

FIRST DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 11, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED COMMUTER VEHICLE AUTHORIZATION FORM

The Board approved a commuter vehicle authorization form for Dale Stafford.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Visual Studio Live! In the amount of \$1995.00 for the Information Technology department
- Intermountain Wood Products in the amount of \$1507.92 for the Prosecuting Attorney's Office
- Advanced Hardware Supply in the amount of \$1275.21 for the Prosecuting Attorney's Office
- Journal Technologies, Inc. in the amount of \$5000.00 for the Public Defender's department

COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:31 a.m. for an office staff meeting. Present were: Commissioners Tom Dale, Pam White and Steve Rule, PIO Joe Decker, Deputy Clerk Jenen Ross, Sr. Administrative Specialist Jamie Miller, and Deputy Clerk Monica Reeves. The Board reviewed this week's schedule with staff. Joe Decker reported on the following communication items: KBOI talking points; newspaper story on tipping fees at the landfill; working on a proclamation for Canyon County Adoption Day and he will assist with media; he is working on a press release regarding an increase in farm ground in Canyon County; there are some television programs that are interested in some cases. The meeting concluded at 8:40 a.m. (Due to a technical problem with the equipment an audio recording of this meeting is not available.)

LEGAL STAFF UPDATE AND CONSIDER SIGNING JUVENILE DETENTION HOUSING AGREEMENT WITH ELMORE COUNTY, AND CONSIDER A RESOLUTION ISSUING A REFUND TO JNUNO CONSTRUCTION, LLC

The Board met today at 9:05 a.m. for a legal staff update and to consider signing the juvenile detention housing agreement with Elmore County, and to consider a resolution issuing a refund to JNuno Construction, LLC. Present were: Commissioners Tom Dale, Pam White, and Steve Rule, Deputy P.A. David Eames, Deputy P.A. Brad Goodsell, Shawn Anderson from Juvenile Detention, and Deputy Clerk Monica Reeves. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the juvenile detention housing agreement with Elmore County. (See Agreement No. 17-105.) Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to sign the resolution approving a refund in the amount of \$70 to JNuno Construction, LLC for overpayment of a zoning compliance fee. (See Resolution No. 17-157.) As part of the legal staff update, the Board went into Executive Session as follows:

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

Commissioner White made a motion to go into Executive Session at 9:07 a.m. pursuant to Idaho Code, Section 74-206(1) (d) to discuss records exempt from public disclosure and attorney-client communication. The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Rule, White and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Tom Dale, Pam White, and Steve Rule, Deputy P.A. David Eames, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:25 a.m. with no decision being called for in open session.

(Due to a technical problem with the equipment an audio recording of the first portion of this meeting is not available.)

MONTHLY ELECTED OFFICIALS' MEETING

The Board met today at 9:30 a.m. for an elected officials' meeting which took place in the public meeting room of the administration building. Present were: Commissioners Tom Dale and Pam White, Prosecutor Bryan Taylor, Chief Civil Deputy P.A. Sam Laugheed, Treasurer Tracie Lloyd, Clerk Chris Yamamoto, Controller Zach Wagoner, Chief Deputy Sheriff Marv Dashiell, IT Director Greg Rast, Facilities Director Paul Navarro, PIO Joe Decker, and Torrie Cope from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. Topics of discussion were as follows:

Employee Appreciation BBQ:

Commissioners White and Dale would like to have an employee appreciation BBQ the end of September. Clerk Yamamoto questioned how the luncheon would be paid for. There is an employee appreciation line item with \$3,000 budgeted.

Compensation:

Zach Wagoner handed out a sample document illustrating how the FY2018 compensation will be distributed. Because it will overlap two fiscal years with different pay rates the

Controller said it would be best if the new pay rates begin on September 25. There was no objection to this suggestion. There will be a maximum 1% pool given to each department for equity adjustments as recommended by the compensation committee. The amount will be paid on October 27, which is the first full check for FY2018. The elected officials and department administrators will need to review the amounts for accuracy. There will be a column for an equity adjustment for each department; it is not part of FY2018 and it's not considered salary, it is a onetime payment. An equity adjustment looks at those who are doing a great job. The Sheriff's Office and the IT Department have chosen not to utilize it. The Controller will present a master document for the Board's approval next week.

Jail Study Update:

Captain Ward has attended meetings every two weeks and they have discussed, among other things, target numbers and bed space totaling 1,050. We currently have 477. The group is awaiting more information on the bond amount. There was some discussion regarding bed space and classifications. Commissioner Dale said the study shows we need 1,050 beds which is 200 more than the estimated amount. He wants to know when the group can present the options to the public so they can weigh in. Captain Ward said Sheriff Donahue wants to relay this message: if on the public building, yes, the public can comment on the outside of it, but not on how a jail should be designed. Commissioner Dale said the public needs to see the logical process. Captain Ward said we have a ballpark number, but we need to know what message the County is taking to the public, and, we need to make sure all elected officials are consistent in that message. Even if a bond passes we are looking at four (4) years before we could inhabit the jail. Given the housing and transportation costs we cannot wait four more years; we need something in the interim. Commissioner White asked when the mayors and police chiefs will be brought into the discussion. Captain Ward said a core stakeholder meeting is scheduled for Wednesday and we want to make sure our message is set before we bring others in. Sam Laugheed said DLR has been crunching numbers and their deliverable format will be a public document and there will be a public presentation of the information. Clerk Yamamoto said there is sticker shock and concerns about whether the facility will fit on the acreage (Pond Lane property). Discussion ensued regarding the issues with highway setbacks and potential wetlands.

Security Camera Project and Situational Incident:

Director Navarro reported on the campus security consultant project. The review committee is negotiating with two firms to see what services we can get for \$50,000. We'll ask them to look at our assets as well as exposures for the protection of citizens and employees. It will be a very detailed project and this is the tip of the iceberg and it will take many years to accomplish the project. There are a lot of "what ifs" and we need all entities to be on the same page. It could result in a new department or a sub-department. Director Rast said there will be a two-four year phasing and stakeholder buy-in is crucial. Sam Laugheed said the consultant will talk to each office/department and there will be coordination with executive authority in one place. Treasurer Lloyd said we tighten up on policy on how information should be disseminated to employees when a (potential) security situation occurs. Clerk Yamamoto spoke about a recent incident where a person was displaying some odd behavior in the courthouse and the administration building. Director Navarro said

policies need to be written so that when there's an event like that we know how to communicate.

Flooding in Burnie Subdivision:

Clerk Yamamoto said the residents in the subdivision have no water or sewer and their homes are torn apart and they are wondering when they will get some relief because most of them cannot cover the expenses of the cleanup/restoration on their own. He said they have met with the highway district but somebody needs to "ramrod" this and the district needs to release some funds because every day the costs are increasing so it's incumbent on the district to hire somebody to address the situation. Commissioner White has concerns with the amounts; she doesn't want to do one thing for one family and another something else for another family. They need to find the common cost and there needs to be communication from the highway district. Commissioner Dale said people are very frustrated with the lack of action, but Canyon County has no authority and we cannot force the highway district to do anything. They need to step up and help the residents get back in their homes. Clerk Yamamoto said as a taxpayer he wants it approved. There district has an insurance cap of \$500,000 but the damages are much higher than that amount.

Public Defender:

Commissioner Dale said the candidate interviews will be open and the elected officials are welcome to sit in.

Aumentin Hardware Upgrade Project:

Treasurer Lloyd thanked the IT Department for their work on the project.

IAC:

Seth Grigg has been named to the position of IAC Director. The conference will be held in Boise September 25-27.

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

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

The Board met today at 11:05 a.m. for a monthly meeting with the Interim Public Defender to discuss general issues, set policy and give direction. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Interim Public Defender Krista Howard, Office Administrator Deepak Budwani and Deputy Clerk Jenen Ross. Ms. Howard gave a review of budget numbers. Some of the numbers she highlighted are as follows: psycho/sexual evaluations was budgeted at \$75,000 and they are currently at \$72,000 with two weeks left in the fiscal year; she anticipates being about \$5000 over budget. Conflict counsel is over budget by about \$45,000 but it will offset with other items in the budget where money has not been spent. The budget was set based on about 8000 cases but this year they will be closer to 12,000. On the 'B' budget she believes they will be \$50,000 - \$60,000 under and

on the 'A' budget they will be about \$300,000 - \$400,000 under just due to unfunded positions and some that were under filled. Ms. Howard gave a breakdown of minutes spent per type of case, on average 35 hours are spent on each case. She also provided a review of active caseloads, types of cases conflicted, open cases in JustWare, number of open cases in specialty courts and the total number of cases. The PDC has sent out information about the comments they've received from different counties. They will also be hosting webinars to discuss their PDC rule definitions and procedures related to oversight in enforcement and standards for defending attorneys. There will be a hearing held on October 11th in Boise. Ms. Howard also brought to the Board's attention that they are engaged with vertical representation set forth in the standards and statutes which has already been adopted. What this means is that when they start a case it is handled from prelim at the felony level all the way up and at the misdemeanor level from pre-trial all the way up. Some issues they're running into is that when the judges are overbooked they will roll some of their extra cases over to another judge. Ms. Howard's position is that they are told they need to represent that client in all substantive proceedings with the trial being the most substantive. They are taking the stance that they cannot just hand off a case two days before trial to another attorney who has had nothing to do with that case. They've had this issue a couple of times already with the courts and with the PDC standards so they are trying to get that worked out.

A request was made to go into Executive Session to discuss a personnel matter. The Executive Session was held as follows:

EXECUTIVE SESSION – PERSONNEL MATTER

Commissioner Rule made a motion to go into Executive Session at 11:33 a.m. pursuant to Idaho Code, Section 74-206(1) (b). The motion was seconded by Commissioner White. A roll call vote was taken on the motion with Commissioners Rule, White and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Interim Public Defender Krista Howard, Office Administrator Deepak Budwani and Deputy Clerk Jenen Ross. The Executive Session concluded at 11:41 a.m. with no decision being called for in open session.

The meeting concluded at 11:41 a.m. An audio recording of the open portion is on file in the Commissioners' Office.

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

This meeting did not happen but Mr. Martell dropped off a letter for the Board that is on file with this day's minutes.

MEETING WITH THE COUNTY AGENT TO DISCUSS GENERAL ISSUES

The Board met today at 1:47 p.m. for a meeting with the County Agent to discuss general issues. Present were: Commissioners Pam White and Steve Rule, County Agent Jerry Neufeld, 4-H Extension Educator Carrie Johnson and Deputy Clerk Jenen Ross. Commissioner Dale arrived at 2:00 p.m. Mr. Neufeld said they are currently looking for a livestock educator; the announcement closed about a week ago so they are in the process of reviewing the applications. Ms. Johnson said her and Ms. Amende recently hosted a series of day camps for Juvenile Probation. She was working with a program called Build Your Future which is an early career exploration program for non-4H members; she visited Caldwell and Parma high schools. The fair went really well, the new fans and the water station were big hits and she said all of the fair staff and volunteers along with County employees were great to work with. Ms. Johnson believes there will be a "re-cap" meeting in the near future to discuss how things went at the fair as far as what went well and things that can be improved on. National 4-H week is coming up and she has asked the Board's permission to fly the 4-H flag at the courthouse during that week. Commissioner Rule suggested she get in touch with Director Navarro and let him know that the Board has given a preliminary approval to put the flag up. Additionally, she asked if the Board would be willing to sign the proclamation declaring 4-H week. She will coordinate with the Board's staff to get that scheduled. Ms. Johnson participates on an advisory and expansion committee to find ways to reach further into the community. The meeting is only once a year for about an hour to an hour and half and she is hoping to have one of the Commissioners participate in that meeting. Commissioner White suggested she send an email to the entire Board so they can coordinate schedules. The meeting concluded at 2:04 p.m. An audio recording is on file in the Commissioners' Office.

