resources: Westlaw and Lexis Nexis, and the Prosecutor's contract with Westlaw expires next year and his thought would be to discuss what is in the County's best interest in terms of value and quality. He wanted a record that he will use County Prosecutor funds for the interim public defender's subscription to Westlaw. Commissioner Rule said he appreciates Prosecutor Taylor's assistance and attitude. The discussion concluded at 9:07 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING A RESOLUTION CLASSIFYING RECORDS OF THE CANYON COUNTY PROSECUTING ATTORNEY'S OFFICE AND AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS

The Board met today at 9:33 a.m. to consider signing a resolution classifying records of the Canyon County Prosecuting Attorney's Office and authorizing the destruction of certain records. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Dan Blocksom, and Deputy Clerk Monica Reeves. Mr. Blocksom prepared the resolution which deals with three types of records: civil records, criminal records and

juvenile records. Records that are part of litigation, or could become part of litigation, will not be destroyed without prior approval from the Prosecutor's civil division. Misdemeanor records in general have been classified as temporary two-year records but the ones that are more heightened such as vehicular manslaughter or involuntary manslaughter will be held for at least 10 years due to the nature of those crimes. The same thing goes for felonies where they have created a special designation for recordings involving homicide, attempted homicide, and rape. The resolution was prepared in accordance with the retention statute. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the resolution classifying records of the Canyon County Prosecuting Attorney's Office, a copy of which is on file with this day's minute entry. (See Resolution No. 14-168.) The meeting concluded at 9:35 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER RESOLUTION TO APPROVE REFUND OF BUILDING PERMIT FEES TO HUBBLE HOMES

The Board met today at 9:35 a.m. to consider a resolution to approve a refund of building permit fees to Hubble Homes. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Dan Blocksom, and Deputy Clerk Monica Reeves. In August of 2013, Hubble Homes paid \$3,787.40 in permit fees for a single family residential structure. On June 16, 2014 they requested a refund because the purchaser backed out and the home was never built. Hubble Homes has a new buyer and when the permit application is submitted they will pay fees for the new permit. DSD processed the original application for the zoning compliance and building permit, including plan review. The fees for those items were deducted from the fees paid. Director Nilsson, in a memo dated July 1, 2014, recommended a refund in the amount of \$3,265.00 be issued to Hubble Homes. The Prosecutor's Office has not reviewed the resolution, but it is a routine matter that comes before the Board on a regular basis. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the resolution approving a refund of building permit fees to Hubble Homes, a copy of which is on file with this day's minute entry. (See Resolution No. 14-160.) The meeting concluded at 9:37 a.m. An audio recording is on file in the Commissioners' Office.

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

The Board met today at 10:31 a.m. for a biweekly meeting with the Fleet Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule and Craig Hanson, Fleet Director Mark Tolman, and Deputy Clerk Kelly

Martinez. Director of Misdemeanor Probation Jeff Breach arrived at 10:41 a.m. to attend the next meeting. Topics of discussion included the following: setting up a Dispatch Mobile Command Center at the fair; Mr. Tolman paid for the replacement of a mailbox hit by DSD vehicle out of petty cash; and discussion regarding vehicle budgets, utilization and mileage. Commissioner Rule asked what the long term plan is for the lot the County bought next to the fleet shop. Mr. Tolman said once it is fenced he wants to put storage containers on it and maybe eventually put a hanger style storage as well. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:51 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 10:51 a.m. for a biweekly meeting with the Director of Misdemeanor Probation to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule and Craig Hanson, Director of Misdemeanor Probation Jeff Breach, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: interviews are beginning for misdemeanor probation officers to get the positions filled before POST training in September; Mr. Breach asked about the compensation plan and salary scales specifically pertaining to new hires. Commissioner Rule said it is being looked at seriously; we are trying to do our best to look at it this year, there is a commitment to try and address it this year. Commissioner Hanson said it would be based on the first portion which was a market adjustment; we are looking at a broad plan. Commissioner Rule said we have not seen information about specific positions yet. Mr. Breach said he is trying to fill the Assistant Supervisor position this next fiscal year, and he feels the money for that has gotten a little bit lost because of the compensation plan proposal. He is concerned because he believes they really need to get that filled. Commissioner Hanson asked if it was funded this year. Mr. Breach said it was not this year; we would have to put money into the PCN and then open it up for applications. Mr. Breach said the Domestic Court Probation Officer is leaving and he has assigned someone to the position. 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.

BOARD OF EQUALIZATION - ACT ON BOARD OF EQUALIZATION MATTERS

The Board of County Commissioners sitting as a Board of Equalization met today at 1:30 p.m. to act on Board of Equalization Matters. Present were: Commissioners Steve Rule and Craig Hanson, Chief Deputy Assessor Joe Cox, Chief Appraisal Supervisor Brian Stender, and Deputy Clerk Kelly Martinez. This meeting was held to take care of

some final matters regarding Board of Equalization. Joe Cox said we have 91 parcels that had some form of timely inquiry on their assessment. After reviewing and analyzing the requests, the Assessor's Office has decided to make the adjustments as listed and is recommending approval from the Board. Mr. Cox said there were 2,246 inquiries on assessed values this year, the appraisers gave out 515 protest forms, 113 protests were withdrawn, 272 appeals were filed and the Board made decisions on 139 protests. Upon a motion by Commissioner Hanson and a second by Commissioner Rule, the Board voted unanimously to sign the document showing the Assessor's 91 adjustments to the 2014 certified values. (A complete list of the adjusted amounts and the affected accounts is on file with today's minute entry.) Upon the motion by Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to close Board of Equalization proceedings for 2014. The hearing concluded at 1:34 p.m. An audio recording is on file in the Commissioners' Office.

SECOND DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 15, 2014

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

ABSENT: Commissioner Kathryn Alder - Attending the NACo Conference

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Sheriff's Office in the amount of \$1,600.65 to Pro Force Law Enforcement.

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Kelsey Knight.

APPROVED KEY REQUEST

The Board approved a key request for Victoria Castro, Anna Hernandez, Abbie Nickel, Karah Fullerton, Robyn Sabins, and Denise Kennel.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for The Beer Guys to be used August 16, 2014 for a wedding.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for The Beer Guys to be used August 8, 2014 for Live at the Barn Concert, Brie Sartan.

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

The Board met today at 8:37 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 said she is changing some of the things they do to better respond to crimes; personnel updates; and Ms. Catalano has been talking with HR about employee retention. Commissioner Rule thanked Ms. Catalano for the invitation last week to attend the Probation Officer of the Year recognition ceremony. Commissioner Rule asked how the budget process is going for Juvenile Probation. Ms. Catalano said her budget is looking pretty good and she is working different angles to get grant funding where possible. Ms. Catalano said the Department of Juvenile Corrections will be giving her the same amount of funding this year. The items discussed were general in nature and did not require Board action. The meeting concluded at 8:43 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

EXECUTIVE SESSION - PERSONNEL MATTERS, 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 8:45 a.m. for a biweekly meeting with the Human Resources Director to discuss general issues, set policy and give direction. A request was made to go into Executive Session to discuss personnel matters, 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 8:46 a.m. pursuant to Idaho Code, Section 67-2345(1) (b), (d) and (i). The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Human Resources Director Jeannine Eiband and Deputy Clerk Kelly Martinez. Deputy P.A. Zach Wesley arrived at 9:02 a.m. Director Eiband left at 9:13 a.m. The Executive Session concluded at 9:21 a.m. with no decision being called for in open session.

While in open session, Deputy P.A. Zach Wesley noted for the record that he arrived during the Human Resources meeting and began the Legal Staff Executive Session at approximately 9:10 a.m. The meeting concluded at 9:21 a.m. An audio recording of the open portion meeting 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 9:30 a.m. for a biweekly meeting with the Juvenile Detention Director to discuss general issues, set policy, and give direction. Present were: Commissioners Steve Rule and Craig Hanson, Juvenile Detention Director Steve Jett, Administrative Assistant Marilee Davis, and Deputy Clerk Kelly Martinez. Topics of discussion included the following: the Southwest Idaho Juvenile Detention Center facility has been publicized in Correctional News; Mr. Jett was at the NACo Conference and was nominated for an award; Mr. Jett said last week Hank Garret gave a presentation sharing his life lessons to the juveniles; 410 pounds have been collected from the garden so far; the average population is 29 juveniles; working on policies and procedures regarding juveniles attending court while in custody; the state gave the County \$8,000 for cameras which helped us purchase 40 cameras and now we will need 60 more cameras; the presentation of awards for the weight loss challenge will be held tomorrow; Mr. Jett said there is a lip outside the back door (service door) that needs fixed, and he has put in a work order with Paul Navarro. Mr. Jett said he has filled a couple of positions that were funded this year but had not been filled yet. The items discussed were general in nature and did not require Board action. The meeting concluded at 9:42 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

THIRD DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 16, 2014

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

APPROVED CLAIMS ORDER NO. 7-17-14

The Board of Commissioners approved payment of County claims in the amount of \$18,806.81 for accounts payable.

APPROVED CLAIMS ORDER NO. 7-18-14

The Board of Commissioners approved payment of County claims in the amount of \$107,530.90 for accounts payable.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$1,246.89 to Chem-Aqua.

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2014-025339, 2014-025340, 2014-025341, 2014-025342, 2014-025343, 2014-025344, 2014-025345, 2014-025346, 2014-025347, 2014-025348, 2014-025349, 2014-025350, 2014-025351, 2014-025352, 2014-025353, 2014-025354, 2014-025337, and 2014-025338.

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 Alder 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 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. Zach Wesley, Deputy P.A. Brad Goodsell, Deputy P.A. Dan Blocksom, H.R. Director Jeannine Eiband, and Deputy Clerk Monica Reeves. Director Eiband left at 9:19 a.m. The Executive Session concluded at 9:36 a.m. While in open session Mr. Wesley asked the Board to continue legal staffing to 2:00 p.m. because Mr. Porter is working on some developing personnel matters which will be brought up this afternoon. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to continue the legal staff update to this afternoon at 2:00 p.m. The proceeding concluded at 9:37 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING MOTOROLA SERVICES AGREEMENT

The Board met today at 9:37 a.m. to consider signing the Motorola Services Agreement. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Deputy Sheriff Marv Dashiell, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. Chief Dashiell said the Motorola maintenance agreement is for the radio system for the Sheriff's Office and all emergency responders. There have been conversations/negotiations with Motorola, the Sheriff's Office, and the Prosecutor's Office. The County is restricted from entering into contracts that extend for more than one year at a time because of the funding encumbrance; however, there is an annual renewable continuation that will save the County \$10,000 per year by extending it over a three-year window. Signatures are required each year. The agreement takes effect October 1 of this year. The City of Nampa will cover a portion of the costs as per the MOU we have with them to create a one-third cost share in maintaining the radio towers, etc. Commissioner Hanson made a motion to sign the Motorola Services Agreement for maintenance. Commissioner Alder seconded the motion for discussion. She asked Zach Wesley if he sees any problem with what is being proposed. Mr. Wesley has no concerns with the agreement. He said Sam Laugheed has reviewed the document, and furthermore the MOU with the City of Nampa will come at a later time once the County signs the Motorola agreement. The motion carried unanimously. The signed agreement, No. 14-050, is on file with this day's minute entry. The meeting concluded at 9:41 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER PURCHASE OF CATERPILLAR TRACTOR-SCRAPER BY SOLE SOURCE PROCUREMENT

The Board met today at 9:41 a.m. to consider the sole source procurement purchase of a 2014 Caterpillar 623K Wheel Tractor-Scraper for use at the Pickles Butte Sanitary Landfill. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, and Deputy Clerk Monica Reeves. A notice of sole source procurement was published in the Idaho Press-Tribune on June 26, 2014 informing the public of today's meeting and inviting comment. No one was present to offer comment on the purchase. A copy of the notice, as well as a letter from the former Solid Waste Director stating Western States Equipment has offered to sell the equipment under the conditions of the National Joint Powers Alliance (NJPA) with a 17% discount to the list price. The County is a member of NJPA and the purchase would be under Caterpillar's contract #060311-Cat. The price is \$754,425.00 and in addition, the dealer has committed to a buy-back at five years, five thousand hours of \$360,000. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to sign and approve the purchase of a sole source procurement of a Cat Tractor-Scraper. Delivery will occur after October 1, 2014. The signed purchase order and supporting documents are on file with this day's minute entry. The meeting concluded at 9:43 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING ADDENDUM NO. 1 FOR RFP FOR ELECTRONIC MONITORING SYSTEM FOR THE SHERIFF'S OFFICE

The Board met today at 10:00 a.m. to consider signing Addendum No. 1 to the Request for Proposals (RFP) for the electronic monitoring system for the Sheriff's Office. (A countywide electronic monitoring system will be considered at a later date.) Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Mike Porter, and Deputy Clerk Monica Reeves. Mr. Porter said a lot of questions were received and they have been included in the addendum along with the answer to each question. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to sign Addendum No. 1 to the RFP for an electronic monitoring system, a copy of which is on file with this day's minute entry. The addendum will be sent to the proposers and posted on the County's website. The meeting concluded at 10:02 a.m. An audio recording 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 10:03 a.m. pursuant to Idaho Code, Section 67-2345(1) (b) 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. Zach Wesley, H.R. Director Jeannine Eiband, Weed Control Superintendent Jim Martell, and Deputy Clerk Monica Reeves. Richard Friddle from the Weed Control Department arrived at 10:15 a.m. and left at 10:35 a.m. Barbara Sanford from the Weed Control Department arrived at 10:50 a.m. and left at 11:00 a.m. Ms. Sanford returned at 11:15 a.m. and left at 11:20 a.m. Mr. Martell left at 11:20 a.m. Fleet Director Mark Tolman arrived at 11:23 a.m. Dawn Pence from the Fleet Department arrived at 11:33 a.m. Mr. Tolman and Ms. Pence left at 11:40 a.m. The Executive Session concluded at 11:47 a.m. with no decision being called for in open session.

PRESENTATION OF AWARDS FOR WEIGHT LOSS CHALLENGE

The Board met today at 1:35 p.m. today for a presentation of awards for a Canyon County staff weight loss challenge. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Juvenile Detention Director Steve Jett, Taga Bah, Juvenile Detention Fitness Coordinator, PIO Joe Decker, Wendy Dovner, Sheriff's Office Visitation Staff, Marlen Salinas, IT Administrative Support Specialist, and Deputy Clerk Becky Cowan. Mr. Bah offered and directed a boot camp class to help county staff lose weight. The program was held in the Juvenile Detention Center during lunch hours to allow for staff participation. The winners were presented with awards as follows: Wendy Dovner-\$100, Krista Callaway-\$50, (not present, Sheriff's Office staff), and Marlen Salinas-\$25. The meeting concluded at 1:43 p.m. A copy of the audio is available in the Commissioners' Office.

MEETING TO DISCUSS CASE MANAGEMENT SYSTEM FOR PUBLIC DEFENDER DEPARTMENT/EXECUTIVE SESSION-PERSONNEL MATTERS; RECORDS EXEMPT FROM PUBLIC DISCLOSURE

The Board met today at 2:01 p.m. to discuss a case management system for the Public Defenders' Department. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Director of Public Defender Department Tera Harden, Shawn Adamson, Information Technologies Business Analyst, Deputy P.A. Mike Porter, Deputy P.A. Dan Blocksom and Deputy Clerk Becky Cowan. Mr. Adamson left the meeting at 2:12 p.m.

Ms. Harden reported that IT has been discussing a proactive approach to document management. Case management, with respect to the Public Defender's Office is a different issue. Onbase has the capability to store a document once a case is finished, but it doesn't have the ability to do what a Public Defender Department needs, which includes entering client and witness information, and potential conflicts. Additionally, the key is to track time. A case management system will track time, but the document management system will not. The Prosecuting Attorney's Office utilizes Justware for cases, which required a massive investment by the County for electronic discovery and files. The intention is to explore the same program for the case management system for the PD Department. The benefits to using the same system include file storage-inputting information one time instead of duplication by different offices, and file sharing between the Prosecutor's Office and Public Defender. Commissioner Alder questioned whether it will cost less to add the Public Defender program to the existing software. Ms. Harden indicated it will provide bargaining power to hopefully reduce the cost. File storing electronically is costly and storing just once on a combined system instead of twice with 2 different operating systems would save money. Mr. Porter indicated that the Tyler Technologies transition could be years away and providing a format that the Public Defender Department can use to begin the year in October, avoid paper files, and share data with the Prosecutor's Office is a benefit. Commissioner Alder feels this is the year to fund the technology needs of the department. A request was made at 2:12 p.m. to enter into Executive Session regarding I.C. 67-2345 (1) (a) and (d). Commissioner Hanson made a motion to enter into Executive Session. Commissioner Alder seconded the motion. A roll call vote was taken on the motion with Commissioners Rule, Hanson and Alder voting in favor of entering into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Director of Public Defender Department Tera Harden, Deputy P.A. Mike Porter, Deputy P.A. Dan Blocksom and Deputy Clerk Becky Cowan. The meeting concluded at 2:48 p.m. with no decision being called for in open session. An audio recording of the open portion of the meeting is available in the Commissioners' Office.

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

The Board met today at 2:48 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 Monica Reeves. Topics of discussion included the following: tickets sales are going well for Josh Turner, David Nail is a little slower; the entertainment stage is moving down in front of the stadium; nothing will be going on the field or around the field; editorial response in the newspaper; the fair board and foundation members will have a booth at the fair in support of the expansion; gathering more information on

“Ag-venture Land”; changes to the O’Connor Field House set-up. Ms. Cope said Saturday night everything comes down and gets turned over for the junior rodeo on Sunday which means the garbage has to be picked up, the ground needs worked, the stage, bleachers and chairs all need to be taken out. Commissioner Rule asked if SILD can help with some of that. Ms. Cope said the stage crew is responsible for the stage portion, they won’t have SILD at that time of night and normally they only have SILD help in the mornings. Ms. Cope said she hopes the Board can make it to the VIP event Saturday night. Ms. Cope said the hogs ‘n mud event was a challenge because the person normally contracted with for pigs apparently went out of business so she had to purchase some pigs. Ms. Cope said the dispatch trailer is out there already. She said they are trying to sell beer in the stands this year, but the Caldwell Police Department is not thrilled with the idea. Commissioner Alder asked Ms. Cope to find some fundraising money and put some “dirt in the ground”. Ms. Cope said she needs to take a break from that as she is doing her “real job” right now. She also said Larry Johnson is working on a proposal for the first donor appointment that they plan to have around the first of September. Ms. Cope said that will give her some time because they are working on an endorsement from an individual which hopefully will lead to campaign leadership. She hopes if the first appointment goes well, the rest of them will come very quickly. The items discussed were general in nature and did not require Board action. The meeting concluded at 3:02 p.m. An audio recording of the meeting is on file in the Commissioners’ Office.

FOURTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 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 the Southwest Idaho Juvenile Detention Center in the amount of \$7,920.00 to A-Gem Supply Inc.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$1,783.00 to Norbryhn Equipment Company.

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Wendi Thompson.

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2014-026245, 2014-026246, 2014-026238, 2014-026239, 2014-026240, 2014-026241, 2014-026242, 2014-026243, and 2014-026244.

WEEKLY MEETING WITH THE CHIEF INFORMATION OFFICER TO DISCUSS GENERAL ISSUES, SET POLICY, AND GIVE DIRECTION; AND CONSIDER SIGNING CENTURYLINK PRIVATE SWITCH/AUTOMATIC LOCATION IDENTIFICATION SERVICE AGREEMENT FOR E911 LOCATION SERVICES

The Board met today at 8:31 a.m. for a weekly meeting with the Chief Information Officer to discuss general issues, set policy, and give direction; and to consider signing the CenturyLink Private Switch/Automatic Location Identification Service Agreement for E911 Location Services. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Information Officer Rob Hopper, IT Development Manager Don Brown, and Deputy Clerk Kelly Martinez. IT Business Analyst Shawn Adamson arrived at 8:33 a.m. Topics of discussion included the following: update on NACo meetings, which were very successful; administration building update which included the tentative completion date of August 1 for the Public Meeting Room. Mr. Hopper said one of the security topics we have been working on is mobile device security. Shawn Adamson has been leading a project to get some policies in place for this piece of software that we will run on all of the portable devices. Mr. Hopper said he has been working with the HR Director and the Prosecutor's Office on this policy. Mr. Hopper asked the Board to review the policy and the next step would be presenting it to the Elected Officials and Department Administrators. Mr. Hopper said the purpose of the CenturyLink Licensing Agreement for the E911 system is to locate where people are in our complex. Currently, if someone calls 911 from anywhere in the County complex, it just displays as coming from 1115 Albany Street. This will allow us to identify what building and floor the call is coming from. Director Eiband thinks the mobile device software policy is a good policy; her only concern is how the County can enforce it and how we deal with disciplinary issues for misuse. Director Eiband also asked about a policy regarding County data. Mr. Hopper said we need to have a data policy addressing the issue of County sensitive data which is not to be put on personal devices. (Deputy P.A. Zach Wesley arrived at 8:49 a.m.) There was also discussion regarding software for the Public Defender. Upon the motion by Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to sign the

CenturyLink Private Switch/Automatic Location Identification Service Agreement for E911 Location Services. The signed agreement, No. 14-051, is on file with this day's minute entry. The meeting concluded at 8:56 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

SUSPEND MEDICAL INDIGENCY CASES

The Board met today at 9:00 a.m. to go on the record and suspend medical indigency cases. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley, Hearing Specialist Yvonne Baker, and Deputy Clerk Kelly Martinez. Ms. Baker said she would like to note for the record that Case No. 2014-843 is a notice of suspension and partial denial because there are some dates of service that are being denied while the rest are being placed in suspension. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to suspend the following cases: Case Nos. 2014-843, 2014-923 and 2014-307. The proceeding concluded at 9:02 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2012-566

The Board met today at 9:07 a.m. to conduct a medical indigency hearing for Case No. 2012-566. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley, Hearing Specialist Yvonne Baker, and Deputy Clerk Kelly Martinez. Neither the applicant nor the hospital representative was present for today's hearing. Mr. Wesley noted for the record that he received a communication from Attorney Bryan Nickels that St. Alphonsus no longer wishes to pursue this case. The case had been remanded from judicial review based on a stipulation from St. Alphonsus. Mr. Wesley said although the hospital has withdrawn, he believes the applicant still has an interest so the Board should continue to make a determination on this case. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to uphold the original denial dated April 11, 2014. The hearing concluded at 9:09 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2014-844

The Board met today at 9:12 a.m. to conduct a medical indigency hearing for Case No. 2014-844. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley, Hearing Specialist Yvonne Baker, Interview Specialist Shelly Dupuis, Niki Glascock from St. Alphonsus, and Deputy Clerk Kelly Martinez. The

applicant was not present at today's hearing. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to take Case No. 2014-844 under advisement with a decision to be rendered within 30 days. The hearing concluded at 9:16 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2014-774

The Board met today at 9:18 a.m. to conduct a medical indigency hearing for Case No. 2014-774. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley, Hearing Specialist Yvonne Baker, Interview Specialist Shelly Dupuis, the applicant, Attorney Mark Peterson, Kate Stark from St. Luke's, and Deputy Clerk Kelly Martinez. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to continue the hearing to September 4, 2014 at 9:00 a.m. The hearing concluded at 9:28 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2014-702

The Board met today at 9:30 a.m. to conduct a medical indigency hearing for Case No. 2014-702. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley, Hearing Specialist Yvonne Baker, Interview Specialist Shelly Dupuis, the applicant and his friend, 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 continue the hearing to September 4, 2014 at 9:00 a.m. The hearing concluded at 9:37 a.m. An audio recording is on file in the Commissioners' Office.

UPHOLD ORIGINAL DENIAL DATES FOR MEDICAL INDIGENCY CASES

The Board met today at 9:39 a.m. to uphold original denials for various medical indigency cases. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Hearing Specialist Yvonne Baker, Interview Specialist Shelly Dupuis, and Deputy Clerk Kelly Martinez. Ms. Baker recommended the Board take Case No. 2014-735 under advisement. Upon the motion by Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to take Case No. 2014-735 under advisement with a decision to be rendered within 30 days. Ms. Baker recommended the Board uphold the previous respective denials in the following cases: Case Nos. 2014-863, 2014-837, 2014-873, 2014-762, 2014-841, 2012-566, and 2014-736. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted

unanimously to uphold the previous denials. The proceeding concluded at 9:41 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING FY2014-15 AGREEMENT BETWEEN CANYON COUNTY AND WESTERN RECORDS DESTRUCTION, INC. FOR COUNTY-WIDE SHREDDING SERVICES

The Board met today at 1:16 p.m. to consider signing the Fiscal Year 2014-2015 Agreement between Canyon County and Western Records Destruction, Inc., for county-wide shredding services. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Dan Blocksom, and Deputy Clerk Monica Reeves. The agreement, which was prepared by Dan Blocksom, is based on the Request for Proposals (RFP) that was done. The company's bid was \$12 per 64-gallon container and \$7 per 32-gallon container which is about one-third of the cost we are currently paying on our individual contracts. The Board is pleased that the RFP process was able to reduce the County's shredding costs. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to sign the Fiscal Year 2014-2015 agreement between Canyon County and Western Records Destruction, Inc., for county-wide shredding services. Agreement No. 14-052 is on file with this day's minute entry. The meeting concluded at 1:18 p.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 1:31 p.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 1:32 p.m. pursuant to Idaho Code, Section 67-2345(1) (a), (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. Dan Blocksom, H.R. Director Jeannine Eiband, David Loper (newly hired Solid Waste Director), and Deputy Clerk Monica Reeves. Mr. Loper left at 1:55 p.m. The Executive Session concluded at 2:16 p.m. with no decision being called for in open session.

MEETING TO DISCUSS ADVANCING SIGNAL OPERATIONS FOR KARCHER ROAD INTERSECTIONS

The Board met today at 2:18 p.m. to discuss advancing signal operations for certain intersections along Karcher Road. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Amy Schroeder and Kevin Ebersole from the ITD District III Development Office, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. Commissioner Rule opened the meeting by saying the Board has received a number of complaints about the dangerous intersections along Karcher Road, especially at Middleton Road, Midway Road, Lake Avenue, and Indiana Avenue. The Board wants to know how it can facilitate the improvement of the dangerous intersections, perhaps by using fund balance with available matching dollars. Commissioner Hanson, who used to work for the Sheriff's Office, is familiar with the safety issues on Karcher Road and the lack of shoulders for people to get off the highway once they've had an accident. Commissioner Alder said Indiana Avenue and Lake Avenue are far down the improvement list and that's concerning because she travels that area frequently and is very aware of how scary it is to cross the highway at those locations. She said the intersections at Middleton Road and Midway Road are on the schedule to be improved in 2015 and she questioned what it would cost to put lights at the locations. Amy Schroeder said the transportation department has a five-year transportation improvement program, and the projects are for Fiscal Year 2016 and it includes Midway Road, Lake Avenue, and Indiana Avenue. The Middleton intersection is a 2014 project with construction in 2015. She said if we can get some of the irrigation work done in the late 2015/2016 timeframe the improvements can be constructed in the summer of 2016. They are currently in design with documentation underway; the right-of-way process is a lengthy process that's expected to start late this year or the first of next year. The projects were identified as high accident locations in the statewide database and that's why they were programmed. In the interim there may be an opportunity to do a temporary signal. Kevin Ebersole said there is a project for the Nampa/Caldwell Boulevard and Highway 55 intersection to reduce accidents mostly by optimizing signal timing and changing some storage queue links, as well as widening the turn throats so bigger trucks can move through faster and get better lane utilization. Commissioner Rule asked how the state's plan will alleviate the stacking on Karcher Road where people dart across the intersections. Ms. Schroeder said the three intersections, along with the one at Middleton Road, will be signalized so they will provide that crossing and also the signals will be timed to get progression. In terms of an interim signal if they were to signal either Lake Avenue or Midway Road for the next year it would provide a gap in the flow of traffic at the other intersections so it could improve the crossing opportunities at the other intersections. Commissioner Alder said Lake Avenue would be the ideal location for a signal. Ms. Schroeder said their traffic engineer looked at whether Midway would be the next logical location since Middleton Road will be under construction. There's not a strong advantage to Midway versus Lake; Indiana might be a little far out but there is some flexibility on it. She said this is a

federal aid project and the Federal Highway Administration does not reimburse ITD for anything they do now that would use federal aid so it would need to be a partnership using state funds for some type of special allocation of funds to do an interim signal. The rule of thumb for signals is \$300,000 for equipment, not including installation. Knowing this is an interim situation with a very short term of 12-18 months they are having their bridge section look at wooden poles with stringing lights in between instead of using the big foundations with the mast arms because they do not want to throw out new equipment in 18 months. The design is still underway but it would be a fraction of the cost. According to Ms. Schroeder, ITD does not have the equipment or resources to install the poles but they do have electricians to hook it up so they might be able to partner on an interim situation. ITD is doing a preliminary environmental corridor scan of the area, it's not a full environmental document so the segments in between the intersections won't be improved but they are adding capacity at each intersection. Mr. Ebersole said the scope of the projects was initially set as intersection improvement projects, which is important in the federally funded realm in that they cannot expand lanes between intersections; they have to improve at the site of the intersection only. Later on they will have to program a project to widen the interim portions and that will address the shoulders which are substandard. There will be extra right-of-way purchased and shoulder widening at the intersection locations that extend back 1,200 feet on each side. They are hoping to move the turning movements out of the lane of traffic by using right turn lanes. By moving them out of the mainstream it will eliminate a lot of high impact crashes. Through the intersections they are using a five lane section; there will be one through lane in each direction, a dedicated left turn lane, and two auxiliary through lanes where there will be a right turn lane onto the side streets and an acceleration lane coming from the side street making it easier to reconnect when they widen it later. They have \$5 million programmed for each intersection. They will do curb, gutter and sidewalks on the radius portions of the road and use a similar strategy for each successive intersection because they're all being built in the same year. Ms. Schroeder said looking at the intersection improvements may present a challenge in the future when they do a full environmental review and a much longer corridor because it will take into account the improvements that are already there and try to minimize any rework or throw away. They are 98% confident that this is the location of the intersections in the long term. Mr. Ebersole said on the north side of the Lake Avenue intersection there is an irrigation ditch that vehicles often end up in so they will pipe the irrigation along the north side so they can remove that hazard (the ditch). Commissioner Alder asked what type of partnership is required to move this forward. Ms. Schroeder said it takes this kind of conversation and funding; she will do more research on what funding is available, state discretionary or something similar. ITD is still looking at what the bridge section might come up with as far as putting in the wooden poles with wires in between and when they get a better cost estimate she will share it with the Board. The decision point is whether or not the cost estimate and the partnership arrangement work for both groups. Commissioner Rule said if the Board had that information in the next couple of weeks it might make it more possible

for him to take a serious look at it. Ms. Schroeder said she will commit to do that, but just talking in generalities if \$300,000 is for the big mast arms equipment it might be a third or a quarter of that (\$100,000) for installation and the whole thing. ITD has the electricians and they can coordinate them to hook up the signals and get them timed. Commissioner Rule asked if ITD believes the improvements will save lives. Ms. Schroeder said it will improve the opportunity for cars to both cross and get onto Karcher Road safely. All of the intersections have been identified on ITD's high accident location list as needing improvement so there is a good possibility, even in an interim situation, signaling one of them could provide a gap in traffic. Commissioner Hanson said that is more of a temporary fix until the final process is taken care of but if we wanted to get it done right without the initial work and put the money towards a final solution are we going to be able to do that within the timeframes we are talking about now, our current budget year and the planned 2016 project list. Ms. Schroeder said they also looked at possible acceleration of the projects if funding were available and if they could advance construction or use some of these other funding opportunities, but realistically maybe just a couple of months. The right-of-way process can take a lot of time so the best delivery strategy at this point is to deliver next summer so they can hopefully bid the projects two or three months prior to the rest of Fiscal Year 2016 and optimize next fall's irrigation window to do the structures and pipe the canal so they can do the roadway work and complete it in 2016 and not have another construction season. Commissioner Hanson said if he were to vote for funding for the temporary fix he would need to know what true benefit it will give the taxpayers. Ms. Schroeder said in an interim situation it would gain 18 months of signalization and it would provide opportunities for traffic to merge and to cross. It's an interim benefit that has merit or else ITD would not be working toward it. She said it might be difficult to measure the safety benefit but their traffic engineer is confident there would be some advantage to doing an interim signal. Commissioner Hanson said hypothetically speaking one life is worth the cost. Commissioner Alder asked if there would be a turn lane with an interim light. Mr. Ebersole said there would not; there are left turn lanes at Lake Avenue and Indiana Avenue. The rationale for choosing Lake Avenue is because it is situated in the middle and they can pull some back roads centrally located where people can come back from either side road and cross at Lake Avenue. They would use existing pavement and existing right-of-way and install a signal light. Commissioner Alder asked about moving the projects ahead on the construction schedule. Ms. Schroeder said sometimes there are opportunities to accelerate projects (advance construct) prior to its fiscal year but having all of these in the same construction season and packaging them together in a single contract is advantageous so that one contractor is coordinating all of the traffic control so advancing one of them without advancing the other two might be more problematic. She will come back in a few weeks with an interim proposal and give a generic range. On another topic, Ms. Schroeder reported on the US 20-26 corridor study from Eagle to the interstate. It's had a long and curious life and they were recently asked to either figure out if it can be completed or else kill it and they found a way to complete it so they plan to move it forward. The City of Caldwell

has asked ITD to look at Smeed to Middleton as a high priority on 20-26 and so they will look into it and do some public involvement activities related to that corridor study. Commissioner Hanson said it's good to hear Caldwell is building out to Highway 20-26 and Meridian is working on their Fields Project at the county line and the entire corridor is becoming prime business property. He said some people don't believe that's where business is going but everybody seems to be looking at that happening. Commissioner Rule said Caldwell is trying to grow industry and commerce to the east and Meridian is growing to the west and it looks like a good idea for business and the agricultural industry. Ms. Schroeder said ITD may be requesting the Board's consideration of some of the access control that may be designated in that corridor document so they don't end up with another Eagle Road situation. The Board thanked Ms. Schroeder and Mr. Ebersole for the information. The meeting concluded at 2:49 p.m. An audio recording is on file in the Commissioners' Office.

FIFTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 18, 2014

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

APPROVED CLAIMS ORDER NO. 7-18-14

The Board of Commissioners approved payment of County claims in the amount of \$254.88 for accounts payable.

APPROVED CLAIMS ORDER NO. 7-25-14

The Board of Commissioners approved payment of County claims in the amounts of \$126,330.25, \$73,312.66, \$53,386.93, and \$79,012.67 for accounts payable.

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Paige Gabiola, Christopher Davidson, and David Minshall.

APPROVED KEY REQUEST

The Board approved a key request for Paige Gabiola.

EXECUTIVE SESSION - PERSONNEL MATTERS AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

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 personnel matters and records exempt from public disclosure. 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) and (d). The motion was seconded by Commissioner Alder. 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. Dan Blocksom, and Deputy Clerk Kelly Martinez. The Executive Session concluded at 9:20 a.m. with no decision being called for in open session.

EXECUTIVE SESSION - PERSONNEL MATTERS AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Note for the record: As properly noticed the Board met today at 9:31 a.m. for a meeting with the Human Resources Director to discuss general issues, set policy, and give direction. A request was made to go into Executive Session to discuss personnel matters and records exempt from public disclosure. The Executive Session was held as follows:

Commissioner Alder made a motion to go into Executive Session at 9:33 a.m. pursuant to Idaho Code, Section 67-2345(1) (b) and (d). 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, Human Resources Director Jeannine Eiband, and Deputy Clerk Kelly Martinez. The Executive Session concluded at 10:05 a.m. with no decision being called for in open session.

DETENTION CENTER INSPECTION CONDUCTED

The Board conducted a quarterly inspection of the detention center. The Board evidenced proper care and security and the inmates' welfare throughout the facility. General grievances were filed and have been processed in accordance with standard procedures.

CONSIDER SIGNING A RESOLUTION AUTHORIZING A JOINT QUARTERLY MEETING WITH THE PLANNING AND ZONING COMMISSION AND DEVELOPMENT SERVICES DEPARTMENT

The Board met today at 11:00 a.m. to consider signing a resolution authorizing a joint quarterly meeting with the Planning and Zoning Commission and Development Services Department. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, and Deputy Clerk Kelly Martinez. Commissioner Hanson said the resolution basically establishes quarterly meetings with the Board of County Commissioners, Planning and Zoning Commission, and Development Services Department. Commissioner Alder said it agendizes for the actual meeting that we are going to have on Monday, July 28 at 5:00 p.m. Commissioner Alder offered to second a motion to sign the resolution and Commissioner Rule called for a vote. (There was no motion made prior to the vote.) The Board voted unanimously to sign the resolution authorizing a joint quarterly meeting with the Planning and Zoning Commission and Development Services Department. The signed resolution, No. 14-170, is on file with this day's minuet entry. The meeting concluded at 11:01 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

SIXTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 21, 2014

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

APPROVED CLAIMS ORDER NO. 7-25-14

The Board of Commissioners approved payment of County claims in the amounts of \$255,499.25 and \$106,498.93 for accounts payable.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Landfill in the amount of \$3,768.95 to Idaho Tool and Equipment.

APPROVED MAY 2014 TERM COMMISSIONER PROCEEDINGS AND SYNOPSIS

The Minutes of the Fiscal Term of May 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.

COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:30 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, Becky Cowan, and Monica Reeves. The items discussed were general in nature. Ms. Martinez and Ms. Cowan left at 8:35 a.m. Paul Navarro reported on the following facilities issues:

- Administration building: The facility is now fully occupied and staff is fine tuning things this week; IT did a great job with copiers, scanners, faxes, computers, and telephones. It's been determined that doors need to be added to the restrooms in at an estimated cost of \$5,000 to \$6,000. The 3rd floor space that will be utilized by the HR Office is currently being used as a staging area for the Recorder's vault. SILD workers moved 1,300 books from the old vault to that area and once the shelving is reassembled the SILD workers will take the books across the hallway to the Recorder's new vault. He will prepare a blueprint and submit it for a building permit which could take two to four weeks. He has a blueprint of what Tera Harden needs in the Public Defender's Department. A contractor will be hired to install the walls in the three new offices; County staff can do the electrical and data work. Ms. Harden has requested a glass storefront so he will shop for a bid this week. A vendor will build it and facilities staff will install it. Ms. Harden has asked him to ship a desk system from Riverside, California so he will prepare a purchase order for that. The Board agreed to pay for the cost of the shipping, which was the cost of the product, and the desk

system will become County property. Mr. Navarro said that was his understanding as well but he will follow up with Ms. Harden.

- Maintenance shop/DEQ concerns: A series of test wells were done which identified a plume area and DEQ is asking for 10 more holes to verify the plume has not gone farther. It will be an additional \$9,000 cost. Commissioner Rule directed Mr. Navarro to inform DEQ that the County will only dig three holes, or, we will go to a permanent monitoring situation. Mr. Navarro will ask Strata Engineering if they can help negotiate fewer holes.
- Caldwell Housing Authority contacted him regarding the sewer project the City of Caldwell is running along Pond Lane. They want a temporary 100-foot wide construction easement along Pond Lane Road which would provide a location for the contractor to store excavated dirt and operate equipment during construction. Before final construction is complete the contractor will be required to restore the property to its original condition. Commissioner Alder is willing to help the City of Caldwell but she said they need to offset the fees for what they will charge the County for the building permit to construct the HR office in the administration building. Mr. Navarro said the building permit will be based on the value of the remodel so we're looking at \$20,000 so the permit will be \$2,000. Commissioner Alder doesn't care if the contractor uses the Pond Lane property as a staging area but she said there needs to be some give and take on the part of the city. Mr. Navarro will have that conversation with the city and come up with a fee that's equal to the building permit.
- Courthouse remodel project: Mr. Navarro will meet with the architect today to see if they can negotiate more space for the Clerk. With HR surrendering the space they were going to take on the 3rd floor he would like to meet with the Prosecutor and the Clerk about making a high speed scanning station in that area and use it as document storage area to help get us closer to being paperless. There are three good sized document vaults in Rooms 301, 201 and 202 and if we can eliminate that it will give us a lot of square footage for office space. Once the blueprints are finalized they will spend some time with engineering and submit it for plan review. In the meantime he can apply for a demolition permit and work with the Prosecutor's Office on getting a demolition contractor onboard. Abandoned furniture was left by the offices that relocated to the administration building and he would like to use SILD workers and Air Van to move those

items to the warehouse on Industrial Way. (The initial moving bid came in at a not-to-exceed number and it was based on man hours and we are significantly under that number.) He will talk to Air Van and bring it to the Board for final review.

- Storage of Commissioners' minutes: When the Clerk/Recorder moved to the administration building they left the Commissioners' minutes from 1982 through 1997 in the vault so Mr. Navarro plans to box, label and transfer them to the Industrial Way warehouse. Commissioner Hanson asked if the records can be digitized. There was discussion about scanning the records and whether it's worth the trouble to do that because the minutes are permanent records and have to be kept in perpetuity. Mr. Navarro will contact someone at the state historical society to see if they would be interested in the records.

Ms. Reeves asked the Board for direction on who will serve as a board member to the Southwest District Health when Commissioner Alder leaves office in January. Commissioner Hanson will serve as the County representative on the SWDH board beginning in January and Commissioner Alder will inform them of that tomorrow. The meeting concluded at 8:55 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE, POSSIBLE ACQUISITION OF AN INTEREST IN REAL PROPERTY; AND COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

Note for the record: As properly noticed the Board met today at 9:04 a.m. for a legal staff update. A request was made to go into Executive Session to discuss records exempt from public disclosure, possible acquisition of interest in real property, 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 9:05 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, Deputy P.A. Dan Blocksom, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:17 a.m. While in open session Mr. Blocksom said he forgot to mention that the Board needed to go into Executive Session under Idaho Code, Section 67-2345(1)(c) to discuss a possible acquisition of interest in

real property. Commissioner Alder made a motion to amend the original motion to enter into Executive Session to include subsection (1)(c). The motion was seconded by Commissioner Hanson. A roll call vote was taken on the amended motion with Commissioners Alder, Rule and Hanson voting in favor of the motion. The motion carried unanimously. The proceeding concluded at 9:18 a.m. An audio recording of the open portion of the discussion is on file in the Commissioners' Office.

AUDITOR FILES THE SUGGESTED FISCAL YEAR 2015 BUDGET

The Board met today at 9:30 a.m. so the County Auditor could present the suggested Fiscal Year 2015 Budget. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Clerk Chris Yamamoto, Controller Zach Wagoner, Indigent Services Director Michele Chadwick, Clerk's Admin. Assistant Taryn White, Court Operations Manager Denise Kennel, Chief Deputy Sheriff Marv Dashiell, Sheriff's Financial Manager Pam Corta, and Deputy Clerk Monica Reeves. Trial Court Administrator Dan Kessler arrived at 9:35 a.m., and DSD Director Tricia Nilsson arrived at 10:00 a.m. Clerk Yamamoto reported the following facts for 2014: 1. Recording fees are down slightly; 2. The tax intercept program has dropped off, which was expected; and 3. County fines are off by 20%; they do not have an explanation for it but they are looking into it.

Auditor's FY 2015 suggested budget:

The number the County can request in property tax dollars is \$47 million. Rather than figure out how many tax dollars we can get his office figures out what we need and that's the tax dollars they asked for: \$31 million, which means \$16 million will be left on the table. What goes along with that number is the \$5 million he proposes to return to the taxpayers. With the improved economy, the increase in sales tax dollars we get from the state, and DSD's increased revenue there are appearances that it will grow even more in 2015. The work they have done maximizing the funds that not only totally utilized the property tax to the full extent but allowed us to utilize the other revenues in their entirety. With the way the funds were four years ago that wasn't the case so that has made a tremendous difference in the monies we could utilize and greatly added to the reserve the County was sitting on.

The suggested budget is \$80,708,313 while last year's was \$76 million. We had \$8 million in facilities money included that will not all be spent this year so it will carry to FY2015. Within the proposed budget is \$4.5 million to the employees with half being for salaries and the benefits package. Retention levels have been low which he believes are attributed to low pay, and in our actuals, relative to the budget, we always see less of the budget spent because hardly anybody can keep their roster full. If you are behind the curve all the time the quality of service suffers and the level of risk increases. The court clerks division is at a critical stage; 42% of the deputy clerks in the civil office

are brand new with less than three months on the job. In the criminal division his longest tenured employee has four years' experience on the job.

Zach Wagoner presented the Board with a document that provides an overview of the actuals for the last few fiscal years and provides some estimates for the current fiscal year and the next five to six fiscal years and in greater detail on the 2015 budget. (The documents are on file with this day's minute entry.) Last year's revenue was \$59.2 million; it's important to note that revenue is up from multiple sources especially our inter-governmental revenue (sales tax) was up \$9.5 million in 2010 and \$11 million in 2013. Last week he received the July sales tax numbers and they are up 7% from the same time frame last year. Spending remained relatively flat. There was a \$1.5 million increase in 2013 due to the investment in our employees and the health insurance fund. In looking at the past four year timespan our ending fund balance increased from \$22.5 million to nearly \$32.8 million due to the increase in revenues and expenses flat lining. For FY2014, even after a \$1.5 million reduction in property tax dollars levied, they are anticipating a positive net income of just over \$2 million that would move our fund balance to nearly \$35 million at the end of 2014. The FY2015 estimates are based on no change in the property tax dollars levied - roughly \$36.5 million - and full implementation of the salary study recommendation performed by the HR Director. \$4.5 million invested in our employees to cover salaries, benefits and the health insurance contribution. If property tax levies stay at \$36.5 million and we invest the \$4.5 million in employees for FY2015 we are projecting a slightly positive net income. They are anticipating some onetime extraordinary expenditures next year and have set aside \$2.7 million to remodel the courthouse, \$500,000 for the 11th Avenue street vacation, and \$760,000 for a new roof on the courthouse so the total extraordinary expenditures will be roughly \$4 million. That would leave our fund balance just under \$31 million at end of 2015 based on property taxes staying the same.