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

The Board met today at 2:22 p.m. for a monthly meeting with the Parks Director to discuss general issues, set policy and give direction. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Parks Director Nicki Schwend and Deputy Clerk Jenen Ross. Ms. Schwend updated the Board on the following items: September 1st brought the first group of kids to the park for a field trip and their bus scholarship program was able to assist all 26 schools that have applied for funding. The last few interpretive specialist positions are being filled for the fall season at Celebration Park. Laura Barbour was successful in obtaining the Laura Moore Cunningham Foundation, Inc. grant for \$20,000; Ms. Barbour will continue to look at other grants in order to purchase the ADA accessible bus they were hoping to purchase or possibly looking for another option. The lifejacket loaner station was installed at Celebration Park recently. The Deer Flat National Wildlife Refuge purchased a new sprayer for the Parks Department which will assist in the cleaning of restroom facilities at the park. They've received an estimate of \$1276 to repair fence damage done at Lake Lowell. Ms. Schwend is working with the person who did the damage and trying to work out the details of who will fix the fence as the gentleman would like to do the repairs himself. Paul Navarro has been in contact with the DEQ regarding the well project at Celebration Park and they have learned that an engineer is still needed as only about 40% of the engineering portion is complete. Mr. Navarro has been in contact with two

contractors who have provided bids (a copy of these are on file with this day's minute entry). David Eames is working on an agreement with Tom Bicak to help coordinate the purchase of the Clark Ranch land. Allen Shoff is assisting with the MOU between the county and Idaho Fish and Game; this will be continuing the cooperative agreements for Wilson Ponds and Martin Landing. Brent Orton from the City of Caldwell has been in contact with the County regarding the City Plaza project where they are doing a geological theme and have requested some melon gravels. Ms. Schwend has met with Mr. Orton and let him know that as long as the Board approves she is willing to proceed on the conditions that the Parks department picks the gravel, they're dispersed and there is no cost to the county. The Board is okay with this plan. Ms. Schwend is proposing that the Historic Preservation Commission have a presence on the county website which could include meeting minutes, agendas, resumes from the board members and information about what the HPC is. She feels this would be a good place to have the grant application and explain the process and cycle. The Board thinks this is a great idea and thinks it should have its own page, not just going thru the Parks department portion of the website. Ms. Schwend will be attending the Idaho Heritage Conference on Friday September 22nd. As of August 25th there was still Blue-Green algae in Lake Lowell and it's expected that will just be maintained until the end of the season since the lake will be closing soon for the season. The meeting concluded at 2:51 p.m. An audio recording is on file in the Commissioners' Office.

SECOND DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 12, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Amazon in the amount of \$1099.99 for the Information Technology department
- I.T.C.C. (Idaho Tower) in the amount of \$37,723.72 for the Information Technology department
- I.T.C.C. (Idaho Tower) in the amount of \$11,522.00 for the Information Technology department
- I.T.C.C. (Idaho Tower) in the amount of \$22,626.34 for the Information Technology department
- Amazon in the amount of \$1197.90 for the Information Technology department
- HP in the amount of \$1767.00 for the Information Technology department
- I.T.C.C. (Idaho Tower) in the amount of \$19,158.25 for the Information Technology department

- Bionomics Environmental, Inc. in the amount of \$7072.08 for the Facilities department

APPROVED SALARY RATE REQUEST AND/OR KEY & SECURITY ACCESS REQUEST FORM

The Board approved a salary rate request and/or key & security access request form for Mary Bybee.

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

The Board met today at 8:52 a.m. for a biweekly meeting with the Human Resources Director to discuss general issues, set policy and give direction. Present were: Commissioners Tom Dale, Pam White and Steve Rule, HR Director Sue Baumgart and Deputy Clerk Jenen Ross. Director Baumgart updated the Board on the following items: She is working with her department on their 2018 goals. One of the goals is an HR procedures manual specifically for her department to make sure there is consistent messaging going out and streamlining the orientation and benefits presentation. They are also working on rebuilding the employee manual and getting each policy in place so they make sense and not contradicting or referring back and forth. Ms. Baumgart will be meeting with Jamie on Friday to discuss quarterly leadership training for department administrators. She will work on building a plan and then bring it to the Board for approval. The wellness fairs will be held on October 5th and 18th where vendors will be onsite to answer any questions along with Preventative Health to administer flu shots. Open enrollment will take place November 1 – 15. The meeting concluded at 8:57 a.m. An audio recording is on file in the Commissioners' Office.

FILE IN MINUTES

The Board filed the monthly report of the Canyon County Treasurer for July 2017 in today's minutes.

CONSIDER SIGNING SEPTEMBER 12, 2017 AGENDA ITEMS

The Board met today at 9:04 a.m. to consider signing the September 12, 2017 agenda items. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. David Eames, Deputy P.A. Brad Goodsell, Deputy P.A. Allen Shoff, Clerk's Executive Assistant Taryn Peterson, Chief Deputy Clerk Drew Maffei, Assistant IT Director Eric Jensen, IT Business Manager Caitlyn Pendell, Indigent Services Director Yvonne Baker, Family Court Services Manager Mary Hoffman, and Deputy Clerk Monica Reeves. The items were considered as follows:

Consider signing Independent Contractor Agreement for Court Interpreter Elena Bogdanovich: The agreement is for a Russian speaker who is certified in both Washington and Oregon. We already have Russian interpreters but there is an issue with conflicts so we need to have a backup. The interpreter will provide services over the telephone unless the judge requests she be here in person and in that case the County will pay the airfare to get them here. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to sign the Independent Contractor Agreement for Court Interpreter Elena Bogdanovich. (See Agreement No. 17-106.)

Consider signing Nampa Civic Center Venue Agreement: The venue will be used for training for mental health professionals who are working with clients involved in the court system. The County does not have a facility large enough to accommodate the 90 people who've registered for the class so that's why it is being held at the Nampa Civic Center. The rental cost of \$374 will be paid from the revenue from the parenting class. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to sign the Nampa Civic Center Venue Agreement. (See Agreement No. 17-108.)

Consider signing Resolution Classifying Records of the Canyon County Information Technology Department and Authorizing Imaging and/or Destruction of Certain Files/Records: The records include copies of claims ranging from 1998 to 2011 and invoice distribution forms from 2000 to 2009. They are well outside the five year semi-permanent classification, and if any of the records have been subject to litigation or there is a reasonable likelihood they may be they will be preserved. The resolution includes an attachment that details information. Caitlin Pendell said the IT Department is looking at changing their procedure to start doing an annual destruction rather than dealing with multiple years at a time. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the Resolution Classifying Records of the Canyon County Information Technology Department and Authorizing Imaging and/or Destruction of Certain Files/Records. (See Resolution No. 17-158.)

Consider signing Computer Arts Inc., Agreement: CAI creates the software the Indigent Services Department uses and the agreement is a renewal from last year with the same rate. The total cost is nearly \$9,000 which includes the annual software license and maintenance fees, software support fees. If there is a need for a change to a form or anything like that there will be an additional cost. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to sign the agreement with Computer Arts Inc. (See Agreement No. 17-107.)

Consider signing medical indigency collection services agreement with Collection Bureau Incorporated (CBI): Brad Goodsell said there has been previous discussion about the policy issues surrounding the collection of unpaid reimbursements under the medical indigency program. The agreement has been vetted and has been signed by CBI and is ready for the Board's consideration. There is a statute that allows government entities to collect through a collection agency and for the agency's fee to be added on top of what's owed; they basically add one-third to whatever amount is owed and we get 100% of what's owed to us, assuming they are able to collect. Director Baker said CBI would not have the authority to

accept partial payments or anything as far as negotiation or a lump sum payment, all of that will still come through indigent services for Board approval. All cases will come to the Board for decision on whether to pursue collection on an applicant. Commissioner Rule made a motion to sign the agreement for medical indigency collection services. Commissioner Dale seconded the motion. A roll call vote was taken on the motion with Commissioners Rule and Dale voting in favor and Commissioner White voting against the motion. The motion carried by a two-to-one split vote. (See Agreement No. 17-109.)

The meeting concluded at 9:23 a.m. An audio recording is on file in the Commissioners' Office.

INFORMATION TECHNOLOGY DEPARTMENT PROJECT CLOSURE UPDATES

The Board met today at 9:33 a.m. with the Information Technology department to discuss project closure updates. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Director of IT Greg Rast, Assistant Director of IT Eric Jensen, Caitlyn Pendell, Rick Fisher, Don Dutton, Shawn Adamson and Deputy Clerk Jenen Ross. Director Rast updated the Board on projects they've been working on over the past couple of years with a handout provided. Mr. Rast explained there is a process to the projects as they come into IT; green indicates projects that are currently being worked on, yellow is coming up in the queue to be worked on and red are the items that a business case is being done on to see if there is a need for it in the county. The projects Mr. Rast reviewed with the Board include the PA upgrade, Helion upgrade for the Records office, Accela upgrade for DSD and the City of Caldwell, Print shop software solution and the Employee portal and Parks booking system. For each project Director Rast gave a breakdown of key people on the project, measures of success and budget and schedule variances. A copy of the close-out paperwork provided to the Board is on file with this day's minute entry. The meeting concluded at 10:01 a.m. An audio recording is on file in the Commissioners' Office.

THIRD DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 13, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 1725

The Board of Commissioners approved payment of County claims in the amount of \$1,464,757.80 for a County payroll.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Magnet Forensics USA, Inc. in the amount of \$1249.00 for the public defender

INTERVIEW RANDALL GROVE FOR THE CHIEF PUBLIC DEFENDER POSITION

The Board met today at 10:33 a.m. to interview Randall Grove for the Chief Public Defender position. Present were: Commissioners Tom Dale, Pam White and Steve Rule, H.R. Director Sue Baumgart, Randall Grove, Prosecutor Bryan Taylor, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. The interview committee consisted of the Board and Director Baumgart. Mr. Grove spoke of his background, education, and experience as well as his thoughts and vision for managing the public defender's office. The meeting concluded at 11:15 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

PUBLIC HEARING – PRELIMINARY PLAT AND FINAL PLAT FOR RADFORD RIDGES SUBDIVISION

The Board met today at 1:31 p.m. to conduct a public hearing in the matter of a request by TJ Wellard from Skinner Land Survey for preliminary plat and final plat approval for Radford Ridges Subdivision, Case No. SD-PH2017-22, a two residential lot development located in an "RR" (Rural Residential) zone. Present were: Commissioners Tom Dale, Pam White and Steve Rule, DSD Planner Deb Root, TJ Wellard, other interested persons, and Deputy Clerk Monica Reeves. The subject property, Parcel R38178013, is approximately 4.6 acres and is further described as a portion of the NW quarter of Section 34, Township 5N, Range 3W, BM, Canyon County, ID. The Planning and Zoning Commission forwarded this case with a recommendation of approval on August 3, 2017. Deb Root gave the oral staff report and said we are here to discuss a short plat (preliminary plat and final plat), and the irrigation plan and drainage plan are included on the preliminary plat for this two-lot development that is taking access across private property from Freezeout Road to the platted lots. There has been an easement reduction to 28 feet for the driveway. The property was approved for rezone by the Board earlier this year and the developer has submitted the plat for the purpose of obtaining residential permits on those lots and building a home. Staff is recommending approval of the plat as proposed; the applicants have met the conditions of approval and the water users agreement and road users agreement have been recorded. TJ Wellard said Ms. Root covered everything in her report. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to close the public hearing. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to approve the preliminary plat and the Findings of Fact, Conclusions of Law and Order. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to authorize the chairman to sign the

final plat. The hearing concluded at 1:37 p.m. An audio recording is on file in the Commissioners' Office.

FOURTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 14, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 9-14-17

The Board of Commissioners approved payment of County claims in the amount of \$32,327.07 for accounts payable.

APPROVED SALARY RATE REQUEST AND/OR KEY & SECURITY ACCESS REQUEST FORM

The Board approved a salary rate request and/or key & security access request form for Javier Guizar.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- WCP in the amount of \$21,420.00 for the Information Technology department

LEGAL STAFF UPDATE AND OPEN PROPOSALS FOR THE 2017 CANYON COUNTY POLLING PLACES COMPLIANCE CONSULTANT PROJECT

The Board met today at 9:02 a.m. for a legal staff update and to open proposals for the 2017 Canyon County Polling Places Compliance Consultant Project. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Clerk Chris Yamamoto, Deputy P.A. Mike Porter, and Deputy Clerk Monica Reeves. The proposals, which were due by September 14, 2017 at 8:59 a.m., were received from the following companies:

Federal Compliance Consulting, LLC
11808 Becket Street
Potomac, Maryland 20854

**This company submitted two (2) proposals. The first proposal was received on August 24, 2017 and the second proposal was received on September 13, 2017.

Inclusion Solutions
2000 Greenleaf St., Suite 3
Evanston, IL 60202
The proposal was received on August 24, 2017

Meeting the Challenge, Inc.
3630 Sinton Road, Suite 103
Colorado Springs, CO 80907
The proposal was received on August 24, 2017.

Due to some scheduling issues the original proposal deadline date was extended to September 14, 2017. The proposals will be reviewed and if the Clerk decides to proceed the Board will consider a notice of intent to award a contract and there will be discussion about where we go from here.

As part of the legal staff update the Board went into Executive Session as follows:

EXECUTIVE SESSION – PERSONNEL MATTER AND TO COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

Commissioner Rule made a motion to go into Executive Session at 9:07 a.m. pursuant to Idaho Code, Section 74-206(1) (b) and (f) discuss a personnel matter and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner White. A roll call vote was taken on the motion with Commissioners Rule, White, and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. Mike Porter, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:30 a.m. with no decision being called for in open session.

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

INTERVIEW GABRIEL MCCARTHY FOR THE CHIEF PUBLIC DEFENDER POSITION

The Board met today at 10:04 a.m. to interview Gabriel McCarthy for the Chief Public Defender position. Present were: Commissioners Tom Dale, Pam White and Steve Rule, H.R. Director Sue Baumgart, Gabriel McCarthy, Prosecutor Bryan Taylor, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Zach Wesley and Deputy Clerk Monica Reeves. The interview committee consisted of the Board and Director Baumgart. Mr. McCarthy spoke of his background, education, and experience as well as his thoughts and vision for managing the public defender's office. The meeting concluded at 10:52 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

CONSIDER SIGNING APPLICATION TO THE IDAHO ASSOCIATION OF COUNTIES FOR ASSISTANCE IN ECONOMIC OBSOLESCENCE AND/OR PROPERTY VALUE LITIGATION

The Board met today at 11:31 a.m. to consider signing an application to the Idaho Association of Counties for Assistance (IAC) in Economic Obsolescence and/or Property Value Litigation. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Assessor Brian Stender,

Deputy P.A. Allen Shoff, and Deputy Clerk Monica Reeves. Allen Shoff said this is a case currently before the district court regarding the SSI/CTI food processing plant near Wilder. The Assessor's Office is the petitioner in this case and there were some concerns with the value the Board of Tax Appeals determined in this case. The Assessor disagrees with the way the appraiser came up with some values and is concerned this may become a trend where groups hire appraisers to determine the value of properties based not on their actual working value but instead on the dark value of a site as sort of a distressed sale and unfortunately the Board of Tax Appeals bought into this argument. Mr. Shoff said they feel this is a good test case to bring forward and IAC may agree so they are asking for a total of \$25,000 to cover the potential costs of hiring an expert to do an appraisal. There is no guarantee IAC will grant the request. Brian Stender said the Board of Tax Appeals determined the value to be \$10 million, but the Assessor's appraiser believes the value to be \$21 million for 2016. Commissioner White made a motion to sign the application to the Idaho Association of Counties for Assistance in Economic Obsolescence and/or Property Value Litigation. The motion was seconded by Commissioner Rule who said he supports industry but it's important that we not roll over for an appraisal that is low by four or five times on a value. The motion carried unanimously. The meeting concluded at 11:36 a.m. An audio recording is on file in the Commissioners' Office.

INTERVIEW KRISTA HOWARD FOR THE CHIEF PUBLIC DEFENDER POSITION

The Board met today at 1:32 p.m. to interview Krista Howard for the Chief Public Defender position. Present were: Commissioners Tom Dale, Pam White and Steve Rule, H.R. Director Sue Baumgart, Krista Howard, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. The interview committee consisted of the Board and Director Baumgart. Ms. Howard spoke of her background, education, and experience as well as her thoughts and vision for managing the public defender's office. The meeting concluded at 2:23 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

INTERVIEW AARON BAZZOLI FOR THE CHIEF PUBLIC DEFENDER POSITION

The Board met today at 3:32 p.m. to interview Aaron Bazzoli for the Chief Public Defender position. Present were: Commissioners Tom Dale, Pam White and Steve Rule, H.R. Director Sue Baumgart, Aaron Bazzoli, Chief Civil Deputy P.A. Sam Laugheed, and Deputy Clerk Monica Reeves. The interview committee consisted of the Board and Director Baumgart. Mr. Bazzoli spoke of his background, education, and experience as well as his thoughts and vision for managing the public defender's office. The meeting concluded at 4:27 p.m. An audio recording of the meeting is on file in the Commissioners' Office.

FIFTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 15, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule – out of the office
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Mity Lite Tables in the amount of \$1706.72 for the Facilities department

BID OPENING FOR THE SHERIFF'S 2017 ENFORCEMENT SERIES WELDED JET BOAT AND
CONSIDER SIGNING SEPTEMBER 15, 2017 AGENDA ITEMS

The Board met today at 10:02 a.m. to open bids for the Sheriff's 2017 Enforcement Series Welded Jet Boat and to consider signing the September 15, 2017 agenda items. Present were: Commissioners Tom Dale and Pam White, Deputy P.A. Zach Wesley, Deputy P.A. Allen Shoff, Deputy P.A. David Eames, and Deputy Clerk Monica Reeves. The items were considered as follows:

Open Bids for the Sheriff's Office 2017 Enforcement Series Welded Jet Boat: Bids were received from Riddle Marine, LLC, in the amount of \$98,733 and \$84,733; and from Riverview Marina/Custom Weld Boats in the amount of \$62,750, after the trade-ins. David Eames will work with Lt. Ben Keyes to make sure the proposals meet the minimum requirements and they will come back to the Board at a later date. The boat will be largely paid for by a grant from the state; the matching portion that's required was hoped to be accomplished through the trade-ins.

Consider signing Independent Contractor Agreements for Court Interpreter Maria "Dolores" Salutregui and Ravinder Waraich: Allen Shoff said Mr. Waraich will provide Tagala language services, which is the predominant language in the Philippines, and Ms. Salutregui will provide Basque language services. Upon the motion of Commissioner White and the second by Commissioner Dale, the Board voted unanimously to sign the Independent Contractor Agreements for Court Interpreters Ravinder Waraich and Maria "Dolores" Salutregui. (See Agreement Nos. 17-112 and 17-113.)

Consider signing The Cabin's Writers in the Schools (WITS) Residency Agreement with Southwest Idaho Juvenile Detention Center's Agreement for 2017-2018 Academic Year: This is a program the juvenile detention center has been doing for a number of years where The Cabin arranges for a teacher to conduct a writing program. The total cost is \$5,600 but the County pays \$1,400. Upon the motion of Commissioner White and the second by Commissioner Dale, the Board voted unanimously to sign The Cabin Writers in the Schools Residency Agreement with the Southwest Idaho Juvenile Detention Center. (See Agreement No. 17-111.)

Consider signing Independent Contractor Agreement with Tom Bicak: This is for work Tom Bicak is doing on looking for funding for the Clark Farm project. The compensation will be \$35 per hour and he is required to provide monthly invoices for the anticipated 8-12 hours a week. This is for a 90-day period where he will try to find funding sources for the County to purchase the property. Commissioner Dale said he will meet with this afternoon with Scott Kido and his son and Mr. Bicak will be here as well. He said there was a suggestion that we have a partnership where a private partner could develop a part for what they want to do and we could come alongside it. Upon the motion of Commissioner Dale and the second by Commissioner White, the Board voted unanimously to sign the Independent Contractor Agreement with Tom Bicak. (See Agreement No. 17-110.)
The meeting concluded at 10:13 a.m. An audio recording is on file in the Commissioners' Office.

SIXTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 18, 2017

PRESENT: Commissioner Tom Dale, Chairman – out of the office
Commissioner Pam White
Commissioner Steve Rule – out of the office
Deputy Clerk Monica Reeves / Jenen Ross

No meetings today.

SEVENTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 19, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED SALARY RATE REQUEST AND/OR KEY & SECURITY ACCESS REQUEST FORM

The Board approved a salary rate request and/or key & security access request form for Nicole Hammett.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Caxton in the amount of \$12,873.32 for the District Court/TCA
- ESRI in the amount of \$20,400.00 for the Information Technology department

APPROVED CLAIMS ORDER NO. 9-25-17

The Board of Commissioners approved payment of County claims in the amount of \$66,290.84, \$60,203.48, \$86,008.61, \$45,345.11, \$133,934.06, \$170,924.93 and \$172,635.79 for accounts payable.

BIWEEKLY MEETING WITH THE DIRECTORS OF FACILITIES AND IT TO DISCUSS GENERAL ISSUES, SET POLICY AND GIVE DIRECTION

The Board met today at 8:37 a.m. for a biweekly meeting with the Directors of Facilities and IT to discuss general issues, set policy and give direction. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Facilities Director Paul Navarro and Deputy Clerk Jenen Ross. Commissioner Dale left at 8:49 a.m. Director Navarro updated the Board on the following items: The Pod 5 tent structure has been patched both inside and out. There have been some modifications made to the back fence; there are two small gates that used to open inward for access to the heating and a/c system and where they came together the razor wire was laid flat and there was a gap that the inmate was able to escape thru. The swing of the fence has been changed and the razor wire has been changed to concertina. Director Navarro met with Captain Ward and inside the structure there are block walls that used to flank the toilets. Those walls are about 5 ½ feet off the floor and this is where the inmate stood to escape. At this point the easiest and quickest solution is to knock those walls down so Mr. Navarro and his team will be over there today to get started on that. In speaking with Captain Ward, they believe this repair will meet with Sheriff Donahue's approval. Courtrooms 311 and 312 are nearly done with the final touches just being completed; they are hoping to give them back to Judge Ford next Wednesday. They are hoping to start on the next two courtrooms on October 2nd. Mr. Navarro will be out at Lake Lowell today to trench a couple of conduits, in order to avoid trenching in November, for the tower project that will be starting soon. The fairgrounds are the next big project for the fiscal year. Director Sinner has requested new arena heaters; there are currently 8 heaters in the arena but 3 of them have cracked heat exchangers and are no longer functional. Additionally, they will be painting the ceiling, the north and south walls and taking off the steel and putting up wood; he anticipates this project taking about 8 weeks. The indigent services office has requested doors be installed on their interview offices. Mr. Navarro has put together a quote for the Clerk to purchase the doors, knobs and glass panels; there are 6 doors to be installed and the Clerk has agreed to pay for everything with the quote coming in at just under \$8000. The Board has approved of this project. Director Navarro said he had a request from Commissioner Rule to address the synchronized clock system for the Commissioners' Office. He has met with Director Rast who came up with a solution but it is about \$2500 to buy the master clock and then 7 additional clocks. Commissioner White feels that her clocks are always different and likes the idea of synchronized clocks. Commissioner Dale does not feel the new system is necessary and that \$2500 is a lot of money for clocks. Commissioners Rule and White are in favor of the new system. Director

Navarro will work with Director Rast to get the clock system ordered and in place. The meeting concluded at 8:51 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING SEPTEMBER 19, 2017 AGENDA ITEMS

The Board met today at 9:01 a.m. to consider signing the September 19, 2017 agenda items. Present were: Commissioners Pam White and Steve Rule, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Allen Shoff, Deputy P.A. David Eames, DSD Director Tricia Nilsson, Controller Zach Wagoner, Executive Administrator Taryn Peterson, Director of Court Operations Denise Kennel, Juvenile Detention Director Steve Jett, and Deputy Clerk Monica Reeves. The items were considered as follows:

Consider signing a resolution for a refund of zoning compliance fee to Gary Tuttle: Director Nilsson said a client of Tuttle Construction abandoned a project so Mr. Tuttle is requesting the \$70 zoning compliance fee be refunded. Staff has not spent any time on the permit and they feel it's a fair request. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to issue a refund of the zoning compliance fee. (See Resolution No. 17-159.)