Estimates for 2016 through 2020 are based on some assumptions: An increase in new construction value, new growth of \$1 million per year that incrementally grows and adds. The property tax base we have today remains the same and the increase in property tax comes from new growth, new houses, etc. They have factored in a 2% growth in other revenues and a 2% increase annually in expenditures. At the end of 2020 that would leave a fund balance of \$34.6 million which would be 52% of our annual expenditures.

Detail on the 2015 suggested budget:

Clerk Yamamoto said for 2016 we will be \$4 million down on facilities due to the fact we will have completed many projects. (Included in the \$5.6 million amount in facilities is the \$2.7 million for the remodel, street vacation and new roof costs. That should go away for 2016). HR has budgeted funds for a potential software upgrade, office relocation and furniture costs. The Clerk said the software may or may not be needed

depending on what we do with payroll. The landfill will have a substantial capital purchase in FY2015, and they have changed some accounting procedures on how they account for those. They now budget for the fully burdened cost of the equipment rather than the net cost after the trade-in because they want to show the full cost on the expenditure side. They have added \$100,000 for landfill administrative fees. The public defender is currently at \$2.4 million for 2015. Commissioner Alder wants to start shifting that burden to the state in any way possible. She said Tera Harden will look at some grants to help but it's a state responsibility and they need to help pay. Clerk Yamamoto said the 2015 budget includes three new positions for the Prosecutor's Office at a cost of \$230,000; the Sheriff's budget includes five new deputy positions related to the new courtrooms at a cost of \$295,000.

The proposed FY2015 budget amount is \$80,708,313, a difference of \$6,531,634 over last year's budget. A summary of the increased amount includes the following:

New/re-funded positions (10)	\$ 672,100
Salary adjustment/reclassification	\$ 1,225,288
Merit pool	\$ 862,198
Increased benefits costs	\$ 521,872
Employer health insurance contribution	\$ 2,272,628
Landfill capital acquisitions	\$ 246,000
Landfill operating costs	\$ 285,000
Other miscellaneous costs	<u>\$ 446,548</u>
	\$ 6,531,634

Commissioner Alder asked about the \$1 million cost to move from Meritain to the Gem Plan. Mr. Wagoner said that number could be misleading. The health insurance amount is the County's contribution to the fund which is to increase by \$250 per employee per month. Based on the number of positions budgeted that is how they arrived at the grand total of \$2.2 million and that number does not include the \$1 million to switch insurance providers. It's in the health plan but it's not necessarily going to be a million dollar increase because when we switched from Blue Cross to Meritain we didn't save a million dollars, we actually lost money quicker by going to Meritain so just because we move to Blue Cross doesn't mean the expenditures are going to increase by \$1 million. The administrative fees, the fixed costs, will be higher with Blue Cross. Commissioner Rule said that will cost us and then there's another \$300,000 we'll have to pay to Meritain. Mr. Wagoner said those numbers are in the health insurance fund. Commissioner Hanson asked for a point of clarification on the administrative fees and run-up fees that are not contained in that budget number. Mr. Wagoner said the health insurance fund is separate so that money goes into the health insurance fund to cover all of the costs associated with health insurance whether it's an administrative fee or claims costs. The County funnels money into the fund and the employees funnel money into the fund as well. Commissioner Rule asked why the

health insurance fund is not part of our budget. Mr. Wagoner said it's not part of the operating budget and it's not part of what we do to provide services to our residents; it's a benefit we provide to employees. It's never been included as part of an operating budget for the County and so in order to keep those monies separate from other County monies they have a separate accounting fund just for the health insurance activities. Clerk Yamamoto said when you look at the suggested 2015 budget of \$80 million and track it back to 2009 we were at that number at the height of what some think was the worst recession after the Depression so it's not a precedent setting budget, in fact the 2008 budget was \$87 million. Mr. Wagoner said the total suggested property tax dollars levied for 2015 is just under \$31.5 million and last year we levied just over \$36.5 million. That is a decrease in property tax dollars levied from last year of \$5 million. Our maximum available property tax dollars are \$47.496 million and their suggestion is \$16 million below that number. He said the state and Idaho Code has outlined a formula where you can calculate your maximum potential property tax dollars. There's a factor for three percent for inflationary reasons, there's a factor for new construction/growth and there's also a factor for any foregone amount and that is any potential increase from a prior year that you did not take and because the County has not taken its increases our foregone amount has built up. The maximum we could take is over \$47 million.

Clerk Yamamoto said he, the Controller and the Assessor met with the Idaho Press-Tribune and one of his main messages with that exercise was to provide a comparison of what Canyon County is doing and what other taxing entities are doing. Canyon County determines what its needs are and that's what we ask for, but other taxing entities figure what their maximum is and then they calculate the levy that way. He wanted that comparison out there well before budget time so everyone has an awareness of what's going on with the increased assessed values of property.

Mr. Wagoner said he looks at a lot of budgets and the first number he looks at is property tax dollars levied; how much money are they taking to provide the service, how much did they take in years past. It's possible that a district could lower its expenditure budget and increase its property tax budget; those numbers could move in opposite directions and in our case they are. Yes, the expenditure budget is going up but we are investing in our employees and we are investing in our infrastructure and we are attempting to provide an increased level of services at a decreased cost. The ending fund balance projected for 2015, if we have the one time reduction of \$5 million, would change our projected ending fund balance to nearly \$26 million which still leaves us in a very strong, healthy financial position. FY2016-FY2020 estimates start with the base of \$26 million in fund balance and builds out from there; if we took the property tax levy back to the base of \$36.5 million we would end up at \$29.3 million in fund balance at the end of FY2020 and that's 44% of annual expenditures and we've talked about a target level of fund balance of 33%.

Clerk Yamamoto said with the 2015 budget we are addressing facilities and employees, and even at that we've done a poor job of getting to the 33% reserve because we're showing 44% at 2020, and those are some of the strongest financials he has ever seen. With returning \$5 million this year and investing \$4.5 million in the employees and sitting on the rest of the reserve for the time being we will have plenty of cash to handle the actuals.

The Clerk said they are looking at the option of the County not providing insurance. Sixty-five percent (65%) of the employees would be better off financially and it would cost the County less money if we did not offer health insurance. The other 35% of employees are in question as to what would be done to make that equitable. He said it will require a lot of work and asked if that is something the Board is interested in looking at. Commissioner Hanson said President Obama has said the VA is a prime example of how federalized healthcare would work and we're seeing the problems with that right now and with all of the unknowns he has a hard time going to that concept based on what the federal government is doing. He did say however that all options can be looked at. Commissioner Alder said the problem with that is we are a government agency and we would get fined. For one year it's cheap, but other than that they will raise the price of what it's going to cost if we do not provide insurance. She said the City of Nampa makes their employees contribute a certain percentage for their insurance and the city matches it. Clerk Yamamoto said they have looked at the City of Caldwell's health plan and as it stands now their plan is better than ours but it is expensive. Commissioner Rule said that option (not providing insurance) may be something we look at it in the future if we can't sustain our own program but his answer this year is no, it is not an option he wants to consider. However, he's not saying he wouldn't look at it in another year or two if our plan doesn't improve. He wants to see how the insurance plan looks under the Gem Plan and Blue Cross for a year or two before we start looking at other options. He said the Board was going to try and take care of the salary adjustment and reclassification and looking at this whole thing roll out he's still on board with that but he's not on board with the additional \$250 per employee, per month contribution to the fund. He does support the approximate \$1 million it would take to switch from Meritain to Gem Plan/Blue Cross. Clerk Yamamoto said we need to have a workshop soon so we can address the benefits in detail. Commissioner Rule said the Clerk is welcome to prepare anything he wants.

The meeting concluded at 10:34 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 10:36 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: permit and budget status updates; Accela user conference information; Planning and Zoning joint meeting will be held July 28 unless there are no items to discuss; information regarding the COMPASS agenda for this afternoon's meeting. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:46 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

CONSIDER SIGNING A PROFESSIONAL SERVICES AGREEMENT AND STATEMENT OF WORK WITH CASE MANAGEMENT SYSTEMS LLC

The Board met today at 10:46 a.m. to consider signing a Professional Services Agreement and Statement of Work with Case Management Systems, LLC (CMS). Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Dan Blocksom, Chief Probation Officer Elda Catalano, Chief Information Officer Rob Hopper, and Deputy Clerk Kelly Martinez. Mr. Blocksom said the agreement with Case Management Systems includes a non-appropriations clause, an indemnification clause, and a scope of work which is not to exceed \$6,500. Mr. Hopper said one of the problems Ms. Catalano has had for many years in managing her cases, is that there is no facility within the system she has for triggering monthly payment notifications. This will give Ms. Catalano the capability to manage these accounts, improve revenue and improve contact with clients. Ms. Catalano said CMS has been used by the Probation Department since 1998. She said there have been minor changes and modifications to the system, but currently, it is not helping them manage some of things they are doing today. Ms. Catalano is hoping with these new features, they will increase revenue and better track funding. Ms. Catalano said the reason she chose to add these features rather than have the IT Department create an additional program, was because her staff would then be operating in two different systems, where this will function within their current database. Mr. Hopper said this system is also used by the Juvenile Detention Center and the Misdemeanor Probation Department, and the feedback from those departments on the CMS system was very positive. Ms. Catalano said the funds for this agreement will be paid from the budgeted lottery funds received to date and not from the County budget. Upon the motion by Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to sign a Professional Services Agreement and Statement of Work with Case Management Systems, LLC. The signed

agreement, No. 14-053, is on file with this day's minute entry. The meeting concluded at 10:51 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

SEVENTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 22, 2014

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

ABSENT: Commissioner Craig L. Hanson – Vacation

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$1,800.00 Air-Van Moving.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Sheriff's Office in the amount of \$3,913.14 to Dell Computers.

MEETING TO DESIGNATE POLLING PLACES FOR THE AUGUST 26, 2014 ELECTION

The Board met today at 1:15 p.m. for a meeting to designate polling places for the August 26, 2014 Election. Present were: Commissioners Steve Rule and Kathy Alder, Chief Deputy Clerk Brad Jackson, and Deputy Clerk Kelly Martinez. Mr. Jackson said he has organized all of the precincts that are involved in the Notus School Bond, the Wilder School Levy, the Kuna School Trustee Zone 4 Recall, and the Meridian School Bond. There is an assortment of elections being held but of course the Meridian and Kuna bonds involve a relatively small number of voters. Mr. Jackson said where it is practical they have combined polling places. Notus Community Center, Precincts 2 and 44, are always combined as well as Precincts 53 and 58, which are also always combined at Edmark Superstore. Mr. Jackson thought it was worth noting that under Kuna School District, Precinct 29-11 votes at the Canyon County Elections Office as well as Precinct 42-11 under Meridian School District. There are such a small number of registered voters in those particular precincts, that under the Secretary of State's

jurisdiction, he is able to request that those precincts are “mail ballot precincts”. This means that the County sends those voters an absentee request, however, the County still has to have a polling place for each precinct on Election Day as it is required by code. *Note for the record:* it was discovered that Commissioner Alder’s document was not the same document Mr. Jackson was presenting at the meeting. At 1:21 p.m. the Board went off of the record so Mr. Jackson could get confirmation from his staff that the document he presented is the correct version. At 1:23 p.m. the Board went back on the record and Mr. Jackson confirmed he has the correct 2014 Polling Place list for the August 26, 2014 Election. Upon the motion by Commissioner Alder and the second by Commissioner Rule, the Board voted unanimously to accept the designated polling places for the August 26, 2014 Elections. The meeting concluded at 1:24 p.m. An audio recording of the meeting is on file in the Commissioners’ Office.

TENTATIVE BUDGET WORKSHOP MEETINGS; OVERVIEW OF CLERK’S SUGGESTED BUDGET

At 2:12 p.m. the Board went on the record to conduct tentative budget workshop meetings and receive an overview of the Clerk’s suggested budget. Present were: Commissioners Steve Rule and Kathy Alder, Chief Civil Deputy P.A. Sam Laugheed, Clerk Chris Yamamoto, Controller Zach Wagoner, Assessor Gene Kuehn, other audience members, and Deputy Clerk Monica Reeves. Sam Laugheed asked the Board to go into executive session with the Clerk/Auditor and the Controller to discuss some attorney-client communication regarding legal process, specifically issues that involve joint representation pursuant to Idaho Code, Section 67-2345(1)(d). The Executive Session was held as follows:

EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Commissioner Alder made a motion to go into Executive Session at 2:14 p.m. pursuant to Idaho Code, Section 67-2345(1) (d). 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 P.A. Sam Laugheed, Clerk Chris Yamamoto, Controller Zach Wagoner, and Deputy Clerk Monica Reeves. The Executive Session concluded at 2:28 p.m. While in open session, Commissioner Rule said it’s become obvious that today’s budget workshop meetings are premature because there are some insurance and salary adjustment issues that have not been completely vetted so the Board will reschedule the meeting to this Thursday so it can discuss the “A” portions of the budget and the Clerk and Controller can take the numbers back and iron out a budget with the salary adjustments and insurance adjustments the Board decides

on. Assessor Gene Kuehn was present for the open session discussion. Mr. Laugheed said the Board had a resolution in November to memorialize last year's budget process and how it wanted the FY2015 budget process to roll out and this allows that to happen not only in accordance with that resolution and with the law but also in the spirit of the law so the Controller and Auditor are able to give the Board and each elected official more updated numbers so the individual workshops are more meaningful. Commissioner Rule said at today's meeting the Board would've only been able to address the "B" budgets and this way it can address both the "A" and "B" budgets without bringing the elected officials and department heads back twice. The meeting will be rescheduled for July 24, 2014 at 3:00 p.m. The discussion concluded at 2:32 p.m.

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

EIGHTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 23, 2014

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

ABSENT: Commissioner Craig L. Hanson - Vacation

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$2,634.00 to Master Works Concrete.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Assessor's Office in the amount of \$1,655.31 to VLCM.

APPROVED CLAIMS ORDER NO. 1421

The Board of Commissioners approved payment of County claims in the amount of \$1,157,060.34 for a county payroll.

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2014-026342, 2014-026343, 2014-026344, 2014-026345, 2014-026346, 2014-026347, 2014-026348, 2014-026349, 2014-026350, 2014-026353, 2014-026354, 2014-026355, 2014-02635, 2014-026357, 2014-026358, 2014-026359, 2014-026360, 2014-026361, 2014-026362, 2014-026363, 2014-026364, and 2014-026365.

EXECUTIVE SESSION - POTENTIAL ACQUISITION IN 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 9:02 a.m. for a legal staff update. A request was made to go into Executive Session to discuss a potential acquisition in 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 Alder made a motion to go into Executive Session at 9:03 a.m. pursuant to Idaho Code, Section 67-2345(1) (c), (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 P.A. Sam Laugheed, Deputy P.A. Dan Blocksom, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:37 a.m. with no decision being called for in open session.

CONSIDER SIGNING RESOLUTION DESIGNATING SURPLUS PERSONAL PROPERTY, LIVESCAN FINGERPRINTING MACHINE, TO NEZ PERCE COUNTY

The Board met today at 1:50 p.m. to consider a resolution designating surplus personal property with nominal value, a livescan fingerprinting machine, to Nez Perce County. Present were: Commissioners Steve Rule and Kathy Alder, Deputy P.A. Zach Wesley, Juvenile Detention Director Steve Jett, and Deputy Clerk Monica Reeves. Director Jett said the machine was purchased several years ago and when they began having problems with it they would roll fingerprints manually while they waited for replacement parts. They have moved on to a better system and the livescan machine is sitting in a storage room. The Caldwell Police Department was interested in the machine but later decided against it so Director Jett sent notice to other detention centers in the state and Nez Perce County was the first to respond. He informed them

that the equipment will take some programming and technical support. Nez Perce County will come pick it up. Notice was published in the Idaho Press-Tribune inviting public comment, but no one appeared today to comment. Zach Wesley prepared the resolution and said it is appropriately before the Board for consideration. Upon the motion of Commissioner Alder and the second by Commissioner Rule, the Board voted unanimously to sign the resolution designating surplus personal property with nominal value, a copy of which is on file with this day's minute entry. (See Resolution No. 14-171.) The meeting concluded at 1:55 p.m. An audio recording is on file in the Commissioners' Office.

NINTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 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 Facilities Management in the amount of \$3,995.00 to New Space Construction.

APPROVED PURCHASE ORDER

The Board approved purchase orders for Information Technologies in the amounts of \$7,887.39 to Dell and \$9,690.00 to S1 IT Solutions.

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 Alder 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 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 P.A. Sam Laugheed, Sheriff Kieran Donahue, Chief Deputy Sheriff Marv Dashiell, and Deputy Clerk Monica Reeves. Sheriff Donahue and Chief Dashiell left at 9:10 a.m. The Executive Session concluded at 9:37 a.m. with no decision being called for in open session.

COMMISSIONERS' DISCUSSION TO CONSIDER FY2015 "A" BUDGET AND BENEFITS; POSSIBLE DECISION TO FOLLOW

The Board met today at 3:00 p.m. for a discussion regarding the Fiscal Year 2015 "A" Budget and benefits. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Clerk Chris Yamamoto, Controller Zach Wagoner, Admin. Asst. Taryn White, Assessor Gene Kuehn, Sheriff Kieran Donahue, Chief Deputy Sheriff Marv Dashiell, Sheriff's Financial Manager Pam Corta, Treasurer Tracie Lloyd, Chief Deputy Treasurer Nancy Seal, Chief Deputy Coroner Steve Rhodes, Prosecutor Bryan Taylor, Michelle Britain, Mel Maio, and Cindy Gonzalez from the HR Department, Chief Probation Officer Elda Catalano, Landfill Admin. Assistant Debbie Jenks, PIO Joe Decker, Justin Dalme from the Idaho Press-Tribune, local media members, and Deputy Clerk Monica Reeves. Commissioner Rule opened the meeting by saying the Board will discuss the issues and if they need information they will ask for it. The discussion was as follows:

Salary Survey/Market Adjustments:

Commissioner Alder said she is comfortable with what the HR Director has done with the salary study/market adjustments where the pay scale matches the job duties being performed. She believes some of the salary increases are a little high for one year but most are "spot on" and need to happen. She is comfortable moving forward with the market adjustments. Commissioner Hanson said last year they asked HR to start working on a salary study because they knew it would take some time to get it done. Also, we are not going to compete with Ada County, and it will be difficult to have Nampa in the same pay scale. The market adjustment is to take care of some inequities in pay and it does address specific things with people and with salaries and so it looks like that's the direction we want to go and accept what HR has recommended. Commissioner Rule said he was concerned when a \$1.625 million number came back for salaries and benefits because he didn't think it would be that much. He thought about proposing a reduction but after looking at the information he believes the salary adjustments are needed and he supports moving forward with the proposed salary adjustments at this time knowing the Board will have an opportunity to discuss it if an

employee is getting too much of a salary increase. Commissioner Alder said the study looks at the job duties and what the employee is doing and takes into consideration the number of years they have worked for the County and it figures the amount for equalization so it's a great breakdown and HR has done an excellent job. Also, there are ranges for the pay and it does a good job of bringing people to where they need to be and that's something the Commissioners committed to do and she wants to move it forward. Commissioner Hanson made a motion to set the budget at \$1,625,190.18 for the market adjustment. Commissioner Alder seconded the motion. She said the Board could lower that amount, but it will not exceed the amount. A roll call vote was taken on the motion with Commissioners Hanson, Alder and Rule voting in favor of the motion. The motion carried unanimously.

County Health Insurance and merit pay discussion:

Commissioner Hanson said the Board, with the support of the other elected officials, has decided to change the insurance provider from Meritain to Gem Plan. The transition will cost approximately \$1 million and it remains to be seen if the switch will reduce the cost, or whether the fund will continue to lose money due to payout of claims. Commissioner Alder said at first she thought maybe it's necessary to increase the premium but as she's thought about it she'd much rather take some fund balance and put the million dollars toward the transition to the Gem Plan and see how it comes out based on the fact we have a new plan. Money was put aside to help cover some of the expenses but it is a new plan and it would be well to see how that works out before we take steps to increase the premiums. She supports putting aside \$1 million to cover the transition. Commissioner Rule said that figure is based on the \$300,000 it will take to close out the Meritain program, and the \$680,000 it will cost to move to the Gem Plan. It is a benefit to all of us and he feels strongly that the money should be set aside for the transition from Meritain to the Gem Plan. Commissioner Alder made a motion to put \$1,000,000 into the health insurance fund, from fund balance, to carry us through that program. 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. The motion carried unanimously. The Board will not increase the County's contribution amount to the employees' premium. (It was proposed that the contribution amount be increased by \$250 per employee per month to help sustain the fund.) The Board will see how the fund is doing in a year with the \$1 million that was infused into the fund. Commissioner Alder said with the market adjustment there was also a merit pool at a cost of \$1.6 million, in addition to the \$1 million that was added to the health fund for a total \$2.6 million that has been invested in the employees. She said the majority (95%) of employees will see a difference in their salaries so we do not need to add a merit pool on top of the market adjustment. She also said it is far better to give a cost of living increase across the board otherwise you get salary inequities with merit pay. Commissioner Hanson said if you do not conduct a proper evaluation of each employee that shows the justification for merit it can develop into a situation of

favoritism and unless you have a functioning system to evaluate all employees you cannot just do merit because it doesn't work right. Commissioner Rule said he started out looking at a reduced salary adjustment and having a 1%-2% merit pool but after polling department heads and employees it became obvious they'd rather have the full salary adjustment. Most employees will receive a substantial raise with the salary adjustments, especially those who've worked here for a long time, and that does not justify a merit pool or a cost of living increase. Commissioner Hanson said the employees who will not receive an increase are those who are paid above where their job falls and the other portion are those who've been here less than a year.

Property tax relief:

Commissioner Alder said it was initially suggested that the Board give \$15 million in property tax relief but she was opposed to giving the full amount because we need plenty of money to take care of our facilities, including the remodel of the courthouse. She is not opposed to giving \$5 million in property tax relief but if there is another proposal she is willing to listen. Commissioner Hanson said at one point there was discussion about the \$15 million that could be used for tax relief but we have other campus issues that are developing and with the unknowns with the insurance fund he doesn't want to give a big tax relief only to find that we have to raise the levy and the amount of taxes for next year. He said two years ago the Board was told we would be in dire straits and in talking with the Clerk and Controller at one point it was stated we could not determine anything beyond three years. He does not know if he agrees with giving \$5 million in property tax relief this year because he wants to see what can be done with the campus development process and see what happens with the insurance fund. It needs to be determined if we are going to have County-provided insurance or are we going to put an amount of money in the employees' checks so they can buy their own insurance. There are too many variables up in the air so he recommends a \$2 million tax relief rather than \$5 million. Commissioner Rule wants to provide property tax relief again this year but he's nervous about giving back several million dollars because of the uncertainty with the health insurance fund, the jail problems, and the courthouse remodel project. He does not support \$5 million in tax relief but he would support \$2 million in tax relief. Commissioner Alder suggested an amount of \$2.5 million or \$3 million instead because it's not fair to the taxpayers to collect money on a "just in case" basis. She said the Board talked about adding on to the jail for an additional 186 beds but nobody wanted to do that so she doesn't see a major project that we should be setting money aside for. Commissioner Rule said we haven't fixed the jail problem, but the Prosecutor's Office is proposing another type of approach that would take a million dollars to build a facility and another million per year to staff it so any fix is going to cost millions of dollars therefore he wants to vote more conservatively. Commissioner Alder said if the Board is going to invest \$2.6 million in the employees it should also give \$2.6 million back to the taxpayers because we have sufficient fund balance to do it. Commissioner Rule said we really do not know that for sure; two years

ago he was told 2013 and 2014 were going to be the worst years but we ended up with several million in surplus. Commissioner Alder made a motion to put \$2.6 million into the employees and return \$2.6 million to the taxpayers. Commissioner Hanson made an alternate motion to give \$2 million in tax relief. The motion was seconded by Commissioner Alder. A roll call vote was taken on the alternate motion with Commissioners Hanson, Alder and Rule voting in favor. The alternate motion carried unanimously. Commissioner Rule said there will be a series of workshops where each department will discuss their budget line item by line item. Adjustments can be made until the third week of August when the tentative budget is published. The meeting concluded at 3:33 p.m. An audio recording is on file in the Commissioners' Office.

TENTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 25, 2014

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

APPROVED PURCHASE ORDER

The Board approved purchase orders for Facilities Management in the amounts of \$20,820.00 and \$12,577.53 to Wall 2 Wall Floor Covering and \$16,533.00 to New Space Construction.

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2014-026802, 2014-026803, 2014-026804, 2014-026805, 2014-026806, 2014-026807, 2014-026808, 2014-026809, 2014-026810, 2014-026811, 2014-026812, 2014-026813, 2014-026814, 2014-026815, 2014-026816, 2014-026866, 2014-026817, 2014-026818, 2014-026819, 2014-026820, and 2014-026821.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for El Tenampa Inc. to be used August 3, 2014 for a reception.

MONTHLY MEETING WITH ADMINISTRATIVE DISTRICT JUDGE TO DISCUSS GENERAL ISSUES

The Board met today at 8:03 a.m. for a monthly meeting with the Administrative District Judge to discuss general issues. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Judge Thomas Ryan, and Deputy Clerk Monica Reeves. Judge Ryan will have periodic meetings with the Prosecutor's Office and Tera Harden to start a formal planning process to deal with the transition of the public defender positions. With an outgoing public defender firm there will be a manpower issue with that firm covering cases between now and October 1 and it's already having some impact on the courts. The judge has compiled a list of cases that both the Prosecutor and public defender want to have a jury trial on and he's having the district judges go through the cases in detail to determine the status of the cases. He said a committee is working on advancing justice where they are putting together plans in each district on how to speed up how they process civil and criminal cases. The courthouse remodel project will soon be underway and that will displace the court assistance office. They are working with the Prosecutor's Office to have the office relocated to where the grand jury sessions convene and let the Prosecutor handle grand juries in the public meeting room during the remodel phase. Ultimately the court assistance office will end up in the jury assembly room that exists now on the 3rd floor. Judge Ryan said they have asked the Supreme Court to work with the legislature this year to fund staff attorneys as state employees. The Board is working with the Idaho Association of Counties on the issue as well. Patti Tobias has taken a position with the National Center for State Courts in Denver and will leave the courts the end of August. Judge Ryan said he is trying to negotiate office space for the court interpreter who not only services Canyon County but all of the counties in the district. (The County receives \$35,000 from the Supreme Court for that purpose and they want him to coordinate interpreter services for all of the counties in the district.) Commissioner Rule wants to make sure the remodel project goes smoothly but he said there will be interruptions and disruptions once the work begins. Commissioner Alder asked if the courts are fully staffed. Judge Ryan said he has regained his secretary who has been training the newly hired secretary and they have been working hard to make sure they have the quality that is necessary but they may be in need of another secretary soon. Commissioner Hanson said there was a plan in place but unfortunately it fell through with some of the players, but his goal is to make sure the courts function properly and that they have the resources they need. Judge Ryan said right now they are satisfied, things are just fine. Commissioner Alder said she has heard that the juvenile justice center is working well. Judge Ryan said the judges are happy but there is a complaint that the judges have a difficult time carrying on any conferences in their offices due to the size of the space. The facility itself is wonderful and he likes the direction juvenile justice is headed. Commissioner Hanson recently attended a pretrial conference in Washington, DC that was very enlightening. A subcommittee of those who attended the conference will be formed to look at changing the way people get bonded out. It doesn't take the discretion away

from the judiciary but it helps the process. Judge Ryan said we have a good pretrial program and what Sgt. Scott Booth has put together for Canyon County is the model for the state and he believes we are ahead of most other counties in the state, including Ada County. Commissioner Hanson said Sgt. Booth will be a part of the subcommittee. He would like the judiciary to take a hard look at it because it has potential and will not penalize individuals who are not convicted of a crime. Judge Ryan said the judiciary would look at it as an area where you can add more arrows to your quiver. The meeting concluded at 8:28 a.m. An audio recording is on file in the Commissioners' Office.

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

The Board met today at 8:30 a.m. to consider signing a resolution classifying records of the Canyon County Clerk and authorizing the destruction and donation of records. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Deputy Clerk Brad Jackson, and Deputy Clerk Monica Reeves. Deputy P.A. Dan Blocksom arrived at 8:32 a.m. Brad Jackson said in the process of cleaning out the Recorder's vault for transfer to the new administration building they identified a significant amount of records (chattel mortgages, warrants and various documents) that are long past their retention dates. Some of the records were thought to have historical value so they contacted the state historical society and the Canyon County Historic Preservation Commission. The County group will preview the records and identify what they would like to have; the remainder of the records will be destroyed. The documents have not been scanned and they are not permanent records. The resolution was prepared by the Prosecutor's Office. Dan Blocksom said they notified the state archives but they are backed up right now and are not able to look at the records. Commissioner Alder made a motion to sign the resolution classifying records of the Canyon County Clerk and authorizing the destruction and donation of records. The motion was seconded by Commissioner Hanson and carried unanimously. See Resolution No. 14-172. The meeting concluded at 8:39 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER HEALTH BENEFITS CONTRACTS WITH THE GEM PLAN

The Board met today at 8:47 a.m. to consider signing health benefits contracts with the Gem Plan. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley, Chief Deputy Clerk Brad Jackson, and Deputy Clerk Monica Reeves. Zach Wesley asked the Board to go into Executive Session pursuant to Idaho Code, Section 67-2345(1)(d) and (i) to discuss the details of the documents being

proposed by the Gem Plan so the Board can have a fuller understanding of the contracts. 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 Alder made a motion to go into Executive Session at 8:48 a.m. pursuant to Idaho Code, Section 67-2345(1) (d) 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. Zach Wesley, Chief Deputy Clerk Brad Jackson, and Deputy Clerk Monica Reeves. Chief Civil Deputy P.A. Sam Laugheed arrived at 9:00 a.m. The Executive Session concluded at 9:04 a.m.

While in open session, Mr. Wesley presented the Board with two agreements from the Government Employees Medical (Gem) Plan. There have been several open meetings where the Gem Plan was discussed and the documents being considered today are to transition from our current benefits structure where we are contracting directly with a third party administrator. The documents will change how we handle our benefits program. The first document is a joint powers agreement which is a typical membership agreement that the Gem Plan members sign and it provides for the creation of a specific Gem Plan trust and all the responsibilities of the members and the Gem Plan. Mr. Wesley said we are going to be working in the same way that the Gem Plan has worked with Bannock County; we are not going to do everything the smaller counties do with the Gem Plan. They are not going to hold a specific trust for us; we will maintain our own trust. They will operate as our consultant and plan manager and they will take over our benefits plan and what we will be doing is managing our trust for the payment of claims and Gem Plan will do the rest of the administration. The second document, a memorandum of understanding, provides some modification of the joint powers agreement and provides some specific obligations of the County that are not in the joint powers agreement. It provides that we will have our own trust and that we will pay certain fees toward the Gem Plan and the program managers. Both documents specify what the Gem Plan's obligations are and what the County's obligations are. Mr. Wesley asked the Board to amend the agenda to include the specific documents. Commissioner Hanson made a motion to amend the agenda to include the Joint Powers Agreement with the Government Employees Medical Plan and the Memorandum of Understanding between the Government Employees Medical Plan and Canyon County. The motion was seconded by Commissioner Alder and carried unanimously. Commissioner Hanson made a motion to approve and sign the Joint Powers Agreement with the Government Employees Medical Plan (#14-055) and the Memorandum of

Understanding between the Government Employees Medical Plan and Canyon County (#14-054). The motion was seconded by Commissioner Alder and carried unanimously. The signed documents are on file with this day's minute entry. The meeting concluded at 9:09 a.m. An audio recording is on file in the Commissioners Office.

CONSIDER SIGNING ADDENDUM NO. 1 FOR JAIL FOOD SERVICES AND COMMISSARY SERVICE PROJECT REQUEST FOR PROPOSALS (RFP)

The Board met today at 9:10 a.m. to consider signing Addendum No. 1 for the Jail Food Services and Commissary Service Project Request for Proposals (RFP). Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Zach Wesley, Juvenile Detention Director Steve Jett, and Deputy Clerk Monica Reeves. Mr. Laugheed asked that the addendum be continued to a later date to allow more time to respond to the 90 questions that have been submitted by proposers. The calendar of events for the project will be adjusted to compensate for the delay in the signing of the addendum. Upon the motion of Commissioner Alder and the second by Commissioner Hanson the Board voted unanimously to continue the signing of Addendum No. 1 to July 28, 2014 at 3:45 p.m. The meeting concluded at 9:12 a.m. An audio recording is on file in the Commissioners' Office.

LEGAL STAFF UPDATE

The Board met today at 9:12 a.m. for a legal staff update. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Zach Wesley, Chief Civil Deputy P.A. Sam Laugheed, and Deputy Clerk Monica Reeves. There were no items to discuss at this time but Mr. Laugheed offered to come back if something comes up over the course of the day in the Board's other regular meetings. The proceeding concluded at 9:13 a.m. An audio recording is on file in the Commissioners' Office.

OPEN PROPOSALS FOR ELECTRONIC MONITORING SYSTEM - ALTERNATIVE SENTENCING PROGRAM REQUEST FOR PROPOSALS

The Board met today at 9:32 a.m. to open proposals submitted in response to the Electronic Monitoring Services - Alternative Sentencing Program Request for Proposals (RFP). Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Mike Porter, and Deputy Clerk Monica Reeves. Mr. Porter said the jail has a current contract but the Sheriff's Office wants to open it up for proposals to see if there might be better products or better contract prices. Commissioner Alder asked if the current provider was made aware of the RFP process. Mr. Porter said they were notified a week or two after the RFP went out and they had two to three weeks to

present a proposal. The proposals were due no later than 12:00 noon on July 24, 2014. The following companies submitted proposals:

Secure Alert

150 West Civic Center Drive, Suite 400

Sandy, UT 84070

The proposal was received on July 24, 2014 at 10:46 a.m.

Corrective Solutions

910 Calle Negocio, Suite 300

San Clemente, CA 92673

The proposal was received on July 24, 2014 at 8:41 a.m.

RMOMS Criminal Justice Resource Management

8787 Turnpike Dr., Suite 200

Westminster, CO 80031

The proposal was received on July 23, 2014 at 10:45 a.m.

Scram Systems

1241 West Mineral Avenue, Suite 200

Littleton, CO 80120

The proposal was received on July 23, 2014 at 10:45 a.m.

Sentinel Offender Services

201 Technology Drive

Irvine, CA 92618

The proposal was received on July 23, 2014 at 10:45 a.m.

A committee will review the proposals and follow the criteria outlined in the RFP for selection and a recommendation will be made to the Board at a later date. The proposals are on file with this day's minute entry. The meeting concluded at 9:40 a.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE JUVENILE DETENTION CENTER

The Board met today at 10:03 a.m. for the Fiscal Year 2015 Tentative Budget workshop for the Juvenile Detention Center. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, Juvenile Detention Director Steve Jett, Training Coordinator Sean Brown, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Director Jett. With the increase in courts officers are spending time in court where they didn't have to before so he has asked that a vacant position be funded. If, in the next few months, they are able to handle court with their existing number of positions he will not fill the position. The meeting concluded at 10:14 a.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE PUBLIC INFORMATION OFFICER

The Board met today at 10:17 a.m. for the Fiscal Year 2015 Tentative Budget workshop for the Public Information Officer (PIO). Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, PIO Joe Decker, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Mr. Decker. In addition to his PIO duties he has been taking care of the webmaster responsibilities since last October even though someone has been hired for that position. Mr. Decker suggested his job description be updated to include some webmaster duties. The Board will meet with the CIO, the HR Director and Mr. Decker to discuss the role of the webmaster. No new positions were requested. The Board may adjust the training line item in the PIO budget. The meeting concluded at 10:23 a.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE CORONER

The Board met today at 10:42 a.m. for the Fiscal Year 2015 Tentative Budget workshop for the Coroner's Office. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, Coroner Vicki DeGeus-Morris, Chief Deputy Coroner Steve Rhodes, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Ms. DeGeus-Morris. The Coroner is offended that she and her chief deputy did not receive a cost of living increase. They put in a lot of hours, pull their own shifts and work weekends and holidays. Commissioner Alder said the HR Director conducted a salary study and Ms. DeGeus-Morris's salary of \$76,000 is far above any of the other county coroners' salaries comparatively speaking. Ms. DeGeus-Morris said some of the counties in the study are

beginning fulltime offices, they have been part-time offices for years. She believes it's unfair that her salary is not equal to her fellow elected officials' salaries. Commissioner Hanson asked if she believes all elected officials should be paid exactly the same. Ms. DeGeus-Morris said they should at least get a three percent cost of living increase. Commissioner Rule said the Coroner's comments have been noted for the record. The meeting concluded at 10:53 a.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE ASSESSOR

The Board met today at 11:11 a.m. for the Fiscal Year 2015 Tentative Budget workshop for the Assessor's Office. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, Assessor Gene Kuehn, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Mr. Kuehn. No new positions were requested. The meeting concluded at 11:15 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING AGREEMENT WITH ES&S FOR ELECTIONS SOFTWARE, HARDWARE, OR RELATED SERVICES - NETWORKING AGREEMENT

The Board met today at 11:16 a.m. to consider signing an agreement with ES&S for elections software, hardware or related services - networking agreement. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Deputy Clerk Brad Jackson, and Deputy Clerk Monica Reeves. Brad Jackson said this matter was an oversight on the part of ES&S's sales people; it's a continuation of the purchase he did for the tabulators and the software that were previously purchased along with a grant request to the State of Idaho where they are paying 80% of the costs. ES&S neglected to make the Clerk's Office aware that there was an option of networking where the data from the tabulator is fed directly into a server and out to client computers. Mr. Jackson said the elections office has always wanted to be able to do that but they didn't think they could do it until they received the equipment and realized it could be done. The Secretary of State's Office and the federal elections commission have approved it. The benefits are that results will be available in real time and the final results will be available more quickly at the end of the night. It will maximize the speed of the new tabulators. The pricing includes a \$3,500 discount because ES&S dropped the ball. The Prosecutor's Office has reviewed the agreement. Mr. Jackson also has an agreement for the 80/20 cost share with the state but he needs to have legal counsel review it before he presents it for Board approval. It will be considered next week. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to sign the agreement with ES&S for elections software, hardware or

related service - networking agreement. (See Agreement No. 14-056.) The meeting concluded at 11:22 a.m. An audio recording is on file in the Commissioners' Office.

ELEVENTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 28, 2014

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

APPROVED CLAIMS ORDER NO. 8-11-14

The Board of Commissioners approved payment of County claims in the amount of \$94,339.37 and \$78,308.94 for accounts payable.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Information Technologies Department in the amount of \$6,000 to SANS.

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, Facilities Manager Paul Navarro, PIO Joe Decker, and Deputy Clerks Becky Cowan and Monica Reeves. The items discussed were general in nature. Ms. Cowan left at 8:37 a.m. Joe Decker reported on the following communication issues: He will draft a comment in opposition to the Waters of the United States; will meet with the Chief Deputy Clerk to discuss the passports website; lobby display boards in the administration building; the National Parks Service wants to put a 30-second clip of the water trail video on their website; he has been working on an informational brochure for the Prosecutor's Office; radio advertising opportunity; and the need to educate the Idaho Press-Tribune on County budget information. Paul Navarro reported on the following facilities issues: The public defender remodel is starting this week where New Space Construction will add three new offices in the back of the department; his staff will sort through the old furniture on the 2nd and 3rd floors of the courthouse; the jail boiler replacement bid packet will be out soon; they will move the cabinet shop out of the old building

maintenance shop this week or next to prepare for the remodel; there will be a thorough vetting process on what offices will be housed in the new space; parking lot paving updates; he received a \$5,649 rebate check from Idaho Power associated with the juvenile justice center project; there was discussion on what the rebate could be used for such as landscaping, historical displays in the administration building, or paying for the crane to move the bell from the courtyard. He also reported on the courthouse remodel update; a meeting will be scheduled for the architect to present to the Board. Mr. Navarro has identified a location for the court interpreter coordinator's office but the judiciary disagrees with it. Demolition plans are being printed and the project will go out for bid next week. The meeting concluded at 8:48 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION - RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND PENDING OR LIKELY LITIGATION

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

Commissioner Hanson made a motion to go into Executive Session at 9:02 a.m. pursuant to Idaho Code, Section 67-2345(1) (d) and (f). 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. Mike Porter, Deputy P.A. Dan Blocksom, DSD Director Tricia Nilsson, and Deputy Clerk Monica Reeves. Deputy P.A. Zach Wesley arrived at 9:04 a.m. Director Nilsson left at 9:18 a.m. The Executive Session concluded at 9:26 a.m. with no decision being called for in open session.

ELECTED OFFICIALS MEETING

The Board met today at 9:32 a.m. for a monthly elected officials meeting. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Clerk Chris Yamamoto, Prosecutor Bryan Taylor, Treasurer Tracie Lloyd, Sheriff Kieran Donahue, CIO Rob Hopper, Deputy P.A. Dan Blocksom, and Deputy Clerk Monica Reeves. Clerk Yamamoto reported that he takes issue with the editorial that appeared in the Sunday Idaho Press-Tribune regarding the opinion that the County should use the \$35 million surplus for a new jail and he plans to address it with the editorial board. Rob Hopper spoke about the draft mobile device policy that was sent to each elected official for feedback. The primary purpose of the policy is to secure County data, more importantly the window into County data. Personal devices have a tremendous

convenience but they are extraordinarily easy to lose or misplace, or they can be stolen so it's prudent to put measures in place to secure those devices and make sure they are less likely to be misused whether intentionally or inadvertently. Sheriff Donahue said the policy addresses his biggest concern which was the privacy of his employees who have County access on their private phones. Mr. Hopper said another issue deals with security incidents where employees were victims of email phishing scams that resulted in local files and networks files being destroyed and encrypted. He wants some end-user training for employees in the form of a series of short video training sessions that warns of the issues and what to be careful of and it gives IT a tool to see if people are susceptible to those kinds of things. He would like the elected officials' permission to offer the training within each office and department. Bryan Taylor said the concept of the policy is great but he wants to look at the fine print and he doesn't want it to go into effect until he's had ample opportunity to review it. Mr. Hopper said that's fine; he will wait for the go-ahead from the Prosecutor's Office. He will work with the HR Director to get the policy to employees as part of the personnel manual. Commissioner Hanson said the policy needs to come back to the Board once the elected officials have reviewed it and after revisions are made. Mr. Hopper will talk with department heads after the elected officials' review. Bryan Taylor and Dan Blocksom spoke about the assistance the PA's Office has provided to the Sheriff's Office in responding to public records requests. Because the requests can lead to litigation relatively easily the PA's Office is willing to put together records training for departments so we can avoid public records lawsuits in the future. When responding we need to let the requestors know their right of appeal and the statutory sections. Mr. Hopper will work with the PA's Office to launch a records retention policy and a data safeguard policy for the County. One of the things they want to do is help alleviate some of the records requests by identifying and making public records available without having to go through a formal process. They will put all disclaimers on the website and be more transparent about the records we know we can release and how long we have to have it available so it reduces our risk and exposure and reduces the staff time it takes to satisfy public records requests. Commissioner Alder wants to bring in department heads and discuss the mobile device policy and training for public records requests. Commissioner Rule would also like to discuss the courthouse remodel project with department heads and he asked if the Sheriff would be willing to attend and address security risks and what we need to be aware of during the project. Sheriff Donahue will attend. He and his command staff have meet with Judge Ryan to discuss it as well because it will be cumbersome and a little risky at times, especially with the transferring of inmates to the courtrooms. Clerk Yamamoto advised that eight of his clerk have applied - or will apply - for positions in the in-house public defender's department and if he loses that many staff members it could have serious impacts on his office. The meeting concluded at 9:49 a.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE FLEET DEPARTMENT

The Board met today at 10:01 a.m. for the Fiscal Year 2015 Tentative Budget workshop for the Fleet Department. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Clerk Chris Yamamoto, Controller Zach Wagoner, Fleet Director Mark Tolman, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Mr. Tolman and noted that his request of \$1.42 million is quite a bit more than last year. He was directed to review his budget for the past three years and come back with more realistic numbers since the FY2015 request is \$300,000 to \$400,000 more than the actual budget history reflects. The Board is looking for more itemized information for this particular budget. The meeting concluded at 10:33 a.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE PROSECUTOR'S OFFICE

The Board met today at 10:35 a.m. for the Fiscal Year 2015 Tentative Budget workshop for the Prosecutor's Office. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Clerk Chris Yamamoto, Controller Zach Wagoner, Prosecutor Bryan Taylor, Chief Civil Deputy P.A. Sam Laugheed, Chief Criminal Deputy P.A. Chris Topmiller, Office Manager Melinda Longoria, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. Bryan Taylor gave a PowerPoint presentation recapping the 2014 budget and outlining the 2015 budget proposal. (A copy is on file with this day's minute entry.) Highlights included:

- A \$7,500 increase in the PA's "B" budget, mostly due to increases in trials costs and expert witness fees.
- The revenue received from the Nampa contract is \$598,000 per year, but the full amount has not been spent during any year that Prosecutor Taylor has administered the contract. Almost the entire amount goes to "A" budget salaries. The City of Nampa is considering going out for bid on the Nampa prosecution services contract. The County will not be subsidizing any aspect of the Nampa operation for the 2015 budget. Prosecutor Taylor will have a conversation with the Board, the Controller and the City of Nampa through the FY2015 budget because with the cost of insurance and the cost of living going up the Nampa PA budget can only be sustainable at the current amount for so much longer, but as of right now he is confident in saying the County will not be subsidizing any of the Nampa prosecution operations. They are keeping both budgets separate, independent and self-sustaining.

- The Prosecutor's Office is requesting an entry level criminal deputy position for \$75,000 (salary/benefits); an associate civil deputy position for \$102,000 (salary/benefits); civil support staff position for \$52,500 (salary/benefits); Part-time temporary funding in the amount of \$20,000; and flexibility within bands to allow for attorneys within proper band to move up and down in the amount of \$45,000.