Consider signing a resolution to refund zoning fee for Ronald Sawyer: Director Nilsson said Mr. Sawyer came in to change occupancy of a manufactured home from residential to storage so he was charged a zoning a compliance fee, but he decided not to proceed so he is requesting a \$70 refund. Staff has not spent any time on the request. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to issue a refund of the zoning compliance fee. (See Resolution No. 17-160.)

Consider signing E-Payment Merchant Participation Agreement with Tyler Technology: Allen Shoff said this agreement is tied to the state's rollout out of the electronic court filing system, Odyssey. The Supreme Court used to handle court payments but it has decided that Tyler Technologies will provide the service on behalf of all the counties. Commissioner Rule is concerned that this is a pass through cost and will result in downstream costs to Canyon County. Zach Wagoner said it is specifically for credit card processing and previously the Supreme Court provided the machines and handled the backend for the credit card process through ISTARS. The clients are charged a convenience fee for credit card transactions. Commissioner Rule questioned why the County needs to sign an agreement if it's for the clients who make credit card payments. Mr. Shoff said the banks require an agreement with the County and with Tyler Technologies to create the order and to firm up where the funds are going and who's getting the technology. There is no cost to the County for this agreement. Commissioner Rule said they are charging the County something because the agreement states "*Tyler shall assess and collect the fees permitted in the master agreement in consideration of processing services provided hereunder.*" He will not support the agreement. Mr. Shoff said the customers will be paying their infraction, plus a convenience fee and part of that convenience fee goes the credit card company and part goes to Tyler Technologies for administering it. Sam Laugheed said the matter should be removed from the agenda for now so the Prosecutor's Office can try to address some of the questions

Commissioner Rule has raised and get back to the Board with better answers. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to table the agreement to tomorrow at 9:00 a.m.

Consider signing Independent Contractor Agreement for Court Interpreter Lilly May Bayley: The agreement is for Tagalog language services. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the Independent Contractor Agreement for Court Interpreter Lilly May Bayley. (See Agreement No. 17-114.)

Consider signing Juvenile Detention Housing Agreement with Adams County: This is the same agreement as last year, with the same rate. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the Juvenile Detention Housing Agreement with Adams County. (See Agreement No. 17-115.)

Consider signing Notice of Unscheduled Revenue Hearing: Zach Wagoner said we are approaching the end of the fiscal year and the books stay open until early November to pay any bills that were incurred prior to September 30. In looking at the budgets and the actuals the Clerk and Controller are recommending the FY2017 budget be adjusted as follows:

Indigent Fund: \$100,000 for costs associated with involuntary commitments and provider payments.

County Fair Fund: \$75,000 for facilities upgrades and improvements.

Consolidated Elections Fund: \$35,000 for personnel and costs associated with consolidated elections activity.

Problem Solving Courts Fund: \$20,000 for testing and problem solving courts operational costs.

Waterways Fund: \$10,000 for waterways patrol and operational costs.

Controller Wagoner said the County Fair revenue has come in greater than what was budgeted for so the excess revenue will cover whatever they are over in their budget. He said it's not known for certain if the above amounts will be spent but if we are going through the steps and costs associated with opening the budget we'd like to cover as much as we possibly can. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the notice of hearing for unscheduled revenue. The hearing will be held on October 4, 2017 at 9:30 a.m. There weren't any items for legal staff. The meeting concluded at 9:20 a.m. An audio recording is on file in the Commissioners' Office.

FILE IN MINUTES

The Board filed the tax charge adjustments by PIN for August 2017 in today's minutes.

MONTHLY MEETING WITH DIRECTOR OF JUVENILE DETENTION TO DISCUSS GENERAL ISSUES, SET POLICY AND GIVE DIRECTION

The Board met today at 10:05 a.m. for a monthly meeting with the Director of Juvenile Detention to discuss general issues, set policy and give direction. Present were: Commissioners Pam White and Steve Rule, Director of Juvenile Detention Steve Jett and Deputy Clerk Jenen Ross. Director Jett updated the Board on the following items: The garden is going strong and they are just a few pounds short of a ton of produce that's been harvested. They won't have the same poundage as they've had in previous years because they've spoken with the charities they donate to and learned what items they can use most, which won't necessarily be the heavier items. Friday morning KBOI will be at the detention center to conduct interviews on what organizations have benefitted from the garden; Kim Deugan with Advocates Against Family Violence will also be there to be interviewed. Mr. Jett currently has four employees at POST. The majority of the instructors at POST right now are from his facility as they've had a shortage of instructors and Mr. Jett highly supports POST. The benefit of this is that it's an extension of the field training program and the new employees attending will be trained as Mr. Jett would like. Graduation will take place on September 29th which means his employees will not be able to attend the employee appreciation lunch; Commissioner White has offered to get boxed lunches over to his office. He has one employee that will soon be back from deployment and another who will be moving from full-time to part-time. Recently they have had a run of mental illness cases that are needing restraint and one fight has happened. Next week Director Jett will be attending the Interstate Compact Commission meeting. The meeting concluded at 10:13 a.m. An audio recording is on file in the Commissioners' Office.

MONTHLY MEETING WITH DIRECTORS OF JUVENILE PROBATION AND MISDEMEANOR PROBATION TO DISCUSS GENERAL ISSUES, SET POLICY AND GIVE DIRECTION

The Board met today at 10:15 a.m. for a monthly meeting with the Directors of Juvenile Probation and Misdemeanor Probation to discuss general issues, set policy and give direction. Present were: Commissioners Pam White and Steve Rule, Director of Misdemeanor Probation Jeff Breach, Chief Juvenile Probation Officer Elda Catalano and Deputy Clerk Jenen Ross. Director Breach updated the Board on the following items: The Odyssey go-live will happen over the long Columbus Day weekend. He has a variety of staff in training this week and they are doing a bunch of data scrubs to see how things will come over. They've had a bit of a disagreement with the Supreme Court over the receipting of money but they've worked it out by having Clerk Yamamoto deputize his secretaries to be Clerks so now the Supreme Court won't view that as being illegal for them to receipt money. It will still have to go thru the priority of payments but it will be better than trying to send people across the street to pay and hoping they do so. They are still waiting for some forms to be loaded, along with the courts; Director Breach thinks it's possible that it'll take about a year for all the forms to be loaded. He and his administrative supervisor will be in on the 8th to make sure things come over; if it goes well he anticipates only being here a few hours, however if not, they could be here all weekend. The week of go-live they will be open to the public but won't be scheduling anyone to come into their office in order to give the probation officers a chance to get up to speed on Odyssey and scrub any data and make sure all their cases are there and supervision levels are correct. He is also working to

get his department set-up with e-filing, this is how the courts and PA will interact with his department as far as providing paperwork; there will be a training for this next Monday. They had an incident yesterday where an offender attempted to bribe their PO not to violate them, he's reported the incident to the police as it is a felony. He has been working with HR to come up with an aptitude test for potential new hires. The pool of applicants has been decreasing and he believes an aptitude test would really help narrow the field of potential employees. He's been searching for a free program but so far hasn't found anything that would work and it may have to be something we pay for. He has one PO that will be graduating POST this Friday. There was recently a situation with the CMS payment, due to their billing cycle and the fiscal year dates we ended up paying for FY2018 from the FY2017 budget.

Ms. Catalano updated the Board on the following items: She has also been working with HR to revamp the hiring process that's currently in place. She has a vacant position right now and will be conducting interviews on Monday. Over the last few years she has had several good candidates for open positions and they've had very little turn-over but she is working with Director Baumgart and her generalist to review the process. She recently received 47 applicants for one open position but because she requires a bachelor's degree she was able to eliminate several applications. With Odyssey coming in October her department will also be impacted but only in regards to the filing of paperwork with the courts. Her administrative staff have already attended one training session and they have an in-house training coordinator going over the information again and sending employees to different trainings as needed just to make sure they're ready to go on October 10th. She has had two incidents over the past couple of years with juveniles who have become unruly and because of that she's always wanted to have cameras installed to enhance safety. Those cameras were installed in the last couple weeks and are visible in any of the common areas and high traffic areas; she believes it will help monitor the people coming in. They are having more kids coming in that are being charged as adults; right now they have 4 cases pending of juveniles motioned to be treated as adults. The Idaho Department of Juvenile Corrections has put together a committee of people who work with the Office of Performance Management who then advises legislature on systemic changes. There is finally a recognition of kids at the county probation level are also at the state level involved with health and welfare and right now the system is not really doing justice for the kids or the community so they are looking to improve how the system, and specifically how the state responds, and works with the county to improve that. They've had a couple meetings and it's been helpful in getting others at the state level to understand that the county can't be solely responsible for the kids when they commit a crime. When kids have been in the health and welfare system since they were small, health and welfare needs to look at them differently and simply because they commit a crime they shouldn't just do away with them and say that counties are responsible for them and that is what's happening in some of the cases. Health and welfare needs to do things different to manage those cases because the county is not going to do it alone. Ms. Catalano is hopeful something will be discussed at the upcoming legislature about this issue for our county but also statewide. The meeting concluded at 10:31 a.m. An audio recording is on file in the Commissioners' Office.