Commissioner Rule asked for discussion on the flexibility within the bands. Prosecutor Taylor said it allows for flexibility for the attorneys who are in the proper bands to be able to move up and down within the bands which right now we don't have with the way the budget would be set. He wanted to go into Executive Session to discuss specific names within his office. Sam Laugheed said the purpose of the market adjustment was not to recognize the individual contribution but to make sure the bands were appropriate across the different offices and for attorneys there's not really an equivalent band anywhere else and so although they have already created a number of classifications of deputy prosecutors, for those who were already at a level IV they did not move. Last year their merit pool was \$63,000 and instead of identifying the high performers they tried to do an internal market adjustment and equalize within the office and because they did that the amount of market adjustments that HR recommended were lower than they could have been. The Board went into Executive Session as follows:

EXECUTIVE SESSION - DISCUSS A PERSONNEL MATTER

Commissioner Alder made a motion to go into Executive Session at 11:25 a.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, 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, Clerk Chris Yamamoto, Controller Zach Wagoner, Prosecutor Bryan Taylor, Chief Civil Deputy P.A. Sam Laugheed, Chief Criminal Deputy P.A. Chris Topmiller, Office Manager Melinda Longoria, and Deputy Clerk Monica Reeves. The Executive Session concluded at 11:38 a.m. with no decision being called for in open session.

While in open session Commissioner Rule said specific personnel were discussed and the problems that go along with salaries and market adjustments. The meeting concluded at 11:38 a.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE WEED AND PEST CONTROL DEPARTMENT

The Board met today at 11:39 a.m. for the Fiscal Year 2015 Tentative Budget workshop for the Weed and Pest Control Department. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Clerk Chris Yamamoto, Controller Zach Wagoner, Weed Control Superintendent Jim Martell, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Mr. Martell. No new positions were requested; however, he is requesting a one-ton pickup truck. Mr. Martell asked for clarification on the budget as it pertains to salaries. Commissioner Alder said the Board will give salary adjustments but it will not allow a merit pool. The meeting concluded at 11:47 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER PARTIAL REFUND REQUEST FOR JOSE A. GALLEGOS, JOSE L. GALLEGOS AND MARTIN GALLEGOS

The Board met today at 1:40 p.m. to consider a partial refund request for the Gallegos Family of the fees charged for a comprehensive plan change application. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, DSD Director Tricia Nilsson, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. Director Nilsson said the family withdrew the application and requested a refund when they learned staff was going to recommend a denial of the application. She believes 25% of the fee would cover staff's time and costs and recommends a partial refund in the amount of \$2,512.50, which represents 75% of the \$3,350 fee the applicants paid. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to sign the resolution issuing a refund to Jose A. Gallegos, Jose L. Gallegos and Martin Gallegos, as recommended by the DSD Director. See Resolution No. 14-173, which is on file with this day's minute entry. The meeting concluded at 1:42 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE DEVELOPMENT SERVICES DEPARTMENT

The Board met today at 1:42 p.m. for the Fiscal Year 2015 Tentative Budget workshop for the Development Services Department. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Clerk Chris Yamamoto, Controller Zach Wagoner, DSD Director Tricia Nilsson, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Director Nilsson. She is requesting a fulltime mechanical inspector position, and she wants to offer a one-time

incentive of up to \$500 for her employees that obtain professional certifications at a total of \$10,000. Commissioner Hanson doesn't know if we need to do that this year because we've done salary adjustments. Commissioner Alder likes the idea of giving people to the incentive to further their education but she believes the money should be put in the expense line item rather than salary adjustment line item. Mr. Wagoner said it has to be in the salary and compensation line item. Director Nilsson said the P&Z Commission's per meeting fee and the mileage expenses have increased. She said Canyon County pays its P&Z Commissioners more than almost any other jurisdiction in the state so that might be something to look at in the future. The meeting concluded at 1:59 p.m. An audio recording is on file in the Commissioners' Office.

CONSIDER RESOLUTION APPROVING JOB TITLE, JOB DESCRIPTION AND FLSA STATUS FOR A POSITION WITHIN THE HUMAN RESOURCES DEPARTMENT (H.R. GENERALIST TO ADMINISTRATIVE SUPERVISOR)

The Board met today at 2:00 p.m. to consider a resolution approving the job title, job description and FLSA status for a position within the Human Resources Department. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, H.R. Director Jeannine Eiband, H.R. Generalist Michelle Britain, Controller Zach Wagoner, and Deputy Clerk Monica Reeves. The request is to approve move the H.R. Generalist to the role of Administrative Supervisor so there can be a second in command within the office. There is a pay increase associated with the change that will become effective October 1. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to sign the resolution approving the job title, job description and FLSA status for a position within the Human Resources Department; H.R. Generalist to Administrative Supervisor. The signed resolution, No. 14-174, is on file with this day's minute entry. The meeting concluded at 2:02 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE HUMAN RESOURCES DEPARTMENT

The Board met today at 2:02 p.m. for the Fiscal Year 2015 tentative budget workshop for the Human Resources Department. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, H.R. Director Jeannine Eiband, CIO Rob Hopper, Administrative Tech Manager Cheryl Lane, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Director Eiband. This year's request includes additional part-time funds to assist with scanning; \$75,000 has been budgeted for software for the H.R. payroll system if the issues with ADP cannot be resolved; additional costs for shredding; training dollars; costs associated with the move to the administration building; additional costs

associated with administering the Gem Plan; \$10,000 for a new badge scanner. The meeting concluded at 2:15 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE INFORMATION TECHNOLOGIES DEPARTMENT

The Board met today at 1:42 p.m. for the Fiscal Year 2015 tentative budget workshop for the Information Technologies Department. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, CIO Rob Hopper, Administrative Tech Manager Cheryl Lane, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Mr. Hopper. There are no requests for new positions this year. A separate meeting will be held with Mr. Hopper, HR Director Jeannine Eiband, and PIO Joe Decker to discuss webmaster duties that are being performed by Mr. Decker. The meeting concluded at 2:28 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE FACILITIES DEPARTMENT

The Board met today at 2:34 p.m. for the Fiscal Year 2015 tentative budget workshop for the Facilities Department. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, Facilities Manager Paul Navarro, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Mr. Navarro. He is requesting one additional fulltime janitorial position. It was noted that the Suntrust energy audit lease will be paid off in 2015. Mr. Navarro would like to look at other offsite storage options because the lease amount for the Industrial Way site has increased by quite a bit. The Board will look into it once the remodel project is completed. The meeting concluded at 2:49 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE COMMISSIONERS BUDGET AND GENERAL FUND

The Board met today at 2:51 p.m. for the Fiscal Year 2015 tentative budget workshop for the Commissioners' budget and the general fund. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed both budgets with the following adjustments being made: the education and training line item was reduced from \$10,000 to \$7,500; the ICOG dues were reduced to zero; and the line item for the Caldwell Veterans Council was reduced to zero. The amount for

historical society expenditures will be \$90,500. There is \$23,000 in the community development line item and Commissioner Rule said he wants to take more action next year in trying to bring businesses to Canyon County by attending trade shows. The meeting concluded at 3:03 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE PARKS DEPARTMENT

The Board met today at 2:34 p.m. for the Fiscal Year 2015 Tentative Budget workshop for the Parks Department. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, Parks Director Tom Bicak, Asst. Parks Director Kathy Kershner, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Mr. Bicak. No new positions were requested. Because he anticipates receiving grant funds in the amount of \$250,000, the Controller recommends that amount be listed on the expenditure side as well. The meeting concluded at 3:10 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE COUNTY AGENT

The Board met today at 3:22 p.m. for the Fiscal Year 2015 Tentative Budget workshop for the County Agent. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, County Agent Jerry Neufeld, Extension Educator Ariel Agenbroad, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Mr. Neufeld and informed him of the market adjustment analysis performed by the HR Director. The U of I is asking the County to fully fund the 4H program coordinator position at \$47,208. Currently the County pays \$30,606 for the position so the request would be for another \$17,000. They are also asking the County to reinstate \$5,000 so they can hire someone to assist with the master gardener program. If the County agrees to the \$5,000 amount the U of I will match it with \$8,000 to fund the position seasonally or part-time year-around. The Board will take it under consideration. No Board action was required or taken as today's workshop was held for information purposes only. The meeting concluded at 3:37 p.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING ADDENDUM NO. 1 TO THE JAIL FOOD SERVICES AND COMMISSARY SERVICE PROJECT RFP

The Board met today at 3:47 p.m. to consider signing Addendum No. 1 to the Jail Food Services and Commissary Services Project Request for Proposals (RFP). Present were:

Commissioners Steve Rule, Kathy Alder and Craig Hanson, Captain Daren Ward, Lt. Eric Miller, and Deputy Clerk Monica Reeves. The addendum answers the questions the vendors submitted and adjusts the calendar of events by extending some of the dates. The proposals are now due on August 8 with the tentative award on August 22. It is possible one company could be selected as the food service provider and another one for the commissary service. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to sign Addendum No. 1 to the Jail Food Services and Commissary Services Request for Proposals (RFP), a copy of which is on file with this day's minute entry. The meeting concluded at 3:50 p.m. An audio recording is on file in the Commissioners' Office.

TWELFTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 29, 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 William Graham, David Loper, Jacob Crossley, Steven Nelson, and Brandon Black.

APPROVED KEY REQUEST

The Board approved a key request for Brandon Black and Steve Nelson.

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

Note for the record: As properly noticed the Board met today at 8:33 a.m. for a legal staff update. A request was made to go into Executive Session to discuss a personnel matter, acquisition of an interest in real property, and records exempt from public disclosure. The Executive Session was held as follows:

Commissioner Alder made a motion to go into Executive Session at 8:35 a.m. pursuant to Idaho Code, Section 67-2345(1) (b), (c) and (d). 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, and Deputy Clerk Monica Reeves. The Executive Session concluded at 8:48 a.m. with no decision being called for in open session.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE PUBLIC DEFENDER

The Board met today at 9:01 a.m. for the FY2015 tentative budget workshop for the Public Defender. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, Public Defender Tera Harden, H.R. Director Jeannine Eiband, and Deputy Clerk Monica Reeves. Ms. Harden is working through the hiring process, and for salaries she is working from \$2.3 million as the perspective but she's also working from the study that was done as well as other documents. She is taking into account the salaries in the Prosecutor's Office because it's critical to have parity between the two offices. She is also working on getting the proposal for the case management system and subscription costs for Westlaw and Lexis Nexis. Salaries are the largest portion of her budget and the case management system and technology needs will be the other large portion. The \$2.3 million amount includes both salaries and benefits, but there is conflict counsel that needs to be taken into consideration as well as conflict issues as far as investigators. Commissioner Alder said last year's budget was \$2.4 million and if salaries are at \$2.3 million that only leaves \$100,000 for conflict cases and anything else Ms. Harden needs. She said we will need an additional \$200,000 to \$250,000 depending on what Ms. Harden's "B" budget looks like. Ms. Harden said she will do everything in her power to come in on the budget that's been set out but at the last meeting she and the Board discussed \$2.3 million for salaries as the "A" budget plus the "B" budget. There was discussion about the costs for conflict cases, Westlaw licensing and the case management system. Mr. Wagoner said Mark Mimura was paid \$132,000 for the first conflict cases, and the County added \$200,000 for the second, third, etc., additional conflict attorneys. Commissioner Rule asked Ms. Harden and Mr. Wagoner to fine tune the budget numbers. The meeting concluded at 9:20 a.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR JUVENILE PROBATION DEPARTMENT

The Board met today at 1:10 p.m. for the Fiscal Year 2015 tentative budget workshop for the Juvenile Probation Department. Present were: Commissioners Kathy Alder and

Craig Hanson, Controller Zach Wagoner, Chief Probation Officer Elda Catalano, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Becky Cowan. Ms. Catalano distributed a report detailing projected revenue that is received by the department from the Idaho Department of Juvenile Corrections. The Board reviewed the budget with Ms. Catalano. The Juvenile Probation division is totally funded by the County; this division is primarily staff salaries. Revenue comes into this division with cost of supervision fees collected from juveniles and families. The department holds drug court fundraisers to pay for incentives that are not funded by the County budget for juvenile drug court. Ms. Catalano does not believe the salary adjustment proposal is fair as she compared 2 employees. One has been employed for 5 months and will receive an increase because the starting wage will be adjusted and one who has been employed for over 1 year will not have an increase. \$50,000 is projected to be received from the lottery tax annually. If funds are received from the lottery tax, Ms. Catalano requested new software for fund revenue tracking and would like to purchase another vehicle to add to the fleet for the department. The meeting concluded at 1:30 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR MISDEMEANOR PROBATION

The Board met today at 1:34 p.m. for the FY2015 tentative budget workshop for Misdemeanor Probation. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, Director of Misdemeanor Probation Jeff Breach, Chief Probation Officer Elda Catalano, Justin Dalme from the Idaho Press-Tribune and Deputy Clerk Monica Reeves. The Board reviewed the budget with Mr. Breach. No new positions were requested. There was discussion about how the department will be funded in the future because while the cost of supervision will be the bulk of the revenue there will come a point where it won't be able to be all of the revenue. The meeting concluded at 1:46 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE TREASURER'S OFFICE

The Board met today at 1:53 p.m. for the FY2015 tentative budget workshop for the Treasurer's Office. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Clerk Chris Yamamoto, Controller Zach Wagoner, Treasurer Tracie Lloyd, Chief Deputy Treasurer Nancy Seal, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Ms. Lloyd. No new positions were requested. The meeting concluded at 2:04 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE CLERK'S OFFICE:
AUDITOR/RECORDER/ELECTIONS/COURT CLERKS

The Board met today at 2:05 p.m. for the FY2015 tentative budget workshop for the Clerk's Office: Auditor, Recorder, Elections and Court Clerks. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Clerk Chris Yamamoto, Controller Zach Wagoner, Chief Deputy Clerk Brad Jackson, Court Operations Manager Denise Kennel, Clerk's Admin. Assistant Taryn White, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Clerk Yamamoto. No new positions were requested. The meeting concluded at 2:31 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE TRIAL COURT
ADMINISTRATOR

The Board met today at 2:39 p.m. for the FY2015 tentative budget workshop for the Trial Court Administrator. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, Administrative District Judge Thomas Ryan, Trial Court Administrator Dan Kessler, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Mr. Kessler and Judge Ryan. No new positions were requested. The meeting concluded at 3:04 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR INDIGENT SERVICES

The Board met today at 4:09 p.m. for the FY2015 tentative budget workshop for Indigent Services. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Clerk Chris Yamamoto, Controller Zach Wagoner, Indigent Services Director Michele Chadwick, Justin Dalme from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Ms. Chadwick who said the most notable part of the budget deals with costs for involuntary mental commitments; she is working on an analysis on what is driving the costs. No new positions were requested. Commissioner Rule said the Community Recovery Center Steering Committee for Region 3 Behavioral Health Board asked for \$35,000 and the Board is considering funding a portion of it because they believe it will help reduce the involuntary mental commitment costs. Ms. Chadwick is not familiar with the group's proposal; however, she sees a need for the Canyon Community Clinic because they are providing medical pharmaceuticals, but she believes the funding for the Advocates Against Family Violence would be a better fit in the Sheriff's budget because it's for domestic violence. She hasn't seen as much of a reduction in involuntary mental commitments as she originally hoped. There will be more discussion on this topic at another time. Clerk

Yamamoto said he included in the suggested budget that the County cover the utility costs for the Caldwell Veterans Memorial Hall. Idaho Code addresses the County veterans' service office and with the \$16,000 they're asking for that is a great opportunity for the County to be involved at less than half of what it would cost to employ a service officer. Commissioner Hanson said he fully supports veterans; however, the group had not talked with any of the other veterans organizations in the County to see if they were interested in partnering. Clerk Yamamoto said if we get some information that says all three organizations are involved is there any reason why we can't address that in this year's budget. Commissioner Alder said we need to make sure that's the direction the American Legion wants to go because they wanted help with their facility and last year they wanted the Board to open the levy. The meeting concluded at 4:36 p.m. An audio recording is on file in the Commissioners' Office.

THIRTEENTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 30, 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 \$1,820.00 to Overhead Door Co. of Nampa.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Sheriff's Office in the amount of \$88,649.43 to Commercial Electronics Corp.

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2014-028205, 2014-028204, 2014-028203, 2014-028180, 2014-028181, 2014-028182, 2014-028183, 2014-028184, 2014-028185, 2014-028186, 2014-028187, 2014-028188, 2014-028189, 2014-028190, 2014-028203, 2014-028180, 2014-028181, 2014-028182, 2014-028183, 2014-028184, 2014-028185, 2014-028186, 2014-028187, 2014-028188, 2014-028189,

2014-028190, 2014-028206, 2014-028207, 2014-028208, 2014-028209, 2014-028210, 2014-028211, 2014-028212, 2014-028213, 2014-028214, 2014-028215, 2014-028216, 2014-028217, 2014-028218, 2014-028219, 2014-028220, 2014-028221, 2014-028222, 2014-028192, 2014-028193, 2014-028194, 2014-028195, 2014-028196, 2014-028197, 2014-028198, 2014-028199, 2014-028200, 2014-028201, and 2014-028202.

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, Deputy P.A. Brad Goodsell, Deputy P.A. Dan Blocksom, Indigent Services Director Michele Chadwick, Indigent Hearing Specialist Yvonne Baker, and Deputy Clerk Monica Reeves. Ms. Chadwick and Ms. Baker left at 9:16 a.m. The Executive Session concluded at 9:32 a.m. with no decision being called for in open session.

MEET WITH TOM BOWMAN FOR REPORT ON ACTIVITIES AND FY2015 BUDGET REQUEST FOR CANYON COUNTY COMMUNITY CLINIC

The Board met today at 9:34 a.m. for a report on activities and FY2015 budget request for Canyon County Community Clinic. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, Indigent Services Director Michele Chadwick, Tom Bowman, Lori Rose, and Deputy Clerk Monica Reeves. The clinic primarily treats chronic care such as diabetes, hypertension, blood pressure, etc. All providers and nurses are volunteers. Patients are seen in the clinic on Wednesdays; counseling services are offered on Tuesdays, Wednesdays and Fridays. Statistical information was given as follows:

	<u>2014 (to date)</u>	<u>2013</u>
Clinical patient visits:	458	462
New patients:	51	91
Mental Health:	133	37

Expenses involved in providing free medications:

Medications purchased from Walmart:	\$10,061
Personnel costs:	\$5,800
Software for patient assistant programs:	<u>\$1,200</u>
Total	\$17,061

The clinic's ultimate goal is to hire a medical doctor or physician's assistant to come in two to three times per week so the clinic can be open more days a week for patient care. Commissioner Rule asked for information on the number of mental health patients the clinic treats, specifically whether any of those patients would have been mental hold situations at a hospital if they had not been treated by the clinic. Mr. Bowman said some of those patients would've been mental hold situations and he will follow up with the counselors to get some percentage information. Ms. Rose said 60% of their patients have one of their diagnoses as depression mainly because their chronic diseases are so out of control the next step is situational depression. When patients are released from mental holds at the hospital they are referred to the clinic to prevent them from going back to the hospital. The goal of the clinic is to work with the County to keep costs down. Ms. Rose said their biggest expense is keeping the medications in the patients' hands followed by salaries (for her fulltime position, an assistant, and a part-time executive director) to keep the clinic running. She said they are not necessarily making a request for funds, but their biggest need is the medications. Because the clinic is similar to a program being considered by Region 3 Mental Health the Board asked Mr. Bowman and Ms. Rose to speak with that group about their services and programs. Mr. Bowman said they want to cooperate and be a part of the greater picture and see where they can fit in. They will meet with the Region 3 representatives. Last year the County budgeted \$50,000 in funding for the community clinic. Commissioner Rule said the group should submit an invoice for that amount as well as submit a funding request for FY2015. The meeting concluded at 9:57 a.m. An audio recording is on file in the Commissioners' Office.

PUBLIC HEARING TO CONSIDER PRELIMINARY PLAT AND FINAL PLAT FOR BELLA VISTA SUBDIVISION

The Board met today at 10:31 a.m. to conduct a public hearing to consider the preliminary plat and final plat for Bella Vista Subdivision, Case No. PH2014-4. Present were: Commissioners Steve Rule and Craig Hanson, DSD Planner Jennifer Almeida, John Ward, and Deputy Clerk Monica Reeves. The development consists of six residential lots and is located in an "R-R" (Rural Residential) Zone. The subject property is located on the north side of Smith Avenue, approximately 800 feet east of Lake Avenue in Nampa, in a portion of the NW ¼ of Section 24, T3N, R3W, BM. Jennifer Almeida gave the oral staff report advising that staff is recommending approval of both plats and the irrigation plan. The applicant, John Ward, stated he did not wish to offer comments. No one was present to offer testimony in opposition to the request. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to approve the Findings of Fact, Conclusions of Law and Order. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to approve the preliminary plat and final plat for Bella Vista Subdivision. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to approve the proposed irrigation plan for Bella Vista Subdivision. The hearing concluded at 10:37 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING MUTUAL TERMINATION AGREEMENT WITH WOOLPERT

The Board met today at 1:18 p.m. to consider signing a mutual termination agreement with Woolpert. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Dan Blocksom, CIO Rob Hopper, and Deputy Clerk Monica Reeves. Because the item was originally listed on the Board's agenda with a reference to Accela, Commissioner Alder made a motion to amend the agenda to read as follows: "Consider signing mutual termination agreement with Woolpert." The motion was seconded by Commissioner Hanson and carried unanimously. Staff amended the agenda as directed. Rob Hopper said some time ago they tried to integrate the old DSD data into Accela partly to get rid of the liability with the old Black Bear system. It took a long time to negotiate the contract with Woolpert and once they started the project it came to light how they needed to restructure the Accela data because it wouldn't be performing the way it should. In the process of starting up the contract with Woolpert his staff got much more involved in understanding how Accela works and determined that what we were contracting for really isn't necessary because we can succeed on our own. There were some deliverables Mr. Hopper wanted but it became clear Woolpert couldn't deliver by the end of this year's contract period so they mutually decided to dissolve the contract and put them on an as-needed consulting basis and the IT staff will perform the work themselves. Dan Blocksom, who has reviewed the document,

said Woolpert had some timeliness issues early on and that was a concern. The total due upon termination is \$2,617.50 for services already rendered. Commissioner Hanson made a motion to sign the mutual termination agreement with Woolpert. The motion was seconded by Commissioner Alder and carried unanimously. See Agreement No. 14-057, a copy of which is on file with this day's minute entry. The meeting concluded at 1:22 p.m. An audio recording is on file in the Commissioners' Office.

CONSIDER HARDSHIP APPLICATION FOR GLENDA DAVIDSON

The Board met today at 1:30 p.m. to consider a hardship application for Glenda Davidson. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Treasurer Tracie Lloyd, Deputy Treasurer Tonya Weyand, Glenda Davidson, and Deputy Clerk Monica Reeves. Deputy P.A. Brad Goodsell arrived at 1:33 p.m. Tomorrow the Board will conduct a tax deed hearing for delinquent 2010 taxes and Ms. Davidson is in jeopardy of losing her home. She owes \$1,963.78 in 2010 taxes, with penalty, interest and fees. Ms. Davidson has two homes; one she acquired through a Medicaid recovery deed in 2013 and the other is a home she and her late husband lived in but when they owed more than it was worth she began renting it to her grandson. Ms. Davidson is asking the Board to forgive her 2010, 2011, 2012, and 2013 taxes so that she can obtain a loan and begin paying her current taxes. The Board will not consider the 2011 through 2013 taxes. There was discussion about how Ms. Davidson owns two properties and perhaps she needs to liquidate her assets so she can pay her taxes. Commissioner Alder offered to waive penalties and interest on the 2010 taxes if Ms. Davidson pays the balance of \$1,145 by tomorrow. Ms. Davidson will see if her grandson can help her pay that amount. Commissioner Alder made a motion to forgive the fees, penalty and interest for Glenda Davidson's 2010 taxes as long as she makes a payment in the amount of \$1,145.64 by tomorrow at 2:00 p.m. The motion was seconded by Commissioner Hanson carried unanimously. If payment is not received by tomorrow at 2:00 p.m. the property will be taken by tax deed. Tonya Weyand said if the property is taken Ms. Davidson will have a redemption opportunity to pay all of the delinquent taxes plus the estimated 2014 taxes by the time the County sells it in November. The meeting concluded at 1:56 p.m. An audio recording is on file in the Commissioners' Office.