PUBLIC HEARING – REQUEST BY MIB NEWBY FAMILY TRUST FOR A CONDITIONAL REZONE, CASE NO. CR-PH2017-40

The Board met today at 1:31 p.m. to conduct a public hearing in the matter of a request by MIB Newby Family Trust for a conditional rezone, Case No. CR-PH2017-40. Present were: Commissioners Tom Dale, Pam White and Steve Rule, DSD Director Tricia Nilsson, DSD Planner Deb Root, Todd Lakey, Ben Newby, and Deputy Clerk Monica Reeves. Deb Root gave the oral staff report. The applicant is requesting to conditionally rezone approximately 10 acres from “A” (Agricultural) to “CR-RR” (Conditionally Rezoned Rural Residential) subject to a development agreement that will restrict the property to one residential lot. The purpose is to obtain a building permit that does not currently exist as the property was divided not in accordance with the ordinance. They had gone through a conditional use permit but it was never commenced and therefore no building permit is available for the 10 acres. The applicants have stipulated to the residential permit being located in the northwest corner of the 10 acres and the balance will remain in agricultural production. The parcel will require platting as there are more than four on the original parcel. Staff is recommending approval of the request for a conditional rezone with a development agreement with the conditions as stated. Ms. Root said the applicant will ask the Board to remove the “cedar” from Condition No. 7 and replace it with “wood”, in regards to the type of sight obscuring fence that will be used. Staff has no objection to this request. Also Deputy P.A. Zach Wesley reviewed the conditions and asked that Conditions 5 and 6 be changed from stating *prior to commencement of development*, to *prior to obtaining a building permit for the property*, which better stipulates the commencement of timing of the requirement. Todd Lakey offered testimony on behalf of the applicants. In 2001 the property was part of a C.U.P. and two residential permits were available as a result of that. Back then Mr. Newby was not in a position to carry the project forward so the C.U.P. expired and that’s what brings us back today. Instead of two homes, they are looking to put one home on the northwest corner of the property. Regarding the fencing issue, Mr. Lakey said the neighbor came to the P&Z Commission hearing and the applicants agreed to install a fence using cedar but they would like the flexibility to use some other type of wood fence and still be consistent in character. Commissioner Dale is not in favor of requiring a fence on this farm property because after a while it will get weathered and blow down. Mr. Lakey said that’s up to the Board but the applicant is committed to doing that for the neighbor. Ben Newby testified that when they first bought the property some other people lived in the house and built a barn and that neighbor wanted him to split the cost of building a fence but he didn’t have a way to clean the ditch on the property so they decided to move the fence two feet onto the Newby property to allow space for the tractor tires to go down the ditch line. Mr. Newby has been cleaning the ditch for 20 years. Upon the motion of Commissioner Rule and the second by Commissioner White the Board voted unanimously to close public testimony. Commissioner Rule said fence issues should be solved between the parties involved not by County Commissioners. He also said fence costs are typically shared by the neighbors. Commissioner White made a motion to approve the request with the amendments to the Development Agreement, specifically for Conditions No. 5 and 6 which state the development shall comply with Idaho Transportation Department requirements prior to obtaining a building permit. Condition No. 7 will be removed. The motion was seconded by Commissioner Rule and carried unanimously. Commissioner Rule made a motion to approve

the Findings of Fact, Conclusions of Law, Conditions of Approval and Order, as amended. The motion was seconded by Commissioner White and carried unanimously. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to direct staff to prepare an ordinance and approve the development agreement with the recommended changes. The applicant will sign the development agreement. The Board will sign the written Findings, the development agreement, and the ordinance tomorrow at 11:30 a.m. The hearing concluded at 2:05 p.m. An audio recording is on file in the Commissioners' Office.

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

The Board met today at 2:33 p.m. for a monthly meeting with the Solid Waste Director to discuss general issues, set policy and give direction. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Solid Waste Director David Loper and Deputy Clerk Jenen Ross. Director Loper updated the Board on the following items: he recently met with Controller Wagoner to discuss tonnage rates and budget revenues, because of the winter we had it didn't look like the numbers would catch back up to FY2016. With the summer months, they are now on target to surpass FY2016 numbers. In July they were up about 7-8% in tonnage rates and in August they were up a little over 15%. For the end of FY2017 he is forecasting they'll be up 6-10% in tonnage over the previous fiscal year. In FY2016 they collected 247,000 tons and for FY2017 he is predicting 266-270 tons will be collected. Director Loper is continuing with the bio-solids pilot program. They've been taking Nampa's without any issues. They receive one load a day and a report is sent each week showing the percent of total solids that were brought in the previous week, this allows Director Loper to track what is easy to take care of and what is a little more problematic. They have taken anywhere from 14% to 45% wet material; the wetter material is slightly harder to deal with but nothing they can't handle. This week he has suspended Nampa's loads in order to try out Caldwell's to see how they handle; they will be handled the same way with just one load a day being delivered. At this point Mr. Loper is feeling pretty good about accepting the material but will continue to work with it. For future plans, although it doesn't seem to be problematic, he still does not want to take more than one load a day so he will work out an alternating schedule for Nampa and Caldwell deliveries. Some of the issues that could arise with accepting the bio-solids would include potentially more landfill gas issues because of the decomposition and the moisture, the stability of the fill and soft spots in the floors. At this point they are not seeing any issues, it's not impacting the operation once it's mixed in with the regular waste brought into the landfill. Director Loper is projecting an increase in revenue especially if a new fee structure is introduced in FY2018. In the new fee structure he would like to develop a 'special waste' category that would include things like concrete, large stumps, bio-solids and trailer-homes. Commissioners Dale and White would like to see an increased charge for accepting the bio-waste as both the Cities of Nampa and Caldwell are realizing a savings in having a closer drop-off location, Director Loper said that is something he will look into once the pilot program is complete. They are continuing to work with DEQ on the Tier One operating permit and the Title V air permit, the first milestone has been met by submitting the

operating application to DEQ. It is currently in the review process and they have requested a little more information from Director Loper but he doesn't feel it will be a big deal to get them the information they're requesting. A new scraper has been requested in the FY2018 budget, it's approximately an \$800,000 machine and they've been working with Western States Cat to purchase a new one. They are getting close to putting all the hours on the current machine so they are monitoring that closely to make sure they don't go over the buy-back guarantee hours allotted. Director Loper anticipates having the new machine mid-October. The expansion plan is moving forward in discussion with the consultants on that project and they are still trying to work thru the site certification boundary line. The first step will be to hire a 3rd party contractor to do the ground water monitoring and purchase the pumps to put in the wells for the monitoring. They will need 3-4 quarters of good, defensible data to submit to DEQ to show there is nothing going on in order to request an exemption for a liner. Additionally, they will need to do some core sample drilling to make sure they know the hydrology of whether they want to move the line or not. The Board would like to see the sampling done sooner rather than later as the regulations are not going to get more flexible. With the cost of the equipment that goes into each well Mr. Loper will have to find a better way to secure the wells that are outside his fenced boundary in the recreation area; he has had issues before with people getting into them even though they are locked up. September 28th is Pesticide Day, Farm and Agriculture is hosting the event but it will take place at the landfill. They promote to the farmers and usually receive large drums of pesticide. Last week he received a call from the Nampa police department letting him know they were investigating a crime regarding an illegal dump in a homicide case, however, after Mr. Loper notified Commissioner Dale of the phone call he received another call letting him know that the investigation had taken a different track and Mr. Loper did not think NPD would be out. The meeting concluded at 2:59 p.m. An audio recording is on file in the Commissioners' Office.

EIGHTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 20, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- CableWholesale.com in the amount of \$2107.55 for the Information Technology department
- Bulldog Shirts in the amount of \$1227.14 for the Development Services department
- Graybar in the amount of \$1736.40 for the Information Technology department

INDIGENT DECISIONS

The Board met today at 8:50 a.m. to consider indigent decisions. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Indigent Services Director Yvonne Baker, Indigent Customer Service Specialists Robin Sneegas and Kelly Galloway, and Deputy Clerk Monica Reeves. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to issue denials with a written decision to follow within the next 30 days for the following cases: 2017-1474, 2017-1511, 2017-1444, 2017-1450, 2017- 1471 2017-1508 2017-1457 2017-1449 2017-1458 2017-1333, 2017-1472, 2017- 1510, 2017-1507, 2017-1454, 2017-1456, 2017-1473, 2017-1448, 2017-1615, 2017-1506, 2017-1446, 2017-1445, 2017-1483, 2017-1447, and 2017-1452. The proceeding concluded at 8:52 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING SEPTEMBER 20, 2017 AGENDA ITEMS

The Board met today at 9:03 a.m. to consider signing this morning's agenda items. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Mike Porter, Deputy P.A. Allen Shoff, Deputy P.A. Zach Wesley, Captain Daren Ward, Controller Zach Wagoner, Chief Deputy Clerk Drew Maffei, Director of Court Operations Denise Kennel, Court Training and Dev. Manager Raena Bull, and Deputy Clerk Monica Reeves. The items were considered as follows:

Consider Signing Amendment No. 3 to the Food Service Agreement with CBM Managed Services: Mike Porter said this is an annual amendment to the cost of CBM Managed Services providing food services in the jail. Captain Daren Ward said last year the repair and replacement amount was increased from 5 cents per tray to six cents per tray in order to cover the normal day-to-day costs but during the past year the dishwasher in the jail kitchen was replaced and the chemical costs went down significantly so now we need to lower the per tray cost to 5 cents. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to sign Amendment No. 3 to the Food Service Agreement with CBM Managed Services. (See Agreement No. 17-117.)

Consider signing E-Payment Merchant Participation Agreement with Tyler Technologies: Allen Shoff said the agreement will allow the County to accept credit cards being used by individuals paying fines, fees, and court costs. The Supreme Court in 2015 concluded negotiations with Tyler Technologies to provide the Odyssey system to all judicial districts for the electronic filing systems. The minimal cost is zero. The hardware and the software are paid for by the state, not the counties and the processing fees are paid by the person paying the fines/fees. Tyler Technologies takes out their portion and a small portion goes to the Supreme Court and the remainder gets deposited to the account and it's dispersed from there. Controller Wagoner said there is no cost to the taxpayers, and in fact it's beneficial to the taxpayers and the court system because it helps to facilitate payments and bring more money into the court system. Upon the motion of Commissioner Rule and

the second by Commissioner White, the Board voted unanimously to sign the E-Payment Merchant Participation Agreement with Tyler Technologies. (See Agreement No. 17-118.)

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

EXECUTIVE SESSION: CONSIDER PERSONNEL MATTER PURSUANT TO IDAHO CODE, SECTION 74-206(1) (A) AND (D): CANDIDATE EVALUATIONS FOR THE POSITION OF CHIEF PUBLIC DEFENDER

Commissioner White made a motion to go into Executive Session at 9:34 a.m. pursuant to Idaho Code, Section 74-206(1) (a) and (d) to consider a personnel matter, candidate evaluations for the position of Chief Public Defender. The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Rule, White and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Chief Civil Deputy P.A. Sam Laugheed, Prosecutor Bryan Taylor, Deputy P.A. Zach Wesley, Deputy P.A. Mike Porter, Sheriff Kieran Donahue, HR Director Sue Baumgart, and Deputy Clerk Monica Reeves. The Board took a break at 10:40 a.m. and returned to session at 11:30 a.m. with the same parties present. The Board came out of Executive Session at 11:37 a.m. and Commissioner Dale said the Board will propose that a resolution be drafted appointing Aaron Bazzoli as the Chief Public Defender. Sam Laugheed said the Board did deliberate properly under Idaho Code, Section 74-206(1)(a), which allows for the consideration of hiring a public officer and it compared the relative merits of candidates for the position against each other. No decision was made but since there was a clear preference moving out of Executive Session that there would be a motion where the candidate is identified. Commissioner Rule made a motion to authorize the preparation of a resolution appointing Aaron Bazzoli as the Chief Public Defender. The motion was seconded by Commissioner White for discussion; she recognized there were four outstanding candidates who are very qualified and were thoroughly vetted and she is confident in the decision the Board has made. Commissioner Dale added that it was not an easy decision because of the high qualifications of all four candidates. The motion carried unanimously. Mr. Laugheed and Ms. Baumgart will prepare the resolution and communicate with all of the candidates. The discussion concluded at 11:41 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING THE FINDINGS OF FACT, CONCLUSIONS OF LAW, CONDITIONS OF APPROVAL AND ORDER; DEVELOPMENT AGREEMENT; AND ORDINANCE FOR MIB NEWBY FAMILY TRUST CONDITIONAL REZONE

The Board met today at 11:43 a.m. to consider signing the Findings of Fact, Conclusions of Law, Conditions of Approval and Order; a Development Agreement; and an Ordinance for the MIB Newby Family Trust conditional rezone request. Present were: Commissioners Tom Dale, Pam White and Steve Rule, and Deputy Clerk Monica Reeves. The Board held a hearing yesterday in the matter of a request by MIB Newby Family Trust for a conditional rezone

from an "A" (Agricultural) Zone to a "CR-RR" (Conditional Rezone-Rural Residential) Zone. As part of the Board's approval of the request, some language in the conditions was changed and staff was instructed to make the changes and bring the documents back today. Commissioner Rule made a motion to approve the Ordinance Directing Amendments to the Canyon County Zoning Map for the Newby Family Trust Conditional Rezone, Case No. CR-PH2017-40. The motion was seconded by Commissioner White and carried unanimously. (See Ordinance No. 17-015.) Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to approve the Findings of Fact, Conclusions of Law, Conditions of Approval and Order for MIB Newby Family Trust. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to approve the Development Agreement with MIB Newby Family Trust which reflects the wording changes in Conditions 5 and 6; and the deletion of Condition No. 7. (See Development Agreement 17-119.) The meeting concluded at 11:46 a.m. An audio recording is on file in the Commissioners' Office.