CONSIDER GRANTING A PROPERTY TAX EXEMPTION UNDER I.C. 63-602 NN

The Board met today at 2:16 p.m. to consider granting a property tax exemption under I.C. 63-602 NN for Woodgrain. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Deputy Assessor Joe Cox, Deputy P.A. Brad Goodsell, Beth Ineck, Nampa City Economic Development Director, Steve Atkinson, Woodgrain Millwork Treasurer, Mike Ball, Vice President of Woodgrain Door Division and Deputy

Clerk Becky Cowan. Ms. Ineck reported that meetings with Woodgrain have highlighted the constraints and challenges of expanding the facility and the City of Nampa will assist the company with a property tax exemption request in an effort to retain jobs for the community. Mr. Ball provided a report detailing the company and overview of projected expansion plans. The plant has 284 employees with an average wage of \$43,683. The investment proposal includes \$2.438 million for building expansion of a 60,000 square foot warehouse to store finished goods and allow for change of flow of equipment between buildings. An investment of \$1.4 million for machinery would replace old equipment with new machines to do more work with less machinery. Mr. Ball indicated that Crook County, Oregon offered 100% property tax abatement for 5 years and Woodgrain respectfully requested that Canyon County match the offer. Commissioner Rule stated there is no precedent for 100% exemption. While the County wants to keep the industry, he is not sure this Board will allow 100% exemption when there are other businesses that have been provided a cap of 75% to invest in the area. Mr. Ball said they've been in Nampa for 29 years. No new jobs would be created at the time of the expansion, but after they build more space, production is expected to increase and it could lead to more jobs to cover the volume of production. Commissioner Alder commented that an exemption offer of 100% the first year, 75% the next year, and 50 % the following year was extended to another business moving into the County and providing new jobs. The Board would be willing to offer the same to Woodgrain and possibly an offer of 100%, 100%, 75%, 50% and 50%. Mr. Goodsell asked about the average number of jobs, if they are full-time, seasonal, etc. Mr. Ball advised that the plant is operational all year with little slow-down in production. Mr. Cox advised that Woodgrain meets the minimum qualifications for an exemption request with a minimum \$3 million investment. The concern is that taxing districts grow and expand on new construction. If a precedent is set for companies to get an exemption every time they grow, it will hamper the taxing districts. Woodgrain enjoys one of the best tax levies not afforded to other companies in the County. The land is like an island; they are in the County and most of burden is held by Vallivue school district. The levy set for Woodgrain is \$12.86, for the County it is typically \$15 and within the city limits is \$23. Ms. Ineck commented that the City of Nampa appreciates the work Woodgrain does and wants to keep jobs here. Commissioner Rule advised that the Board would seriously consider a 2 year front loaded program and average out over the next 3 years. Commissioner Hanson agreed with the consideration of an offer due to the 29 year history of Woodgrain in Canyon County. Mr. Cox advised Mr. Ball and Mr. Atkinson of the recapture provision within the first 10 years of the exemption where the company may close and leave the County. Mr. Ball and Mr. Atkinson will relay the information discussed at today's meeting to the Board of Directors to make a decision. The meeting concluded at 2:57 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE SOLID WASTE DEPARTMENT

The Board met today at 3:00 p.m. for the FY2015 tentative budget workshop for the Solid Waste Department. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, Solid Waste Director David Loper, Solid Waste Admin. Assistant Debbie Jenks, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Mr. Loper and Ms. Jenks. No new positions were requested, but there needs to be some fine tuning of the "A" Budget. Mr. Loper will begin employment with the County on September 2, 2014. The meeting concluded at 3:23 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE COUNTY FAIR

The Board met today at 3:30 p.m. for the FY2015 tentative budget workshop for the County Fair. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Controller Zach Wagoner, Fair Administrator Rosalie Cope, and Deputy Clerk Monica Reeves. The Board reviewed the budget with Ms. Cope. No new positions were requested. She had not had a chance to finalize the numbers from this year's fair but noted that beer sales were up while gate admissions were down. She would like more time to finalize the numbers and complete her budget; however, the budget needs to be finalized soon so the Board asked Ms. Cope to use conservative numbers and not overestimate the revenue. The fire system upgrade for the fair building is not included in the budget but it may have to be added during next year's budget phase. The suggested/requested budget amount will be \$406,989. The meeting concluded at 3:45 p.m. An audio recording is on file in the Commissioners' Office.

FY2015 TENTATIVE BUDGET WORKSHOP FOR THE FLEET DEPARTMENT

The Board met today at 4:01 p.m. for the FY2015 tentative budget workshop for the Fleet Department. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Clerk Chris Yamamoto, Controller Zach Wagoner, Fleet Director Mark Tolman, Fleet Admin. Assistant Dawn Pence, and Deputy Clerk Monica Reeves. Mr. Tolman previously met with the Board and was asked to revise his budget numbers because the Board thought the numbers were too high since they were approximately \$300,000 more than the reported actual expenditures. Mr. Tolman reviewed the budget in detail with the Board. No new positions were requested. Commissioner Rule said he appreciates the changes Mr. Tolman has made but he wants to make sure the department has sufficient funds to function. The revised requested budget amount is \$1,114,819. The meeting concluded at 4:39 p.m. An audio recording is on file in the Commissioners' Office.

FOURTEENTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO JULY 31, 2014

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

APPROVED CATERING PERMIT

The Board approved Idaho Liquor Catering Permits for SUECO Inc. to be used August 9, 2014 and August 2, 2014 for weddings.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Facilities Management in the amount of \$4,940.00 to Gem State Paper and Supply.

MEET WITH RICHARD HARRIS REGARDING DISPLAY OF HISTORICAL DRAWINGS

The Board met today at 8:34 a.m. with Richard Harris regarding a display of historical drawings of a steam shovel that was used to construct the upper dam and lower dam of Lake Lowell. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Richard Harris, PIO Joe Decker, and Deputy Clerk Monica Reeves. The drawings were made by Mr. Harris' cousin, John Peebles, who used to play on the steam shovel as a child after it was abandoned when construction of the dam was complete. Later in life Mr. Peebles became a civil engineer and out of college he started working for the State Department of Highways designing bridges across the state. He received his Master's Degree in engineering and became a professor at the University of Idaho where he built a scale model of the steam shovel which is on display at the engineering building at the U of I. Because of the historical significance Mr. Harris thought the County might want to display the drawings. The Board was excited to receive the drawings and they will be displayed in the administration building along with a picture of the steam shovel and short biography of Mr. Peebles. Joe Decker will work with the facilities manager to display the items. The meeting concluded at 8:47 a.m. An audio recording is on file in the Commissioners' Office.

CONTINUE MEDICAL INDIGENCY HEARINGS

The Board met today at 8:57 a.m. to go on the record and continue medical indigency hearings. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Shelly Dupuis, and Deputy Clerk Kelly Martinez. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to continue the following cases by signed stipulation as follows:

Case No. 2014-877 was continued to August 24, 2014 at 9:00 a.m. (see correction below)
Case No. 2014-748 was continued to September 4, 2014 at 9:00 a.m.

Ms. Baker also recommended the Board take Case No. 2014-866 under advisement. Upon the motion by Commissioner Alder and the second by Commissioner Rule, the Board voted unanimously to take Case No. 2014-866 under advisement with a decision to be rendered within 30 days.

The proceeding concluded at 8:58 a.m. An audio recording is on file in the Commissioners' Office.

Note for the record: At 8:59 a.m. the Board went back on the record to clarify that Case No. 2014-877 should be continued to August 28 instead of August 24. Upon the amended motion by Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to continue Case No. 2014-877 to **August 28, 2014** at 9:00 a.m. The meeting ended at 8:59 a.m.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2014-968

The Board met today at 9:03 a.m. to conduct a medical indigency hearing for Case No. 2014-968. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Shelly Dupuis, Cassie Cacioppo from St. Alphonsus, and Deputy Clerk Kelly Martinez. The applicant did not appear for today's hearing. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to place Case No. 2014-968 in suspension. The hearing concluded at 9:06 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2014-776

The Board met today at 9:10 a.m. to conduct a medical indigency hearing for Case No. 2014-776. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Shelly Dupuis, the applicant, and Deputy Clerk Kelly Martinez. A representative from the hospital did not appear 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 May 7, 2014. The hearing concluded at 9:13 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2014-808

The Board met today at 9:16 a.m. to conduct a medical indigency hearing for Case No. 2014-808. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Shelly Dupuis, Niki Glascock from St. Alphonsus, and Deputy Clerk Kelly Martinez. The applicant did not appear 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 September 4, 2014 at 9:00 a.m. The hearing concluded at 9:21 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2013-1582

The Board met today at 9:23 a.m. to conduct a medical indigency hearing for Case No. 2013-1582. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Shelly Dupuis, the applicant, Attorney Mark Peterson, Anne Christopher from West Valley, and Deputy Clerk Kelly Martinez. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to continue the hearing to December 18, 2014 at 9:00 a.m. The hearing concluded at 9:52 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NOS. 2014-852 AND 2014-862

The Board met today at 9:56 a.m. to conduct a medical indigency hearing for Case Nos. 2014-852 and 2014-862. Present were: Commissioners Steve Rule, Kathy Alder and

Craig Hanson, Deputy P.A. Brad Goodsell, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Shelly Dupuis, the applicant, Attorney Mark Peterson, Katie Martin 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 uphold the original denial dated May 19, 2014 in Case No. 2014-852. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to take Case No. 14-862 under advisement with a decision to be rendered within 30 days. The hearing concluded at 10:15 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2014-550

The Board met today at 10:17 a.m. to conduct a medical indigency hearing for Case No. 2014-550. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Shelly Dupuis, Attorney Mark Peterson, Anne Christopher from West Valley, and Deputy Clerk Kelly Martinez. The applicant did not appear for today's hearing. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to uphold the original denial dated March 6, 2014. The hearing concluded at 10:23 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 10:24 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, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Shelly Dupuis, and Deputy Clerk Kelly Martinez. Ms. Chadwick recommended the Board uphold the previous respective denials in the following cases: Case Nos. 2014-222, 2014-165, 2014-855, 2014-189, and 2014-788. 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 10:25 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2014-689

The Board met today at 10:27 a.m. to conduct a medical indigency hearing for Case No. 2014-689. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Indigent Services Director Michele Chadwick, Hearing Specialist Yvonne Baker, Interview Specialist Shelly Dupuis, the applicant, Attorney

Bryan Nickels, Chavon Lewis from St. Alphonsus, and Deputy Clerk Kelly Martinez. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to take Case No. 2014-689 under advisement with a decision to be rendered within 30 days. The hearing concluded at 11:05 a.m. at which time Ms. Chadwick, Ms. Baker, Ms. Dupuis, the applicant, Mr. Nickels and Ms. Lewis left and the Board went into Executive Session as follows:

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

Commissioner Alder made a motion to go into Executive Session at 11:05 a.m. pursuant to Idaho Code, Section 67-2345(1) (b), (d), and (i) for an emergency legal staff update. 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, and Deputy Clerk Kelly Martinez. Deputy P.A. Mike Porter arrived at 11:07 a.m. Chief Civil Deputy P.A. Sam Laugheed arrived at 11:08 a.m. Public Information Officer Joe Decker arrived at 11:11 a.m. Deputy P.A. Brad Goodsell left at 11:26 a.m. The Executive Session concluded at 11:54 a.m. at which time Deputy Clerk Monica Reeves replaced Kelly Martinez. There was 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.

LEGAL STAFF UPDATE

The Board met today at 1:31 p.m. for a legal staff update. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Administrative District Judge Thomas Ryan, Trial Court Administrator Dan Kessler, PIO Joe Decker, Facilities Manager Paul Navarro, Public Defender Tera Harden, and Deputy Clerk Monica Reeves. The following topics were discussed:

Suspension of the SILD program:

Judge Ryan said the Sheriff informed him yesterday afternoon of the program's suspension and because he doesn't want to get in the middle of a dispute between the Board and the Sheriff all he can say is there are probably hundreds of outstanding judgments that have been provided for SILD in lieu of jail. There are a number of court orders ordering work release for defendants that are in jail. He hasn't had a chance to study the statutes but if the programs are not available to the courts the only availability will be jail. Judge Ryan said we are talking about district and magistrate judges who have the capability of ordering jail by law; and he, as the Administration District Judge,

does not have the power or legal authority to change any of those orders; that is to the sole discretion to the committing judge. Commissioner Alder asked if the SILD program has to come under the Sheriff, or could the Board hire someone else to run it. Judge Ryan said it's always been run by the Sheriff and what makes that a preferable arrangement is the security issues that are involved with those performing community service so to hire an outside agency you would have to take into consideration the security issues that might go along with that. He said any time options are off the table it is concerning to the judiciary.

Commissioner Hanson said the Board does not want to inhibit what had been happening in any way with the judiciary or in allowing for alternatives to incarceration but it had no knowledge the program was going to be suspended so he wants to take steps to keep the program going. Sam Laugheed said it sounds like the judge is in the same position as the Board and others who are trying to figure out what the potential consequences of this will be and how to address it without getting in the middle of an issue between elected officials. He said the Board indicated an interest in meeting again with Judge Ryan, the Public Defender and the Prosecutor in trying to reach out to the Sheriff to get more information about what options might be available to solve this potential crisis as opposed to exacerbating the situation. Commissioner Rule said there are some problems to work through and we'll try to schedule a meeting to address the situation. Judge Ryan and Dan Kessler left at 1:39 p.m.

Procurement of office furniture for the Public Defender Department:

Commissioner Rule said it came to light that construction is proceeding in the Public Defender Department but we fell behind in getting office furniture, which turned out to be a high dollar item and there might be some procurement issues to address. Mr. Laugheed said Paul Navarro has been conscientious to bring the County's purchasing process in line with the statutes and he counts on Mr. Navarro to identify potential anomalies so we can address them in time. Typically whenever the County spends more than \$10,000 we try to do it through a defined and memorialized process to show the taxpayers about how decisions are being made on what is being spent and when we are talking about hundreds of thousands of dollars of office equipment he can understand Mr. Navarro's first instinct to see what else can be done. There are exceptions in the code that would allow us to procure through the State of Idaho contract, as well as other options to get the furniture, but ultimately it will take the County putting money into it one way or the other and it's just a matter of which direction to go and how fast to do it. He recommends the most cost effective way that will get us the right equipment. Tera Harden said she went through the Herman Miller dealer because it was on the state contract and we can avoid the RFP process due to the 90-day timeline she's working toward in opening the office. If the furniture is ordered tomorrow it's a six week build-out until installation which puts her at September 15. Given the quantity being ordered we are getting an incredible price and if we're going

to another vendor on the state contract it will push the timeline past October 1st for installation which is problematic because she can't hire staff without having work stations. Mr. Navarro has discussed the expense with the Controller who recommends the purchase be paid from the justice fund. Upon the motion of Commissioner Hanson and the second by Commissioner Alder, the Board voted unanimously to approve the Public Defender Department's use of the contract through the State of Idaho to obtain furniture for the department. Commissioner Alder said the funds will be paid from the justice reserves fund. Ms. Harden and Mr. Navarro left at 1:49 p.m.

Consider signing resolution to eliminate one position in the Sheriff's Office:

Mr. Laugheed has worked with the Sheriff and the HR Department on the elimination of the Office of Professional Standards position. The resolution doesn't make it a Board action; it makes it clear that the Board is following the personnel rules when it comes to the elimination of a position and a layoff. Commissioner Hanson asked if the individual has been notified. Mr. Laugheed said yes, those steps were taken yesterday and it has been memorialized in a letter. Commissioner Alder struggles with the idea that the funding for the position will go into contract services because if they have to spend that amount of money they should've kept the position. Mr. Laugheed said one of the reasons for the elimination of the position and layoff had to do with the dramatically decreased workload in that section of the Sheriff's Office. There have only been a few investigations thus far and he doesn't expect that to change but having the flexibility in case they do need investigations is good. Commissioner Rule estimates the funding to be in the \$70,000 to \$80,000 range. Mr. Laugheed said the resolution would eliminate the position control number (PCN) and advise the Auditor and Controller that the salary associated with it be redistributed from the "A" Budget to the "B" Budget to retain several independent investigators to do a dozen or so investigations over the course of a year. The main thing it does is make sure the HR Department, the Prosecutor's Office and the Sheriff's Office are following the County personnel regulations. Commissioner Rule is concerned about moving \$80,000 to a "B" Budget that's a couple million more than the previous administration's budget. Mr. Laugheed said the intent is most binding on getting rid of the PCN and making assurances about what HR will do. He doesn't think the Board, via a resolution in late July, can bind itself on a budget decision it has not yet made. He offered to modify the resolution to reflect the Board's desire. He recommends the Auditor and Controller be advised of these circumstances and ask that when they are developing the budget recommendations to the Board to address this rather than bind one way or the other. Commissioner Alder said the Sheriff's "B" Budget already has a lot of resources and there is probably sufficient money to do investigations without moving the salary. Mr. Laugheed said he could strike that section of the resolution so the PCN is gone and HR is directed to make the accommodations. Commissioner Hanson said that works best for him because if they haven't done any investigations it doesn't appear there is a need

for "B" budget accommodations at this point and there would be other monies in the Sheriff's budget to deal with an emergent situation as well as other County investigators that can do those things. Commissioner Alder made a motion to approve the resolution with the following redactions: under the *Now Therefore* section, subsection 2 will be entirely struck and eliminated such that subsection 3 becomes the new subsection 2. The motion was seconded by Commissioner Hanson and carried unanimously. Resolution No. 14-175 is on file with this day's minute entry. At 1:58 p.m. the Board went into Executive Session as follows:

EXECUTIVE SESSION - PERSONNEL MATTER, 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 1:58 p.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, PIO Joe Decker and Deputy Clerk Monica Reeves. The Executive Session concluded at 2:17 p.m. with no decision being called for in open session.

An audio recording is on file in the Commissioners' Office.

TAX DEED HEARING

The Board met today 2:22 p.m. to conduct a tax deed hearing. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Brad Goodsell, Treasurer Tracie Lloyd, Deputy Treasurer Tonya Weyand, and Deputy Clerk Monica Reeves. Tracie Lloyd said there are 20 parcels that will be taken this year and considering her office started with 1,150 parcels she is pleased to report that there are only 20 going forward. Property owners will have an opportunity to redeem the properties up until the date of the tax deed sale in November. Brad Goodsell said the property owners received a notice of pending issue informing them that the County is going to take tax deed. The statute requires us to give them a hearing which is why we are here today and all the Board needs to do is be satisfied that the tax collector has fulfilled her duties with regard to sending the notice of pending issue and an affidavit of compliance and if it is satisfied those have occurred then the statute provides that the Board direct the tax collector to issue and record the tax deeds in favor of Canyon County. Upon the motion of Commissioner Hanson and the second by Commissioner

Alder, the Board voted unanimously to issue tax deeds on the 2010 delinquent taxes as follows:

Parcel No.: 00182000 0
Name: Tony Hernandez, Maria Hernandez
Site Address: 1104 N. La Cresta Ave., Caldwell
Total Taxes: \$1,959.46

Parcel No.: 01013000 0
Name: Rebecca Rambow
Site Address: 1907 Alder St., Caldwell
Total Taxes: \$799.99

Parcel No.: 01093000 0
Name: Mario Perez, Dora Perez
Site Address: 711 N. 9th Ave., Caldwell
Total Taxes: \$2,373.58

Parcel No.: 01954000 0
Name: Robert Bravo, Steven Alsup
Site Address: 301 E. Elgin St., Caldwell
Total Taxes: \$805.32

Parcel No.: 03890000 0
Name: Misael Olmos
Site Address: 1604 Alder St., Caldwell
Total Taxes: \$806.54

Parcel No.: 04980000 0
Name: Angelita Velasquez
Site Address: 1023 E. Elgin St., Caldwell
Total Taxes: \$977.28

Parcel No.: 08693000 0
Name: Geraldine McCormick
Site Address: 0 3rd Street N., Nampa
Total Taxes: \$168.52

Parcel No.: 09147000 0
Name: Eduardo Rios
Site Address: 303 S. Olive St., Nampa
Total Taxes: \$1,246.01

Parcel No.: 11023000 0
Name: Torrey Taylor, Crystal Taylor
Site Address: 408 S. Garland St., Nampa
Total Taxes: \$923.48

Parcel No.: 11583000 0
Name: Erica Shull, Stephen Rilling
Site Address: S. Elder St., Nampa
Total Taxes: \$131.37

Parcel No.: 15535000 0
Name: Keith Sinclair
Site Address: 816 8th Ave., S., Nampa
Total Taxes: \$1,065.87

Parcel No.: 15891000 0
Name: William Curran
Site Address: 1116 10th Ave., S., Nampa
Total Taxes: \$1,230.90

Parcel No.: 18804000 0
Name: Normajeon Grigsby
Site Address: 300 Elgin Ave., Notus
Total Taxes: \$1,674.10

Parcel No.: 19978000 0
Name: Conrad Parvin, Faith Parvin
Site Address: 411 2nd St., Wilder
Total Taxes: \$1,777.94

Parcel No.: 22029000 0
Name: Lloyd and Marie Hawkins Trust
Site Address: 14185 Highway 44, Caldwell
Total Taxes: \$1,550.84

Parcel No.: 33900131 0
Name: Floyd Poe, Patricia Poe
Site Address: 248 E. Willowcreek Dr., Middleton
Total Taxes: \$4,062.56

Parcel No.: 33900144 0
Name: Floyd Poe, Patricia Poe
Site Address: 441 E. Rose Lake Dr., Middleton

Total Taxes: \$2,588.50

Parcel No.: 35796000 0

Name: Las Tiendas, LLC

Site Address: Cleveland Blvd., Caldwell

Total Taxes: \$627.73

Parcel No.: 37017000 0

Name: Eliezar Zavala, Laura Zavala

Site Address: 513 Prince Ave., Wilder

Total Taxes: \$1,833.54

Parcel No.: 38746010 0

Name: Bill Carter, Deborah Carter

Site Address: 806 E. Curtis Ave., Parma

Total Taxes: \$757.18

The hearing concluded at 2:28 p.m. An audio recording is on file in the Commissioners' Office.

SIGNED THE FINDINGS OF FACT AND CONCLUSIONS OF LAW

The Board signed the Findings of Fact and Conclusions of Law for the Tax Deed Hearing held on July 31, 2014.

CONSIDER SIGNING PROGRAMS LICENSE AND SERVICE LEVEL AGREEMENTS FOR SANS SECURING THE HUMAN EDUCATION PROGRAM

The Board met today at 2:36 p.m. to consider signing a programs license and service level agreements for SANS securing the human education program. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Deputy P.A. Dan Blocksom, and Deputy Clerk Monica Reeves. Dan Blocksom said he discussed the legal side of the agreement with the Board in yesterday's legal staff update. The agreements provide for the 1,200 licenses for two videos that will educate County employees on how to avoid email phishing scams so we can avoid network and file interruption problems. Upon the motion of Commissioner Alder and the second by Commissioner Hanson, the Board voted unanimously to sign the SANS license agreement and the service level agreement. (See Agreement No. 14-058 and No. 14-059). The meeting concluded at 2:44 p.m. An audio recording is on file in the Commissioners' Office.

FIFTEENTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO AUGUST 1, 2014

NO QUORUM

SIXTEENTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO AUGUST 4, 2014

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

ABSENT: Commissioner Kathryn Alder - Vacation

APPROVED CLAIMS ORDER NO. 8-1-14

The Board of Commissioners approved payment of County claims in the amount of \$1,623.37 for accounts payable.

APPROVED CLAIMS ORDER NO. 8-4-14

The Board of Commissioners approved payment of County claims in the amount of \$542.25 for accounts payable.

APPROVED PURCHASE ORDER

The Board approved a purchase order for Information Technologies in the amount of \$1,173.52 to VLCM.

COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:30 a.m. for an office staff meeting. Present were: Commissioners Steve Rule and Craig Hanson, Facilities Manager Paul Navarro, PIO Joe Decker, and Deputy Clerks Kelly Martinez, Becky Cowan, and Monica Reeves. The items discussed were general in nature. Ms. Cowan and Ms. Martinez left at 8:39 a.m. Joe Decker reported on the following communication issues: waters of the United States comment that will be sent to the federal government; met with Tom Bick

regarding the water trail video that will be featured on the National Parks Service website; brochures for the Prosecutor's Office; will meet with the Board and IT on Thursday regarding the webmaster duties he's been performing; the Idaho Press-Tribune is looking for an update on the juvenile justice center and they would like to do an article on Public Defender Tera Harden; a reporter informed Mr. Decker that the Middleton City Council has decided it will not fund Sheriff's Office for patrols. Paul Navarro reported on the following facilities issues: The purchase order for the furniture for the Public Defender's Department will be ready today and there is a guaranteed delivery date of September 16; concrete repair work has been completed in three areas; he gave an update on the old building maintenance shop located at 304 N. 12th Avenue where the problem solving courts and the print shop will be housed; it's possible the Prosecutor's Office may relocate six or seven employees who work in the juvenile division to the old shop location. Clerk Yamamoto would like to remodel the juvenile justice center to change a conference area into a clerk's office where attorneys can pick up documents for their clients. Steve Jett and Elda Catalano said the space is not being utilized and they have no problem with the space change. The Board believes it is a reasonable request. The cost for the remodel will be \$3,000 to \$4,000. Mr. Navarro reported that construction has started on the three offices for the Public Defender; he will file the building permit for the HR Department this week for their space on the third floor of the administration building. Brent Orton from the City of Caldwell asked if the city can use the Pond Lane property as a staging area for the Caldwell Housing Authority when they hook up the sewer line. He discussed it with the Board a couple of weeks ago; Farmer Engineering wants to use the area to load dirt and have temporary easement rights while they connect to the sewer. Commissioner Hanson recalls that they wanted to use the space and he doesn't have an issue with it as long as it is a give-and-take situation on both ends not just the County's end. Commissioner Rule said if the ground is restored to a better or previous state he has no problem with it. Mr. Navarro said they will stack large piles of dirt and they will scrape it back to its original or sellable condition. Commissioner Rule asked Mr. Navarro to convey to the city that we appreciate their working with us on the parking lot project and the HR remodel project. Mr. Navarro will check with legal counsel about allowing the temporary use of the property for 100 days. The parking lot on 12th and Albany will be ready next week although it has been a challenge to complete the work without SILD workers. Commissioner Rule believes the SILD workers are available but there has to be a management system in place. Mr. Navarro said his staff has gone through the training program and they have been supervising the workers for many years. Commissioner Rule said the issue will be discussed at today's legal staff update. The meeting concluded at 8:54 a.m. An audio recording is on file in the Commissioners' Office.

LEGAL STAFF UPDATE

The Board met today at 9:03 a.m. for a legal staff update. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Mike Porter, Deputy P.A. Brad Goodsell, Deputy P.A. Dan Blocksom and Deputy Clerk Monica Reeves. Facilities Manager Paul Navarro arrived at 9:05 a.m. Deputy P.A. Zach Wesley arrived at 9:10 a.m. Today's discussion was about the SILD program which was recently suspended by Sheriff Donahue. Mr. Navarro asked if his department will still be able to utilize the inmate workers as they've done for several years. Mike Porter said Mr. Navarro's department uses SILD workers around the campus and his team has the training they need to supervise the workers and he doesn't believe any POST certified deputies are required to make that happen; however, having access to the workers is a different question. He said Mr. Navarro can make that request of Sheriff Donahue or Captain Daren Ward. Commissioner Hanson was told by SILD staff today that the program has been shut down. Mr. Porter said a request should be made to the Sheriff's Office to clarify. Commissioner Rule wants to roll the SILD supervision to the misdemeanor probation department. Mr. Porter said Sam Laugheed is working on a legal opinion on this subject and it will include how to go about moving it. Commissioner Hanson said we are dealing with a created crisis by an elected official and the Board will deal with it appropriately. Commissioner Rule said the Board had no idea or forewarning the Sheriff was going to use a strong arm tactic but we will have to move forward as best we can and try to get the program reinstated. He said Mike Dittenber, the Caldwell Housing Authority Director, will meet with the Board on Wednesday to discuss the housing authority's willingness to supervise the SILD workers on their projects. Mr. Navarro said the facilities department has been using SILD for years with no supervision from the Sheriff's Office and he uses two to three workers every day of the year for ice removal, snow removal, lawn mowing, tree pruning, picking up garbage, etc., and it is a big savings to the County. Brad Goodsell said Mr. Laugheed and others have been working on this over the weekend anticipating that there would be questions so they do have communication ready to be sent to the Board today. At 9:11 a.m. the Board went to Executive Session as follows:

EXECUTIVE SESSION - PERSONNEL MATTER, ACQUISITION OF AN INTEREST IN REAL PROPERTY, 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 9:11 a.m. pursuant to Idaho Code, Section 67-2345(1) (b), (c), (d) and (i). The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Mike Porter, Deputy

P.A. Brad Goodsell, Deputy P.A. Dan Blocksom, Facilities Manager Paul Navarro, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:40 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 AUGUST 4, 2014 AGENDA ITEMS

The Board met today at 9:48 a.m. to consider signing the August 4, 2014 agenda items. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Dan Blocksom, Lieutenant Ben Keyes, and Deputy Clerk Kelly Martinez. The items were considered as follows:

Request for reimbursement/close-out report for Recreational Boating Safety Grant - Lt. Keyes said earlier this year we made request to the Idaho Department of Parks and Recreation for a Recreational Boating Safety Grant. We were awarded \$43,165 and the document before the Board today is a request to the Idaho Department of Parks and Recreation to cut us a check for that amount and complete the 2013-2014 grant. Commissioner Hanson asked about the Match Funds line on the document which has an amount of \$21,582 listed. Lt. Keyes said basically, for us to receive 100% of the grant, we had to match it at 50%. The matching funds are used out of our Motor Boat License Fund and applied to that part of the reimbursement for the grant and those funds have been exhausted. Those funds are used for salaries for deputies, some equipment, and fuel. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the Request for Reimbursement/Close-out Report for Recreational Boating Safety Grant. The signed document is on file with this day's minute entry. Lieutenant Ben Keyes left at 9:52 a.m.

Idaho HAVA Voting Systems Grant Program Application and Agreement - Commissioner Rule noted for the record that Chief Deputy Clerk Brad Jackson notified the Board that he would not be attending today's meeting but said the agreement has been reviewed and he has found no issues. Mr. Blocksom said this is a grant from the Secretary of State's Office and they will give us about \$9,000 if we put up \$2,000 and they will help us buy new equipment proposed by Brad Jackson that will help security and speed with which they can process the election information. The requirement is the funds need to be used within this grant cycle and Mr. Blocksom is quite confident that Brad Jackson is aware of how this funding works. Upon the motion of Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the Idaho HAVA Voting Systems Grant Program Application and Agreement. The signed document, Agreement No. 14-060, is on file with this day's minute entry.

The meeting concluded at 9:53 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

SIGNED RESOLUTION FOR ALCOHOLIC BEVERAGE LICENSE

The Board approved an Alcoholic Beverage License for:

No. 14-176 Wilder Lounge Ptr DBA Wilder Lounge

CONSIDER SIGNING A RESOLUTION ESTABLISHING A PETTY CASH ACCOUNT FOR THE JUVENILE PROBATION DEPARTMENT

The Board met today at 10:00 a.m. to consider signing a resolution establishing a petty cash account for the Juvenile Probation Department. Present were: Commissioners Steve Rule and Craig Hanson, Chief Probation Officer Elda Catalano, and Deputy Clerk Kelly Martinez. Ms. Catalano clarified that this is to create a petty cash account as Juvenile Probation has not had a petty cash account before. Ms. Catalano said they have always required exact change for payments because they did not have petty cash to give change back to customers. She said we have had to send people away if they do not have correct change. Ms. Catalano would like to have petty cash, divided in four different amounts that is assigned to administrative staff. She said this is not a till or anything of that sort; it is strictly petty cash money in small bills to give change for payments coming in. Ms. Catalano has developed cash handling policies and procedures and discussed different measures in place to prevent mismanagement of the money. Commissioner Hanson noted for the record that the resolution states "*That the petty cash fund be operated according to the standards established by the County Controller.*" Upon the motion by Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the resolution establishing a petty cash account for the Juvenile Probation Department in the amount of \$1,200. The signed resolution, No. 14-177, is on file with this day's minute entry. The meeting concluded at 10:05 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 10:18 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 and Craig Hanson, Chief Information Officer Rob Hopper, IT Development Manager Don Brown, and Deputy Clerk Kelly Martinez. Topics of

discussion included the following: update on In-house Public Defender software and hardware; updates on the Mobile Device Management software and employee security training; Mr. Hopper said the move to the Administration Building is complete and there are no outstanding IT issues; the audio visual component will be completed in the Public Meeting Room the week of August 18th and IT will begin to hold training sessions for the new equipment. Commissioner Hanson discussed cameras in the Administration Building as there have been some issues that have arisen. Commissioner Hanson said the bottom line is we want everyone to be aware of what is going on. One of the issues was the fact that the cameras were coming through the Sheriff's Office when the Sheriff would not cooperate with putting cameras in the Juvenile Justice Center (JJC). Commissioner Hanson is wondering why the Sheriff would need to have access to these cameras with regard to what is going on, it seems like a far more volatile situation with some of the circumstances at the JJC and not wanting to have those cameras available to him when his staff is actually at the JJC. Commissioner Hanson said he believes there is a major trust issue and there is a major concern of why certain people are making certain decisions. Mr. Hopper said to be honest, when we started down the original track of managing the JJC cameras, he assumed at that point based on the discussion that had occurred, that the Sheriff was no longer going to manage any cameras in the future. Mr. Hopper said his plan was to implement any new cameras into the IT systems and manage them as we are doing the JJC. Mr. Hopper said it came as a surprise to him that the Sheriff already had the cameras and had purchased licensing and was ready to put the Administration Building up. Mr. Hopper agreed that he should have said something to the Board at that point, but just assumed it was a decision that was made somewhere beyond his pay grade and that it was the plan to go forward. Mr. Hopper apologized for not mentioning it at that time; however IT is ready and willing to take that building on. Commissioner Rule said we really appreciate your cooperation and the ease of working through these issues. 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.

MEETING WITH THE DIRECTOR OF IN-HOUSE PUBLIC DEFENDER DEPARTMENT TO DISCUSS OFFICE SPACE

The Board met today at 1:39 p.m. for a meeting with the Director of the In-house Public Defender Department to discuss office space. Present were: Commissioners Steve Rule and Craig Hanson, Director of the In-house Public Defender Department Tera Harden, and Deputy Clerk Kelly Martinez. Ms. Harden said she is waiting for the bid from Herman Miller and will get it to the Board as soon as she receives it. The Board reviewed a purchase order with Ms. Harden that was submitted by Chief Information Officer Rob Hopper. At 1:41 p.m. the Board went into Executive Session as follows:

EXECUTIVE SESSION – PERSONNEL MATTERS AND COMMUNICATE WITH RISK
MANAGER REGARDING PENDING/IMMINENTLY LIKELY CLAIMS

Commissioner Hanson made a motion to go into Executive Session at 1:41 p.m. pursuant to Idaho Code, Section 67-2345(1) (b) and (i). The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Hanson and Rule voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Director of In-house Public Defender Dept. Tera Harden, and Deputy Clerk Kelly Martinez. The Executive Session concluded at 1:58 p.m. with no decision being called for in open session.

The meeting concluded at 1:58 p.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

CONSIDER SIGNING A RESOLUTION TO APPROVE THE ADDITION OF TWO
POSITIONS FOR THE IN-HOUSE PUBLIC DEFENDER DEPARTMENT

The Board met today at 1:58 p.m. to consider signing a resolution to approve the addition of two positions for the In-house Public Defender Department. Present were: Commissioners Steve Rule and Craig Hanson, Director of In-house Public Defender Dept. Tera Harden, Facilities Manager Paul Navarro, and Deputy Clerk Kelly Martinez. Ms. Harden said the Prosecutor's Office drafted this resolution as it relates to two positions in the Public Defender's Department. The Office Administrator position will begin August 18, 2014 and the Chief Deputy Public Defender position will begin September 1, 2014. Upon the motion by Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the resolution approving the addition of two positions for the In-house Public Defender Department. The signed resolution, No. 14-178, is on file with this day's minute entry. The meeting concluded at 2:00 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

SEVENTEENTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO AUGUST 5, 2014

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

ABSENT: Commissioner Kathryn Alder – Vacation

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Michelle Ball, Randall Pyell, and Kimberlee Gardner.

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2014-028052, 2014-028053, 2014-028054, 2014-028055, 2014-028056, 2014-028057, 2014-028058, 2014-028063, 2014-028064, 2014-028052, 2014-028053, 2014-028054, 2014-028055, 2014-028056, 2014-028057, and 2014-028058.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the In-house Public Defender's Department in the amount of \$216,784.01 to Henriksen-Butler Design Group.

CONSIDER SIGNING AMENDMENT 1 TO THE CENTURYLINK SALES/INSTALLATION/MAINTENANCE AGREEMENT (CCSO) - VIPERLINK/ EXECUTIVE SESSION-PERSONNEL MATTERS; COMMUNICATE WITH RISK MANAGER REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

The Board met today at 9:08 a.m. to consider signing an amendment to the Century Link Sale/Installation/Maintenance Agreement (CCSO)-Viperlink. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Mike Porter, Deputy P.A. Dan Blocksom, Deputy P.A. Brad Goodsell, Deputy P.A. Zach Wesley, Chief Deputy Sheriff Marv Dashiell, Roxanne Wade, Sheriff's Office Dispatch, Sarah Higuera, Assessor GIS Analyst, and Deputy Clerk Becky Cowan. The P.A.'s Office reviewed the amendment and didn't have concerns. This is an ongoing agreement with Century Link to provide services. Chief Dashiell noted that during a recent purchase of supplies, the Century Link representative noticed the contract would expire in January and the language would need to be updated to further extend the contract. Commissioner Hanson made a motion to sign the amendment and with a second by Commissioner Rule, the motion carried unanimously. Chief Dashiell and Ms. Wade left at 9:11 a.m. Mr. Goodsell advised that a previously signed agreement with Pictometry, for aerial photos of the County, included a non-appropriations clause, which allows the County to terminate any projects before October 1st of each year. The aerial photography needs to be scheduled and the P.A.'s Office advised the Board to sign a letter requesting to waive the clause for only this year. The clause will remain in effect for all other years of the contract. Ms. Higuera agreed with the P.A.'s Office.

Commissioner Hanson made a motion to sign the letter, and with a second by Commissioner Rule, the motion carried unanimously. Ms. Higuera left the meeting at 9:14 a.m. At the conclusion of the meeting a request was made to enter into Executive Session to discuss a personnel matter and communicate with risk manager regarding pending/imminently likely litigation. The Executive Session was held as follows:

Commissioner Hanson made a motion to enter into Executive Session at 9:14 a.m. pursuant to I.C. 67-2345 (1) (b) and (f). The motion was seconded by Commissioner Rule. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Mike Porter, Deputy P.A. Brad Goodsell, Deputy P.A. Dan Blocksom, Deputy P.A. Zach Wesley and Deputy Clerk Becky Cowan. The Executive Session concluded at 10:05 a.m. with no decision being called for in open session. An audio recording of the open portion of the meeting and signed documents are available in the Commissioners' Office.

PUBLIC HEARING TO CONSIDER REZONE REQUEST FOR MILLCASTLE INVESTMENTS, LLC AND CONSIDER SIGNING FINDINGS OF FACT, CONCLUSIONS OF LAW AND ORDER AND ORDINANCE DIRECTING AMENDMENTS TO THE CANYON COUNTY ZONING MAP

The Board met today at 10:12 a.m. to conduct a public hearing in the matter of a request by Millcastle Investments, LLC, Case No. RZ-PH2014-21. Present were: Commissioners Steve Rule and Craig Hanson, DSD Planner Deb Root, Blake Wolf, and Deputy Clerk Kelly Martinez. The request is to rezone approximately 20 acres from an "A" (Agricultural) Zone to ""RR" (Rural Residential) Zone. The subject property, Parcel No. R38016, is specifically described as "The West Half of the Southeast Quarter of the Southeast Quarter of Section 26, Township 5 North, Range 3 West, Boise Meridian, Canyon County, Idaho". Commissioner Rule disclosed that he lives a little over a mile from this property and he is familiar with it by being a resident, however not by any financial involvement. Commissioner Hanson also said the he has driven by this property multiple times when he was on patrol in the Sheriff's Office. Ms. Root gave the oral staff report. Planning and Zoning recommended approval as well as DSD staff. Blake Wolf gave testimony in favor of the rezone request. There was no testimony given in opposition of the rezone request. Upon a motion by Commissioner Hanson and a second by Commissioner Rule, the Board voted unanimously to close public testimony. Upon a motion by Commissioner Hanson and a second by Commissioner Rule, the Board voted unanimously to approve the rezone for Case No. RZ-PH2014-21 and sign the Findings of Fact, Conclusions of Law, and Order and the Ordinance directing amendments to the Canyon County Zoning Map, Ordinance No. 14-012. The signed documents are on file in this day's minute entry. The hearing concluded at 10:23 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

CONSIDER SIGNING A RESOLUTION TO ISSUE A REFUND OF FILING FEES TO
TIM AND STEPHANIE HAILEY AT THE REQUEST OF DEVELOPMENT SERVICES

The Board met today at 10:26 a.m. to consider signing a resolution to issue a refund of filing fees to Tim and Stephanie Hailey at the request of Development Services. Present were: Commissioners Steve Rule and Craig Hanson, DSD Planner Deb Root and Deputy Clerk Kelly Martinez. Ms. Root said Mr. and Mrs. Hailey applied for a Conditional Use Permit for a contractor's shop and in review of the application it was determined that the request should have been applied for as a home business permit. The difference in fees is from \$850 to \$550 so the applicant is requesting a \$300 refund of fees based on the change in application. Ms. Root said the fee is less because it is an administrative application versus a hearing level application. Upon the motion by Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the resolution issuing a refund of filing fees to Tim and Stephanie Hailey at the request of Development Services. The signed resolution, No. 14-179, is on file with this day's minute entry. The meeting concluded at 10:28 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

EIGHTEENTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO AUGUST 6, 2014

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

ABSENT: Commissioner Kathryn Alder - Vacation

APPROVED CLAIMS ORDER NO. 8-11-14

The Board of Commissioners approved payment of County claims in the amounts of \$5,278.28, \$85,181.91, \$98,773.12, and \$303,533.55 for accounts payable.

APPROVED KEY REQUEST

The Board approved a key request for Erin Bullard.

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2014-028606, 2014-028605, 2014-028604, 2014-028603, 2014-028599, 2014-028600, 2014-028601, and 2014-028602.

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 Rule. A roll call vote was taken on the motion with Commissioners Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Dan Blocksom, Deputy P.A. Brad Goodsell, Director of Misdemeanor Probation Jeff Breach, and Deputy Clerk Monica Reeves. Deputy P.A. Mike Porter arrived at 9:10 a.m. Mr. Breach left at 9:28 a.m. The Executive Session concluded at 9:49 a.m. with no decision being called for in open session.

MEETING WITH CALDWELL HOUSING AUTHORITY

The Board met today at 9:50 a.m. for a meeting with Caldwell Housing Authority (CHA). Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Dan Blocksom, Deputy P.A. Brad Goodsell, Mike Dittenber, CHA Executive Director, Rick Legg, CHA Inmate Supervisor, Patricia Benedict, President of the CHA Board of Directors, Captain Daren Ward, Lieutenant Eric Miller, Public Information Officer Joe Decker, Justin Dalme, Idaho Press-Tribune, and Deputy Clerk Kelly Martinez. Mr. Dittenber reviewed the history of the inmate labor program with the Caldwell Housing Authority. CHA began utilizing the Sheriff Inmate Labor Detail (SILD) seven years ago under Sheriff Smith and continued that program through last Friday. Mr. Dittenber reviewed CHA's financial contribution from using the SILD program since July 2007. CHA has invested \$272,000 to the success of the SILD program over the last seven years, which equates to about \$40,000 per year. Mr. Legg said CHA is sort of a "catch all" because if there wasn't enough work at the other assigned sites or inclement weather, there was always work to do at CHA. Mr. Legg reviewed what types of labor

the SILD workers perform at CHA. Mr. Dittenber explained his proposal for a Court Ordered Labor Duty (COLD) program if the SILD program doesn't start back up again. Commissioner Rule asked if there have been any instances where laborers were severely hurt or any issues with security. Mr. Dittenber said these are low level offenders, if they leave we just notify the Sheriff. There have been three or four instances in seven years where there have been injuries reported. Commissioner Rule said we are working at a sprinter's pace to try and pick up the pieces from this, and this is an option. Commissioner Rule appreciates Mr. Dittenber's willingness to work with the Board on this. Mr. Dittenber noted that he believes the SILD work is a tax relief because just the labor we receive at the Housing Authority is equivalent to about \$160,000 with salary and benefits. Mr. Dittenber said if CHA didn't have that labor we would have to hire people to do the work and we would pass that cost on to the tenants who are heavily subsidized by the government. Commissioner Hanson said the Commissioners had no knowledge of this and he believes it was a short sided decision to shut the SILD program down and the Commissioners are going to do everything they can to get something put back in place. Commissioner Hanson said he does believe it is a tax relief and a benefit to the County as well and is very much in support of finding a solution. Commissioner Rule said the Board is still working on a solution and making sure it is done properly. Commissioner Rule asked if anyone sees any pitfalls in the SILD program. Mr. Legg said he has no problems with SILD programs. The meeting concluded at 10:13 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

NINETEENTH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO AUGUST 7, 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 Assessor's Office in the amount of \$10,209.75 to Tensator.