LUNCH MEETING WITH GEORGE NOURSE GUN RANGE ADVISORY BOARD

The Board met today at 12:15 p.m. for a lunch meeting with members of the George Nourse Gun Range Advisory Board. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. David Eames, Parks Director Nicki Schwend, Assistant Parks Director Kathy Kershner, Advisory Board members Bob Sobba, Cindy Pratt-Carrell and Jim Nuzzo, and Deputy Clerk Monica Reeves. Nicki Schwend said enforcement is a big issue because there have been heated arguments with armed individuals, which is what spurred this meeting. The Sheriff's Office will enforce law violations but they do not have the resources to have someone out there all the time. The Parks staff is there often to do repairs because there has been a lot of vandalism and it's become a dumping ground for appliances that are used for target practice. The goal is to raise the quality of the facility and step up the expectation and find out what the citizens want. Commissioner Dale said we want to get a broader range of visibility and perhaps have some organized competitions that elevate the awareness of the quality of the facility. Director Schwend said the range was not built to code, it's not more than a hillside with badly bulldozed lanes. Bob Sobba said he was part of the original plan to build the range and he believes it's a good asset. Jim Nuzzo said some of the gun stores are going to the range at 5:00 a.m. and holding lanes for people. Director Schwend said that's an issue because they are not supposed to be doing that without a permit and she doesn't want her non-deputized employees involved because safety is number one priority. Mr. Nuzzo said if there are issues at night we could install a gate and have someone drive out there to lock/unlock it, and we could replace the wooden stands with concrete. Cindy Pratt-Carrell said there are local firearms manufacturers who may be interested in building targets with their name on it or donating materials or time to promote the range in exchange for free advertising. Director Schwend said we can reach out to a few of them to see what companies are willing to do. Commissioner Rule suggested a modest budget line be included in the Parks Department budget for this purpose so the advisory board has some financial resources. Director Schwend said she has a few miscellaneous lines to start with for upgrades but she will keep the Board in the loop to make sure it's approved. Commissioner Rule said we can also utilize some money from the Facilities Department. Commissioner

White thanked the board members for giving their time. The advisory board will hold its first meeting on October 5. The meeting concluded at 1:03 p.m. No Board action was required or taken. An audio recording is on file in the Commissioners' Office.

NINTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 21, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

CONSIDER INDIGENT DECISIONS

The Board met today at 8:51 a.m. to consider indigent decisions. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Indigent Director Yvonne Baker, Hearing Generalist Kellie George and Deputy Clerk Jenen Ross. Ms. George said the following cases have met all the criteria for approval: 2017-587, 2017-1073 and 2017-1702. Upon the motion by Commissioner White and second by Commissioner Rule the Board voted unanimously to approve the cases as read into the record with a written decision to be issued within 30 days. Upon the motion of Commissioner Rule and second by Commissioner White the Board voted unanimously to issue denials for cases 2017-965 and 2017-1186 with a written decision to be issued within 30 days. Upon the motion of Commissioner White and second by Commissioner Rule the Board voted unanimously to issue a continuance to December 14, 2017 for case no. 2017-1115. Upon the motion by Commissioner Rule and second by Commissioner White the Board voted unanimously to issue a final denial for case no. 2017-1217 and an initial denial for case no. 2017-1374 with a written decision to be issued within 30 days. Upon the motion by Commissioner White and second by Commissioner Rule the Board voted unanimously to issue an amended initial approval for case no. 2017-761. The meeting concluded at 9:04 a.m. An audio recording is on file the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2017-698

The Board met today at 9:07 a.m. to conduct a medical indigency hearing for Case No. 2017-698. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. David Eames, Indigent Services Director Yvonne Baker, Hearing Generalist Kellie George, the applicant, the applicant's wife, Steven DeVille for St. Alphonsus, Attorney Bryan Nickels for St. Alphonsus and Deputy Clerk Jenen Ross. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to continue the case to December 14, 2017. The hearing concluded at 9:25 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2017-996

The Board met today at 9:29 a.m. to conduct a medical indigency hearing for Case No. 2017-996. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. David Eames, Indigent Services Director Yvonne Baker, Hearing Generalist Kellie George, the applicant, the applicant's husband, Michelle Davis for St. Luke's, Attorney Mark Peterson for St. Luke's and Deputy Clerk Jenen Ross. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to continue the case to January 11, 2018. The hearing concluded at 9:51 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2017-620

The Board met today at 9:55 a.m. to conduct a medical indigency hearing for Case No. 2017-620. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. David Eames, Indigent Services Director Yvonne Baker, Hearing Generalist Kellie George, Michelle Davis for St. Luke's, Attorney Mark Peterson for St. Luke's and Deputy Clerk Jenen Ross. The applicant did not appear. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to continue the case to November 16, 2017. The hearing concluded at 10:04 a.m. An audio recording is on file in the Commissioners' Office.

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

Note for the record: As properly noticed the Board met today at 10:13 a.m. for a legal staff update. A request was made to go into Executive Session to discuss a personnel matter and to communicate with the County's risk manager regarding pending/imminently likely claims. The Executive Session was held as follows:

Commissioner Rule made a motion to go into Executive Session at 10:14 a.m. pursuant to Idaho Code, Section 74-206(1) (b) and (i). The motion was seconded by Commissioner White. A roll call vote was taken on the motion with Commissioners Rule, White and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. Mike Porter, Deputy P.A. David Eames, IT Director Greg Rast, and Deputy Clerk Monica Reeves. The Executive Session concluded at 10:42 a.m. with no decision being called for in open session.

TENTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 22, 2017

PRESENT: Commissioner Tom Dale, Chairman

Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Western States CAT in the amount of \$391,666.53 for the Solid Waste department
- Hanson Janitorial Supply in the amount of \$15,783.40 for the Sheriff's Office

LEGAL STAFF UPDATE AND CONSIDER SIGNING SEPTEMBER 22, 2017 AGENDA ITEMS

The Board met today at 9:01 a.m. for a legal staff update and to consider signing the September 22, 2017 agenda items. Present were: Commissioners Pam White and Steve Rule, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. David Eames, Deputy P.A. Zach Wesley, Lt. Ben Keyes, Chief Marv Dashiell, Indigent Services Director Yvonne Baker, Shawna Larson from the Auditor's Office, and Deputy Clerk Monica Reeves. The items were considered as follows:

Consider signing Agreement with Hakim Hazim for Provision of Mentoring for Juvenile Offenders: Mr. Eames said Mr. Hazim has been a qualified and excellent mentor, according to Chief Probation Officer Elda Catalano, and he has not had a raise in his hourly rate in eight years. When the Board previously considered this agreement he was proposing a 20% raise from \$40 per hour to \$50 per hour and Commissioner Rule had some issues with that so Ms. Catalano renegotiated and the new rate is now \$45 per hour. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the agreement with Hakim Hazim for FY2018. (See Agreement No. 17-124).

Consider signing Agreement with Jorge Reyes for Provision of Individual and Family Counseling for Juvenile Offenders and Their Families: Mr. Eames said it's the same as last year's contract other than Mr. Reyes is no longer going to do the after care. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the agreement with Jorge Reyes for FY2018. (See Agreement No. 17-122).

Consider signing Agreement with Rita Fell for Provision of Individual and Family Counseling for Juvenile Offenders and Their Families: This is the same contract as last year. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the agreement with Rita Fell for FY2018. (See Agreement No. 17-123).

Consider signing IPSCC Grant Award-E911 System: Chief Dashiell said several years ago the County entered into an agreement with the State to add the extra 25-cent (25¢) surcharge for E-911 which goes into the Idaho Public Safety Communications System and allows the counties that contribute to the fund the opportunity to request grant funding. We applied for funding to replace and upgrade our computers and monitors in the dispatch center and

we were awarded \$88,922.40. Sam Laugheed said the Controller is aware of the grant which has the same conditions we've had in the past and there will be no problem with complying with the conditions. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the IPSCC Grant Award for the E911 System.

Consider signing notice of intent award of bid for the Canyon County Sheriff's Office 2017 Enforcement Series Welded Jet Boat: David Eames said last week we received two bids for a welded jet boat and one was significantly cheaper and gave us better trade-in value for the two boats and so in discussions with Lt. Keyes we are going with that bid. Lt. Keyes said Custom Weld has built four jet boats for Canyon County and he has been very happy with them. Mr. Eames said this comes from grant funding and the County's matching portion will be the two trade-in boats. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the notice of intent award of bid for CCSO 2017 Enforcement Series Welded Jet Boat.

As part of the legal staff update the Board went into Executive Session as follows:

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

Commissioner Rule made a motion to go into Executive Session at 9:11 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (f) discuss records exempt from public disclosure and attorney-client communication, and to communicate with legal counsel regarding pending/imminently likely litigation. The motion was seconded by Commissioner White. A roll call vote was taken on the motion with Commissioners Rule and White voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Pam White and Steve Rule, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. David Eames, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:28 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 INDEPENDENT CONTRACTOR AGREEMENTS WITH MERCEDES LUPERCIO AND WILL BROWNING FOR INDIGENT SERVICES

The Board met today at 9:31 a.m. to consider signing Independent Contractor Agreements with Mercedes Lupercio and Will Browning for indigent services. Present were: Commissioners Pam White and Steve Rule, Deputy P.A. David Eames, Indigent Services Director Yvonne Baker, and Deputy Clerk Monica Reeves. David Eames said we haven't had contracts with the interpreters who help in medical indigency cases but these documents will be the first to make it official. It's the same rate they've had for years, \$30 per hour plus mileage. Ms. Lupercio provides Spanish interpreter services and Mr. Browning provides Spanish and French interpreter services. Upon the motion of Commissioner Rule and the

second by Commissioner White, the Board voted unanimously to sign the Independent Contractor Agreement with Mercedes Lupercio and Will Browning for Indigent Services. (See Agreement Nos. 17-120 and 17-121.) The meeting concluded at 9:34 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER RESOLUTION APPOINTING AARON BAZZOLI AS THE CHIEF PUBLIC DEFENDER

The Board met today at 11:03 a.m. to consider a resolution appointing Aaron Bazzoli as the Chief Public Defender. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Aaron Bazzoli, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Mike Porter, Deputy P.A. Zach Wesley, PD Office Manager Deepak Budwani, TCA Doug Tyler, HR Director Sue Baumgart, and Deputy Clerk Monica Reeves. Sam Laugheed reviewed the resolution and said there is no legal reason not to move forward with it. Commissioner Dale said we had a broad spectrum of opinions expressed throughout the process and he's confident we have selected a great man to fill the position and will move forward with the goals and desires of the Public Defender Department to satisfy the constitutional requirement of protecting the rights of people. Commissioner White congratulated Mr. Bazzoli on his appointment. Commissioner Rule said he could stay the course with Krista Howard just fine; however, he felt there was an applicant who had an excellent background and more experience in a broader sense and was more qualified at this selection process. Commissioner White made a motion to sign the resolution appointing Aaron J. Bazzoli to the position of Chief Public Defender. The motion was seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners White, Rule and Dale voting in favor. The motion carried unanimously. (See Resolution No. 17-161.) The first day of employment will be October 10. Mr. Bazzoli said he looks forward to working with the Board and assuaging the concerns, and he said we need to address the overstepping of the bounds of the PDC and what they are going to attempt to do. The meeting concluded at 11:09 a.m. An audio recording is on file the Commissioners' Office.

ELEVENTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 25, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White – out of the office
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED SALARY RATE REQUEST AND/OR KEY & SECURITY ACCESS REQUEST FORM

The Board approved a salary rate request and/or key & security access request form for Aaron Bazzoli.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- D&A Door and Specialties in the amount of \$3678.00 for the Indigent Services department
- Caldwell Glass in the amount of \$5371.56 for the Indigent Services department
- R&H Wholesale Supply Inc. in the amount of \$352.80 for the Indigent Services department
- Henricksen Butler in the amount of \$2716.72 for the Prosecution Attorney's Office

FILE IN MINUTES

The Board filed the Treasurer's Monthly report for August 2017 in today's minutes.

COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:30 a.m. for an office staff meeting. Present were: Commissioners Tom Dale and Steve Rule, PIO Joe Decker, Deputy Clerk Jenen Ross, Sr. Administrative Specialist Jamie Miller, and Deputy Clerk Monica Reeves. The Board reviewed this week's schedule with staff. Joe Decker reported on the following communication issues: site pay, which is what people use to pay traffic tickets, fines and post bonds, is going away on Friday so the links on our website will be removed and a new link will be put up after Columbus Day as part of the courts' switchover from ISTARs to Odyssey; he will prepare a proclamation for domestic violence month, which is October, he will reach out to Aaron Bazzoli about doing a media release on his appointment as Chief Public Defender; he is working on a press release on the increase in agricultural land; he will assist the election's office with a training video for the upcoming election; he will post the 4-H proclamation on the website; a television crew from Crime Watch Daily interviewed the Sheriff about the Mike Bollinger case as part of the unsolved mystery program which will air in 285 cities nationwide; another group from the Oxygen Network is doing something similar so he will work with Sheriff's Office on that; and he will send another email regarding the employee appreciation luncheon. The meeting concluded at 8:42 a.m. An audio recording is on file in the Commissioners' Office.

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

Note for the record: As properly noticed the Board met today at 9:01 a.m. for a legal staff update. A request was made to go into Executive Session to discuss records exempt from public disclosure and attorney-client communication, and to communicate with legal counsel regarding pending/imminently likely litigation. The Executive Session was held as follows: Commissioner Rule made a motion to go into Executive Session at 9:02 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (f). The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Rule and Dale voting in favor

of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Tom Dale and Steve Rule, Deputy P.A. Zach Wesley, Deputy P.A. Brad Goodsell, DSD Director Tricia Nilsson, Chief Deputy Assessor Joe Cox, and Deputy Clerk Monica Reeves. The Executive Session concluded at 9:21 a.m. While in open session Commissioner Rule made a motion to amend his earlier motion to go into Executive Session to include Section 74-206(1) (b) to discuss a personnel matter. The motion was seconded by Commissioner Dale and carried unanimously.

CONSIDER APPROVING FY2018 SALARY RATES AND CONSIDER SETTING TAX YEAR 2017 LEVY RATES

The Board met today at 10:16 a.m. to consider approving the FY2018 salary rates and to consider setting tax year 2017 levy rates. Present were: Commissioners Tom Dale and Steve Rule, Controller Zach Wagoner, Shawna Larson from the Auditor's Office, Chief Deputy Assessor Joe Cox, IT Director Greg Rast, Assistant IT Director Eric Jensen, PD Office Manager Deepak Budwani, and Deputy Clerk Monica Reeves. Zach Wagoner said during the development of the budget there was a continuation of the compensation plan and the dollar amounts for the plan were included in the FY2018 budget. He prepared a document for the Board that contains the fulltime employees for the County, their effective salary rates for FY2018 and any one-time equity adjustment payments. The rates are effective as of today. Commissioner Rule said he is against salary increases for the elected officials but he does not want to get in the way of the employees so he made a motion to approve the salary amounts with the effective starting dates by resolution. The motion was seconded by Commissioner Dale and carried unanimously. (See Resolution No. 17-162.) Mr. Wagoner also presented the levy rate resolution and said all taxing districts in Canyon County submit their property tax budget requests to the Clerk and they have been reviewed and the tax levy rates have been calculated and are included in the document presented today. Commissioner Rule made a motion to sign the resolution setting the levy rates for tax year 2017. The motion was seconded by Commissioner Dale and carried unanimously. (See Resolution No. 17-163.) The meeting concluded at 10:21 a.m. An audio recording is on file in the Commissioners' Office.

TWELFTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 26, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

No meetings scheduled – Commissioners Dale and Rule attended the IAC Conference

THIRTEENTH DAY OF THE SEPTEMBER TERM, A.D., 2017

CALDWELL, IDAHO SEPTEMBER 27, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

No meetings scheduled – Commissioners Dale and Rule attended the IAC Conference

FOURTEENTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 28, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 1726

The Board of Commissioners approved payment of County claims in the amount of \$1,542,963.35 for a County payroll.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Best Buy for Business in the amount of \$4079.84 for the Information Technology department

APPROVED THE JULY 2017 TERM COMMISSIONER PROCEEDINGS AND SYNOPSIS

The Minutes of the Fiscal Term of July 2017 were read and approved and found to be a proper record of the proceedings of the Board of Commissioners of Canyon County, Idaho. Also approved was the synopsis for publication. Minutes of the Board of Canyon County Commissioners' meetings are on file in the Commissioners' Office and may be viewed upon request.

CONSIDER SIGNING NOTICE OF INTENT TO AWARD CONTRACT FOR THE 2017 REQUEST FOR PROPOSALS FOR CANYON COUNTY POLLING PLACES COMPLIANCE SURVEYING, AND CONSIDER SIGNING SETTLEMENT AGREEMENT BETWEEN CANYON COUNTY AND TRACEY BRIGHT

The Board met today at 9:03 a.m. to consider signing a notice of intent to award the contract for the 2017 Request for Proposals for the Canyon County Polling Places Compliance Surveying Project, and to consider signing a settlement agreement between Canyon County and Tracey Bright. Present were: Commissioners Pam White and Steve Rule, Deputy P.A. Zach Wesley, Deputy P.A. Mike Porter, and Deputy Clerk Monica Reeves. Mike Porter said the notice of intent to award the contract for the polling places compliance surveying RFP will be pushed to October 12 to allow more time to review the proposals and meet with the Clerk. Zach Wesley said the settlement agreement with Tracey Bright comes to the Board from the Parks Department and is related to a damaged fence that will be repaired by Mr. Bright. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the settlement agreement with Tracey Bright. (See Agreement No. 17-125.) The meeting concluded at 9:06 a.m. An audio recording is on file in the Commissioners' Office.

FIFTEENTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO SEPTEMBER 29, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 9-29-17

The Board of Commissioners approved payment of County claims in the amount of \$111,081.69, \$75,873.06, \$32,240.71 and \$67,249.34 for accounts payable.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Journal Technologies, Inc. in the amount of \$64,197.00 for the Public Defender

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Goodwood Barbecue Company to be used 10/7/17 for a wedding.

LEGAL STAFF UPDATE; CONSIDER SIGNING INDEPENDENT CONTRACTOR AGREEMENT WITH TOM BICAK; AND RATIFY THE SEPTEMBER 22, 2017 SIGNING OF THE FY2018 AGREEMENTS WITH HAKIM HAZIM AND JORGE REYES

The Board met today at 9:03 a.m. for a legal staff update, and to consider the independent contractor agreement with Tom Bicak, and to ratify the September 22, 2017 signing of the FY2018 agreements with Hakim Hazim and Jorge Reyes. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Zach Wesley, Deputy P.A. Mike Porter, Deputy Brad Goodsell, and Deputy Clerk Monica Reeves. Sam Laugheed said the agreements for the provision of individual and family counselling for juvenile offenders and families with Jorge Reyes, and the provision of mentoring for juvenile offenders with Hakim Hazim were on with a series of agreements the Board signed last week and they were listed on the calendar but not on the actual agenda so we need to ratify the signing of those two agreements. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to ratify the September 22, 2017 approval of the agreements with Jorge Reyes and Hakim Hazim. (See Agreement Nos. 17-122 and 17-124, which are on file with the 9-22-17 minutes.) Brad Goodsell said the proposed consultant agreement with Tom Bicak is to do the work of completing a brownsfield grant application for the cleanup of the Anderson Corner property. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the independent contractor agreement with Tom Bicak. (See Agreement No. 17-126.) As part of the legal staff update, Mike Porter said the campus security consultant committee has met and reviewed the proposals that were updated with the two finalists in the RFP process. Jensen and Triad received an invitation to 1) identify prices for each component of the courthouse and the campuses surrounding it, and 2) to articulate what they would do for the County for the money they would charge. After review it looks like both responses came back with lower prices and gave a good indication of what the six components would cost so we could prioritize them. The committee has a recommendation and a letter to the Board will be forthcoming in the next day or two. Commissioner Dale asked about the grant letter regarding I-84 that is scheduled for later this morning and because the attorneys had some legal advice for the Board and related discussion they went into Executive Session as follows:

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

Commissioner Rule made a motion to go into Executive Session at 9:09 a.m. pursuant to Idaho Code, Section 74-206(1) (d) to discuss records exempt from public disclosure and attorney-client communication. The motion was seconded by Commissioner White. A roll call vote was taken on the motion with Commissioners Rule, White and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Zach Wesley, Deputy P.A. Mike Porter, Deputy Brad Goodsell, and Deputy Clerk Monica Reeves-. The Executive Session concluded at 9:23 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 PROCLAMATION TO DECLARE OCTOBER 1-7, 2017 AS NATIONAL 4-H WEEK IN CANYON COUNTY, AND CONSIDER RESOLUTIONS ISSUING REFUNDS TO JONATHAN AND CINDY POOT AND AMANDA DRAPER

The Board met today at 9:33 a.m. to consider signing a proclamation to declare October 1-7, 2017 as National 4-H Week in Canyon County and to consider resolutions issuing refunds to Jonathan and Cindy Poot, and Amanda Draper. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Tina Holmquist, Carrie Johnson, PIO Joe Decker, and Deputy Clerk Monica Reeves. The proclamation is for a nationwide event where counties across the country celebrate with open houses and events. The extension office will host a national youth science day experiment with the idea of introducing kids to science in general and they will arrange an outdoor day by the Caldwell gun club where kids can try archery, shotgun, rifle, and fishing. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the proclamation declaring October 1 -7 as National 4-H Week in Canyon County. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to issue a refund of \$2,330 to Jonathan and Cindy Poot for a building permit. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to sign the resolution issuing a refund of \$300 to Amanda Draper for a change to a recorded plat. (See Resolution Nos. 17-164 and 17-165.) The meeting concluded at 9:38 a.m. An audio recording is on file in the Commissioners' Office.