APPROVED PURCHASE ORDER

The Board approved a purchase order for the Sheriff's Office in the amount of \$8,975.87 to Tensator.

APPROVED PURCHASE ORDER

The Board approved purchase orders for Information Technologies in the amounts of \$19,972.23 to Tensator and \$8,523.46 to Accela.

APPROVED PURCHASE ORDER

The Board approved purchase orders for Facilities Management in the amounts of \$2,776.00 to Northwest Service Technologies, \$6,488.75 to R & H Wholesale Supply, \$4,475.00 to D & A Door and Specialties, Inc.

APPROVED CLAIMS ORDER NO. 1422

The Board of Commissioners approved payment of County claims in the amount of \$1,185,425.65 for a county payroll.

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 9:02 a.m. for a legal staff update. A request was made to go into Executive Session to discuss a personnel matter, records exempt from public disclosure and 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. Dan Blocksom, Deputy P.A. Brad Goodsell, Deputy P.A. Mike Porter, Clerk Chris Yamamoto, Controller Zach Wagoner, Chief Deputy Clerk Brad Jackson, and Deputy

Clerk Monica Reeves. The Executive Session concluded at 10:20 a.m. with no decision being called for in open session.

MEETING TO DISCUSS MOBILE DEVICE POLICY, TRAINING FOR PUBLIC RECORDS REQUESTS AND SECURITY ISSUES RELATING TO COURTHOUSE REMODEL

The Board met today at 10:23 a.m. to discuss the mobile device policy, training for public records requests and security issues relating to the courthouse remodel. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Sheriff Kieran Donahue, Chief Deputy Sheriff Marv Dashiell, PIO Joe Decker, In-House Public Defender Tera Harden, Jerry Neufeld, County Agent, Human Resources Director Jeannine Eiband, Chief Probation Officer Elda Catalano, CIO Rob Hopper, IT Development Manager Don Brown, Trial Court Administrator Dan Kessler, Facilities Manager Paul Navarro, DSD Director Tricia Nilsson, Fleet Manager Mark Tolman, Fair Administrator Rosalie Cope, Amaia Vicandi Bow, Juvenile Probation, Misdemeanor Probation Director Jeff Breach, IT Development Manager Shawn Adamson, Court Operations Denise Kennel, and Deputy Clerk Becky Cowan. Mr. Hopper requested that the Board implement a mobile device policy. IT purchased software called Maass 360 to help secure County data on cell phones. The intent is to use the software to make sure that both County owned and personal owned phones with access to County email are secured with passwords at minimum. The reason is that cell phones or mobile devices are windows into County systems when connected to infrastructure. Accidental loss or stolen devices would make the County vulnerable. Directors Eiband and Nilsson questioned how this affects personal devices and access to the County website and email. Mr. Hopper explained the software app should still be installed on a personal device, and more people have personal devices than a County device, which creates a bigger exposure. Mr. Kessler inquired about the time frame for implementation and Chief Dashiell asked about the cost, and who will be required to pay for the service or software app installation. If the policy is adopted by the Board, the process would take less than two months. If the device is owned by the County, the County will pay. If it is a personal device, the decision regarding payment will be determined by an Elected Official or Department Head. IT has paid \$2 per device per month, or \$24 annually. A sign off sheet will be kept by Department Heads to indicate that an employee agrees to pay the fee for the software on a personal phone or work with their supervisor to determine who pays. In the last few months, the County has been a victim to phishing scams when employees executed email requests that were fake and unsecure. A software program will be purchased to train each employee on internet security through a series of self-paced exercises, over the course of the next year. Module testing can determine if the training was effective. Remodel concerns of the courthouse were addressed by Director Navarro. To minimize the exposure of construction workers to the court proceedings on the 2nd and 3rd floors, demolition

tubes will be installed to eliminate debris and contractors will have background checks for jail time or sex offender issues. The fire doors will be closed and a temporary wall installed to keep the public out of the area on the first floor. The demolition is expected to be 2 months and the build-out approximately 6 months. The Sheriff agrees with starting the demolition sooner rather than later. No tours of the area will be conducted due to contractor's liability insurance if at all possible. The meeting concluded at 10:38 a.m. with no decision being made. An audio recording of the meeting is on file in the Commissioners' Office.

MEETING TO FINALIZE THE FY2015 TENTATIVE BUDGET

The Board met today at 2:04 p.m. for a meeting to finalize the Fiscal Year 2015 tentative budget. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Clerk Chris Yamamoto, Controller Zach Wagoner, Chief Deputy Clerk Brad Jackson, Court Operations Manager Denise Kennel, HR Director Jeannine Eiband, HR Admin. Supervisor Michelle Britain, Captain Marv Dashiell, Sheriff's Financial Manager Pam Corta, Captain Daren Ward, PIO Joe Decker, Justin Dalme from the Idaho Press-Tribune and Deputy Clerk Monica Reeves. Landfill Admin. Assistant Debbie Jenks arrived at 2:16 p.m. Administrative District Judge Thomas Ryan arrived at 2:24 p.m. Public Defender Tera Harden arrived at 2:29 p.m. Facilities Manager Paul Navarro arrived at 2:39 p.m. The discussion was follows:

Commissioner Rule said it came out during the preliminary budget meetings that a \$12,000 line item had been included for departments in the administration building for a possible security agent, officer, or program but it has been decided that the County will not fund that until there is a more structured program or a need. The Recorder, Indigent Services, Assessor's Reappraisal, Treasurer and Development Services will have their budgets reduced by \$12,000.

Controller Zach Wagoner spoke about the pest control fund, which is a separate taxing district from the County. Over the years we have always taken our maximum property tax dollar in pest control and we have accumulated a healthy balance that will be over \$300,000 at end of this fiscal year. The Controller proposes greatly reducing the amount of property taxes requested by pest control and in essence using that balance to get through next year. The total request is a little over \$342,000 and included in that amount is \$112,000 for gopher bounty. He said next year we can go back to \$130,000. His recommendation, which has been discussed with Weed and Gopher Superintendent Jim Martell, is that we levy \$28,000 instead of \$230,000. The Board agreed with that recommendation.

Commissioner Rule said the Board is prepared to make some budget changes due to the recent suspension of the Sheriff's SILD program and it has been working to find a way to keep an inmate labor program going, one that could be called the Canyon County Labor Detail, that would be under the misdemeanor probation department.

Commissioner Hanson said there was never any communication with the Board that the SILD program would be suspended. On average there were four individuals working at the courthouse campus on a daily basis during the work week and the Board needs to decide if it's going to hire people for those services or put the program in action under the misdemeanor probation department, which he believes is the direction we need to go. He said the County went through the same crisis when he was a Captain in the Sheriff's Office and they were able to move through multiple efforts including putting together an academy to hire people quickly and pulling officers from patrol and other areas so the SILD program could function. In this case he does not believe all options were considered and he believes the Sheriff has put us in a crisis. Commissioner Alder said the program is invaluable to the community and we need to work as fast as we can to put it back together. She said the program can come under misdemeanor probation, which is done that way in a number of counties in Idaho and throughout the United States. Commissioner Rule said it was a last-minute move by the Sheriff and the Board is responding as quickly as it can to reinstate a good program. Commissioner Hanson, whose background includes working in the jail, was asked to research how much personnel it would take to assist Director Jeff Breach in getting the program back up and running, said there was a corporal over the program as well as three deputies, and administrative staff. He believes the five new deputy positions that were for the court expansion process need to be removed from the budget since employees have been transferred out of the program and with the decrease in administrative operations he believes we can remove a clerical position from the Sheriff's budget that will transfer over to the new program under misdemeanor probation. The requested amount of \$294,500 for new positions will be reduced to zero. An administrative position in the amount of \$55,000 will be removed. The SILD supplies line item was reduced from \$3,000 to zero. There are two 15-passenger vans, two trailers, a bus and a gator transport utility vehicle that will transfer to the new program. Commissioner Alder wants to keep the vehicles at the same level as we did last year at \$330,000. Commissioner Rule said the misdemeanor probation budget will need to include \$20,000 to \$25,000 to cover the program's startup costs. There will also be costs for tools, computers and office furniture. Clerk Yamamoto said misdemeanor probation is its own fund; it does not have a fund per se because there are no tax dollars that go into it so if that's the direction the Board wants to go then it makes sense to move misdemeanor probation into the justice fund because from an accounting standpoint it would be better. The Board agreed with the Clerk's recommendation.

Commissioner Hanson said there was a \$15,000 line item in the Sheriff's budget for new build processes and it would be appropriate to use that for the remodel of the space we need for the labor detail program. The Board will reduce the \$15,000 line item for

construction contracts in the security services fund to zero and those funds will be used by Jeff Breach to remodel the space for the new Canyon County Labor Detail program. Commissioner Rule said if Mr. Breach is being asked to administer another 300 people there should be an adjustment to his salary to compensate for the additional duties he will take on. Commissioner Hanson said the Board can justify a \$3,000 reduction in the Sheriff's salary and move it to Mr. Breach's salary. The Board was in agreement to reduce the Sheriff's salary by \$3,000 with the amount going toward Mr. Breach's salary. The HR Department will be asked to review Mr. Breach's salary from an adjustment standpoint due to the new duties he will assume.

Commissioner Hanson said the Prosecutor's Office asked for \$46,000 for merit pay but because salaries were addressed in market adjustments he does not support the additional funding request. The Board asked the Controller to make sure the requested amount of \$46,000 is not included in the Prosecutor's budget.

Commissioner Hanson said the Caldwell Veterans have asked for \$16,800 from the veterans funding levy but that is not something he wants to do. He greatly supports our veterans but said the Board needs to hear from every veterans group in the County and work out a plan as to how that money would be distributed if the levy is ever opened up but he doesn't think there's enough time to get it done this year. Commissioner Alder said that Caldwell Veterans group and the American Legion group in Nampa will each receive \$13,000 in historical funding this year. Clerk Yamamoto said it's his understanding that all of the veterans groups will be represented at the Board's meeting which is scheduled for August 12.

The Controller asked for "A" budget and "B" budget numbers for the misdemeanor probation department. Commissioner Rule said the \$294,500 which the Sheriff requested for five new positions, the \$55,000 for the administrative position, the \$3,000 from the SILD supplies line item, and the \$15,000 from the construction line item will be transferred to misdemeanor probation. The \$3,000 from the Sheriff's salary reduction will be transferred to Mr. Breach's salary. Mr. Wagoner said we also need to pay workers comp on all of the workers and that expense, which is approximately \$20,000, was coming out of the Sheriff's budget. He said from an accounting perspective his initial thought is to establish two divisions under misdemeanor probation; one is supervision and the other is for the labor detail program so we can track some of the unknown expenses. Also, there is revenue that comes in as well so we can tie that revenue back to this specific division as well. Mr. Wagoner suggested we put \$50,000 in the "B" budget for 2015 and see how it goes. The Board thinks that is reasonable.

The Controller said we have \$50,000 in the indigent services budget for the Advocates against Family Violence and \$50,000 for the community clinic. Commissioner Hanson said there was another group (Region 3 Steering Committee) that made a funding request but they did not submit the additional information the Board asked for.

Commissioner Rule said he hasn't seen enough to prove the program is ready to be funded at this time but they can try again next year.

The meeting concluded at 2:48 p.m. An audio recording is on file in the Commissioners' Office.

MEETING TO DISCUSS COURTHOUSE REMODEL

The Board met today at 3:00 p.m. to discuss the Courthouse remodel. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Judge Thomas J. Ryan, Clerk Chris Yamamoto, Facilities Manager Paul Navarro, Chief Deputy Clerk Brad Jackson, Chief Information Officer Rob Hopper, IT Development Manager Don Brown, Trial Court Administrator Dan Kessler, Court Operations Manager Denise Kennel, Rick Bugatsch and Skip Young from Houston Bugatsch Architects, and Deputy Clerk Kelly Martinez. Human Resources Director Jeannine Eiband arrived at 3:06 p.m. and left at 3:32 p.m. Mr. Navarro wanted to present the blueprints today for final approval. Mr. Navarro said he and Mr. Bugatsch have had a lot of meetings with Judge Ryan, Dan Kessler, Clerk Chris Yamamoto and his staff to discuss how to make this work for everybody. Mr. Navarro reviewed the plans which are attached with this day's minute entry. Mr. Bugatsch discussed the long term plan for fire sprinklers. Judge Ryan commented that the way this is designed it almost eliminates the ability for inmate transport to these courtrooms. Mr. Navarro also said that they are looking to expand the capabilities in these courtrooms to do video arraignments. Mr. Kessler said if they end up with prisoners back in that area, can that area be secured. Mr. Navarro said they can look at that with the architect and the city of Caldwell. There was discussion regarding space for the court interpreter, storage, and an area for small claims filing as well. Mr. Navarro discussed the proposed multi-purpose room as well as converting the vault in room 201 into a high density filing system area. The space previously designated for Human Resources will become space for in-court clerks' offices because the Human Resources Department is moving to the Administration Building instead. Clerk Yamamoto emphasized that storage is a battle he fights on a daily basis saying there is no such thing as too much storage space. Mr. Navarro said the possibility of a County owned storage facility to store long term storage items may be considered. Judge Ryan said it is the courts' perspective that in 10 years there will be a lot less need for storage space. Mr. Navarro said his goal now, if this meets approval, is to have Rick Bugatsch proceed with engineering, final designs and start submitting this to the city for building permits which will take a couple of months. Judge Ryan said he believes Mr. Navarro has accomplished what they had talked about but it wasn't exactly the same as previously discussed. Mr. Bugatsch said there were some variations in room sizes as a compromise based on existing conditions. Commissioner Rule said this is the part that makes him nervous, he believes budget wise we are well prepared to tackle it he just knows there could be unforeseen issues with the building. Mr. Bugatsch said

they have talked about that because we are dealing with a 30 to 40 year old structure that has had multiple remodels. Clerk Yamamoto said he thinks we have well over budgeted for this project. Judge Ryan said beyond the budgeting concerns, his concern is regarding to what degree we are going to have limited remodel space, and specifically he is worried about the noise factor that is disruptive for court services. Mr. Navarro said he has sound mitigation plans for the remodel process. Judge Ryan asked that everyone communicate to the best of their ability throughout the process. Commissioner Rule said everyone needs to be patient for the next year and we are working hard to try to get it as right as we can. The meeting concluded at 3:36 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

MEETING TO DISCUSS WEBMASTER DUTIES

The Board met today at 4:04 p.m. to discuss Webmaster duties. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Information Officer Rob Hopper, IT Development Manager Don Brown, Public Information Officer (PIO) Joe Decker, Human Resources Director Jeannine Eiband, and Deputy Clerk Kelly Martinez. Mr. Decker said the Webmaster left last year and he and an IT employee have absorbed most of those duties. A Webmaster was hired in June so Mr. Decker would like to know what responsibility he has and what the Webmaster does. Mr. Decker said he is fine with doing content like he has been doing all along, but does not feel he should be building entire webpages for departments without additional compensation. Mr. Brown said we have discussed this process and agree that nothing goes out on the site content without Mr. Decker's approval. Any other duties should go through the IT Department. Mr. Hopper said in the cases where Mr. Decker has had to provide the content, ultimately that should be an IT function as well as constructing that data and releasing it to Mr. Decker for approval. Mr. Hopper said as the PIO, any conduit for public release of information should go through that office and all content should get Mr. Decker's approval before it goes out as an official opinion of the County. Mr. Brown said Mr. Decker has had to do a lot of hand holding and creative writing for departments. Commissioner Rule asked if that will go away. Mr. Hopper said we can now take that role over so we shouldn't have to rely on Mr. Decker to do that and he can focus on getting that information out. Commissioner Hanson said the PIO is the release of information but should not create or produce the data for other departments. Director Eiband asked if Mr. Decker was already approving content before the previous Webmaster left. Mr. Decker said that he was approving content at that time; however, he doesn't want the requests to bounce back him to where he just has to do them. Mr. Hopper said there still may be some burden on Mr. Decker to re-craft how things need to be said and for the content. Mr. Decker would like additional compensation going forward or paid for the ten months he performed the additional duties. Commissioner Alder said Mr. Decker is going to end up doing content because it is part of his job. Mr. Decker said he doesn't want to have to build 170 pages and should not have to do that.

Commissioner Alder said if he we need to compensate him more for the content portion, she is okay with that or if he is owed back pay for the months that he performed the additional duties, she is okay with that as well. Director Eiband said she does not have that dollar amount, but she believes Mr. Decker's role should be reviewing content and not substantial web duties. Ms. Eiband feels she should determine an amount for back pay for those months where additional duties were performed. Ms. Eiband said if Mr. Decker is going to add three or four additional duties then she would need to look at compensation going forward. Mr. Decker said the previous Webmaster had tried to get each department to have their own content manager but some departments struggled with the plan. Commissioner Rule said it sounds like there is still some work to do and we cannot solve this today so if Mr. Decker, Director Eiband, Mr. Hopper and Mr. Brown could work out the perimeters and come back to present it to the Board. Director Eiband said if individual departments say they don't have an IT person designated and they want IT personnel to take care of it, and there is more content to be developed, does IT get another person to help with web or do those duties fall to the PIO. Mr. Hopper said he doesn't want Mr. Decker involved in any of the layout web page building and said it took a lot longer to get the Webmaster position filled than anticipated. Commissioner Hanson said all the design needs to be upfront, when it comes to Mr. Decker, it needs to be market ready for his review. Commissioner Alder said Ms. Eiband needs to figure out the compensation. Commissioner Hanson said another thing that may need to be defined is who has the direct contact to Mr. Decker. Mr. Decker, Mr. Hopper and Mr. Brown left at 4:23 p.m. at which time Commissioner Alder said an emergency Executive Session was needed as follows:

EXECUTIVE SESSION - PERSONNEL MATTERS AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Commissioner Alder made a motion to go into Executive Session at 4:23 p.m. pursuant to Idaho Code, Section 67-2345(1) (b) and (d). 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, Human Resources Director Jeannine Eiband, and Deputy Clerk Kelly Martinez. The Executive Session concluded at 4:39 p.m. with no decision being called for in open session.

The meeting concluded at 4:40 p.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

TWENTIETH DAY OF JULY TERM, A.D., 2014
CALDWELL, IDAHO AUGUST 8, 2014

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

SIGNED MEDICAL INDIGENCY DOCUMENTS

The Board signed the following medical indigency documents recorded as instrument numbers: 2014-029098, 2014-029099, 2014-029100, 2014-029101, 2014-029102, 2014-029103, 2014-029097, 2014-029104, 2014-029105, 2014-029106, 2014-029107, and 2014-029108.

APPROVED SALARY RATE REQUEST

The Board approved a salary rate request for Scott Gatewood, Deepak Budwani, and Janet Avery.

APPROVED KEY REQUEST

The Board approved a key request for Janet Avery.

APPROVED PURCHASE ORDER

The Board approved purchase orders for Facilities Management in the amounts of \$5,467.12 and \$3,796.00 to Simplex-Grinnell.

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 9:01 a.m. for a legal staff update. A request was made to go into Executive Session to discuss a personnel matter, records exempt from public disclosure and 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) (b), (d) and (i). The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Rule and Hanson voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Dan Blocksom, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:21 a.m. While in open session Commissioner Hanson made a motion to continue the legal staff update to 1:00 p.m. this afternoon. The motion was seconded by Commissioner Rule and carried unanimously.

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

CONSIDER SIGNING A RESOLUTION AUTHORIZING THE DESTRUCTION OF FILES FOR FORMER EMPLOYEES MAINTAINED BY THE HUMAN RESOURCES DEPARTMENT

The Board met today at 9:30 a.m. to consider signing a resolution authorizing the destruction of files for former employees maintained by the Human Resources Department. Present were: Commissioners Steve Rule and Craig Hanson, Deputy P.A. Zach Wesley, and Deputy Clerk Kelly Martinez. Mr. Wesley said the Human Resources Department provided him with a list of their personnel files of employees who have not been in the County's service since June 30, 2004 and the files range from employees who left from July 1, 2003 to June 30, 2004. The resolution classifies those files as semi-permanent and allows for their destruction in order to make room in the H.R. Department's office space and instructs that the H.R. Department not destroy any files that would be the subject of litigation. Upon the motion by Commissioner Hanson and the second by Commissioner Rule, the Board voted unanimously to sign the resolution authorizing the destruction of files for former employees maintained by the Human Resources Department. The signed resolution, No. 14-180, 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.

OPEN PROPOSALS FOR JAIL FOOD SERVICE AND COMMISSARY SERVICES REQUEST FOR PROPOSALS

The Board met today at 1:09 p.m. to open proposals for the jail food service and commissary services project RFP. Present were: Commissioners Steve Rule, Kathy Alder and Craig Hanson, Chief Civil Deputy P.A. Sam Laugheed, Captain Daren Ward, Lt. Eric Miller, interested citizens and members of local media, and Deputy Clerk

Monica Reeves. The project is for the jail and the Southwest Idaho Juvenile Detention Center. The following companies submitted proposals:

Trinity Services Group, Inc.
477 Commerce Blvd.,
Oldsmar, Florida 34677

The proposal was received on August 7, 2014 at 11:07 a.m.

ABL Management, Inc.
11224 Boardwalk, Suite B 1-5
Baton Rouge, Louisiana 70816-8344

The proposal was received on August 7, 2014 11:07 a.m.

A'viands, LLC
1751 County Road B West, Suite 300
Roseville, Minnesota 55113

The proposal was received on August 7, 2014 at 11:07 a.m.

CBM Managed Services
500 East 52nd Street North
Sioux Falls, South Dakota 57104

The proposal was received on August 8, 2014 at 10:43 a.m.

Aramark Correctional Services, LLC
2300 Warrenville Rd.
Downers Grove, Illinois 60515

The proposal was received on August 7, 2014 at 11:07 a.m.

Keefe Group
13369 Valley Boulevard
Fontana, California 92335

The proposal received on August 8, 2014 at 9:23 a.m.

The Board is scheduled to make a notice of intent to award on August 22, 2014. The proposals will be reviewed by the selection group, which includes Sheriff's personnel, Director Steve Jett and Mr. Laugheed, with a recommendation prior to August 22. The proceeding concluded at 1:19 p.m. While still in open session Mr. Laugheed asked the Board to return to Executive Session (which was continued from earlier this morning) to discuss named personnel matters, attorney-client communication and records that are exempt from public disclosure as well as communication with the County's risk manager regarding pending or imminently likely claims. The Board went into Executive Session as follows:

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

Commissioner Alder made a motion to go into Executive Session at 1:19 p.m. pursuant to Idaho Code, Section 67-2345(1) (b), (d) 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, Chief Civil Deputy P.A. Sam Laugheed, and Deputy Clerk Monica Reeves. The Executive Session concluded at 2:21 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.

COMMISSIONER JULY TERM ADJOURNED

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

THE MINUTES OF THE FISCAL TERM OF JULY 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, Kathryn Alder and Craig L. Hanson

ATTEST: Chris Yamamoto,
Clerk

Kelly Martinez
Deputy

DATE: 9/25/14