CONTINUE PUBLIC HEARING RE: A REQUEST BY BARRY BUTLER FOR A PRELIMINARY PLAT AND FINAL PLAT FOR WILLIS SUBDIVISION, CASE NO. PH2017-24

The Board met today at 10:16 a.m. to go on the record to continue the hearing in the matter of a request by Barry Butler for a preliminary plat and final plat for Willis Subdivision, Case No. PH2017-24. Present were: Commissioners Tom Dale, Pam White and Steve Rule, DSD Planner Jennifer Almeida, and Deputy Clerk Monica Reeves. The hearing was scheduled for today, but according to Ms. Almeida the applicant needs additional time to complete some items. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to continue the hearing to October 16, 2017 at 11:00 a.m. The proceeding concluded at 10:17 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING PERSONNEL RESOLUTIONS FOR THE ELECTIONS DEPARTMENT, SHERIFF'S OFFICE, CLERK OF THE COURT DEPARTMENT, AND THE INDIGENT SERVICES DEPARTMENT

The Board met today at 10:18 a.m. to consider signing personnel resolutions for the Elections Department, Sheriff's Office, Clerk of the Court Department, and the Indigent Services Department. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Chief Deputy Sheriff Marv Dashiell, Controller Zach Wagoner, Chief Deputy Clerk Drew Maffei, Director of Court Operations Denise Kennel, Indigent Services Director Yvonne Baker, HR

Generalist Cindy Lorta, Senior HR Generalist Ellen Cahalan, and Deputy Clerk Monica Reeves. The items were considered as follows:

Consider signing a resolution to adopt the changes to the titles and salary ranges of two (2) positions in the Elections Department: Drew Maffei said they are looking at a title change to better fit the position so they want to go from a senior customer service specialist to an elections specialist. It includes the new salary range from the compensation study. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to adopt the changes to the titles and salary ranges of two positions in the Elections Department. (See Resolution No. 17-166.)

Consider signing a resolution to approve the title, job description and salary of one position in the Sheriff's Office: Chief Dashiell said in working with their technologies unit they found that when someone is on leave they struggle to maintain the activities with the records/jail/Spillman CAD system so they're asking to take an existing deputy sheriff position from the field service division and transfer it to a data analyst technician position. The range falls to the midpoint of a deputy sheriff and is an increase in what they currently have by \$16,000. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to approve the title, job description and salary of one position (for a data analyst tech) in the Sheriff's Office. (See Resolution No. 17-168.)

Consider signing a resolution to adopt the changes to the title and salary range of one (1) position and the title, job description, and salary range of one (1) position in the Clerk of the Court Department: Denise Kennel said they want to change a court support services clerk to a court clerk IV, and to change a court support services clerk to a court imaging specialist. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to sign the resolution to adopt the changes to the title, salary range for a court clerk IV, and to adopt the title, job description and salary range for a court imaging specialist. (See Resolution No. 17-167.)

Consider signing a resolution to adopt the changes to the job title, job description and salary range of nine positions in the Indigent Services Department: Yvonne Baker said five positions will change from senior indigent interview specialists to case managers, indigent services; one position will change from a financial specialist to a financial specialist, indigent services; and two positions will change from indigent customer service specialists to customer service specialists, indigent services; and the job description for the director of indigent services will be changed to reflect that the position no longer performs office relations services (something the previous director provided by mediating disputes within the Clerk's organization). Zach Wagoner said this action has made the job descriptions much more reflective of what's actually being done. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to adopt the changes to the job title, job description and salary range of nine (9) positions in the Indigent Services Department. (See Resolution No. 17-169.)

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

CONSIDER A LETTER OF COMMITMENT FOR AN ITD INFRA GRANT FOR INTERSTATE 84

The Board met today at 10:47 a.m. to consider a letter of commitment for an ITD grant for Interstate 84. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. Brad Goodsell, Controller Zach Wagoner, and Deputy Clerk Monica Reeves. Brad Goodsell said the grant is for I-84 Karcher Interchange to Franklin Blvd improvements, however, if they do not get the grant then the money would go to the environmental study for I-84 Karcher to the Caldwell city limits. There are two different stretches and that is reflected in the proposed letter. Zach Wagoner said there is nothing specifically for this project in the budget but there are funds available to pay the contribution of \$125,000 should the Board choose to go that direction. Commissioner Rule said this continues to one of the biggest traffic problems in Canyon County and he fully supports the effort; he then made a motion to sign the letter of commitment of an ITD Infra Grant for Interstate 84. The motion was seconded by Commissioner White who said improvements need to be made as far west as possible and it needs to be three lanes on each side. Commissioner Dale said it's very likely we will see the improvement from Karcher to Franklin, but one of the chief obstacles to moving further west was the lack of an environmental study which has to be completed before any expansion can be done, but he has a hard time understanding that because we're going to be expanding into an existing easement of a roadway that's been there for numerous years so it seems to be a total waste of money. We need to do whatever we can to push the expansion of the freeway all the way through Caldwell. A copy of the letter to U.S. Secretary Elaine Chao of the U.S. Department of Transportation (via email to COMPASS.) The meeting concluded at 10:51 a.m. An audio recording is on file in the Commissioners' Office.

SIXTEENTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO OCTOBER 2, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 10-3-17

The Board of Commissioners approved payment of County claims in the amount of \$421.50 for accounts payable.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for O'Michael's Pub & Grill to be used 10/7/17 for a wedding.

COMMISSIONERS OFFICE STAFF MEETING

The Board met today at 8:30 a.m. for an office staff meeting. Present were: Commissioners Tom Dale, Pam White and Steve Rule, PIO Joe Decker, Deputy Clerk Jenen Ross, Sr. Administrative Specialist Jamie Miller, and Deputy Clerk Monica Reeves. The Board reviewed this week's schedule with staff. Mr. Decker reported on the following communication issues: a domestic violence awareness press conference will be held today; early voting will begin for the November 7 election, which he shot training videos for and will be finalized this week; Lt. Schorzman asked him to send out a press release regarding extreme weather spotters; the Prosecutor's Office is going to recognize the Executive Director of the Board of Community Guardians in November for 30 years of service; and he is working on the ag land press release. The Board will give the following days as employee appreciation days: Friday, November 24; Friday, December 22; and Tuesday, December 26. Any employees required to work those days will be entitled to arrange with their supervisor for different substitute days off. The meeting concluded at 8:40 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING OCTOBER 2, 2017 AGENDA ITEMS

The Board met today at 9:01 a.m. to consider signing several items that were scheduled for this morning at 9:00 a.m. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Allen Shoff, Deputy P.A. David Eames, Chief Deputy Clerk Drew Maffei, Controller Zach Wagoner, Cassie Whitney from the Elections Office, and Deputy Clerk Monica Reeves. Clerk Chris Yamamoto arrived 9:30 a.m. The items were considered as follows:

The Board met today at 9:01 a.m. to consider signing several items that were scheduled for this morning at 9:00 a.m. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Chief Civil Deputy P.A. Sam Laugheed, Deputy P.A. Allen Shoff, Deputy P.A. David Eames, Chief Deputy Clerk Drew Maffei, Controller Zach Wagoner, Cassie Whitney from the Elections Office, and Deputy Clerk Monica Reeves. Clerk Chris Yamamoto arrived 9:30 a.m. The items were considered as follows:

Resolution Classifying Records of the Clerk and Authorizing the Imaging and/or Destruction of Certain Files/Records: It pertains to election records, including poll books, voted ballots and test deck, un-voted ballots, and affidavit envelopes. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to sign the resolution Classifying Records of the Clerk and Authorizing the Imaging and/or Destruction of them. (See Resolution 17-171.)

Consider signing Legal Notice for Entering into Personal Services Contracts for Juvenile Offender Mentors / Counselors, Inmate Legal Consultation, Interim Deputy Public Defender, Designated Examiner Evaluations, Dental Health Services, and Court Interpreters: This is for numerous contracts that have already been signed or that have automatically renewed and we are doing a notice because each could potentially cost the County more than \$10,000 during the fiscal year. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the notice.

Consider signing 2015 State Homeland Security Grant Adjustment Notice, and a 2017 State Homeland Security Grant: One document is for the new 2017 grant in the amount of \$246,742 and the other is the closing of the 2015 grant. Lt. Schorzman said this is an annual 100% funded grant. It is for the entire county so a lot of the projects will be for different members. We do a lot for SWAT teams, swift water rescue teams, the emergency operation center, so the 2015 grant we used all the money except for 90 cents which will go back into the statewide pool. He will provide a list of projects to the Board for 2015 and 2016. For 2017 the projects include: \$7,000 for coplink dues; \$7,000 for Nampa PSAP; \$20,000 for training and exercise; \$150,000 to purchase portable radios; purchase improved first aid kits; \$8,000 for tactical level 3 vests; \$15,000 to update the all hazard mitigation plan; \$25,000 to purchase tactical vests and helmets for medics assigned to SWAT teams; \$5,242 for the purchase of replacement batteries and miscellaneous parts for radios; and \$6,000 for tools for SWAT. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the 2015 State Homeland Security Grant Adjustment Notice, and the 2017 State Homeland Security Grant.

Consider signing Engineering Agreement with SPF Water Engineering for well at Celebration Park: David Eames said in August the engineer let us know he couldn't finish the project so after consulting with Paul Navarro they got estimates from several engineering firms to finish the project and they felt like SPF Water gave the best price and were the most qualified. The amount quoted is between \$7,000 and \$8,500 to finish the engineering. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to the Engineering Agreement with SPF Water Engineering for a well at Celebration Park. (See Agreement No. 17-127.)

Consider signing Resolution to adopt a Canyon County Fund Balance Policy: Zach Wagoner said the Government Accounting Standards Board (GASB) recommends that governments have a formal fund balance policy in place. Fund balance is the financial position of a government at a certain moment in time; it is the financial bedrock foundation of financial stability, security and financial flexibility and gives the ability to respond to emergency situations or changes in funding so it's important we have an adequate appropriate amount of fund balance. There are five different classifications:

- Non-spendable fund balance would be anything like a prepaid amount such as service agreements that are paid in advance.
- Restricted fund balance would be monies that are restricted by legislation or if we had a bond; their use is very narrow.
- Committed fund balance are amounts that can only be used for specific purposes as imposed by formal written action of the Board.
- Assigned fund balance represents amounts that are constrained by the County's intent to be used for specific purposes.
- Unassigned fund balance is anything that is not non-spendable, restricted, committed or assigned. It is available for any purpose. Only the general fund can have unassigned fund balance.

It is the County's policy that when restricted fund balance is available to pay expenditures restricted fund balance is used first. To preserve and protect the financial health of Canyon County the policy states that the unassigned fund balance amount should be 33% of the

previous fiscal year's total general fund expenditures. This level allows the financial independence and self-reliance to address and respond to any unanticipated events or changes in economic conditions. If the fund balance may decrease to a level below 33% it is the County's policy that a majority of the Board formally agree in an open meeting as to the necessity of expense and the application of unassigned fund balance and if it falls below 33% the County shall take necessary action as soon as reasonably possible to restore it to 33%. In conjunction with the County's annual budget process the Auditor shall provide the Board an estimate of the upcoming fiscal year end unassigned fund balance amount; it appears that our Fiscal Year 2017 unassigned fund balance amount for our general fund will be 45% of annual expenditures. The authority to assign, modify or rescind assigned fund balance amounts within the general fund resides with the Board. In the other special revenue funds where those monies are already assigned to a certain purpose the authority to report those amounts as assigned resides with the Auditor in conjunction with the annual financial report. Commissioner Rule asked what government code says 33% is the right number. Controller Wagoner said there is no government code that requires a specific number. Commissioner Rule spoke about his mistrust of information from the Clerk's Office pertaining to fund balance because in the past the Board was told there was \$36 million in fund balance and that's how the \$15 million jail addition got going. He said there's a new study being done that shows we need \$150 million or \$250 million to build a new jail but in his opinion a bond that is in excess of \$50-\$60 million will fail and someday the Board will get back to saying we should create a construction line and try to save enough money to build a jail or get the public to bond for a balance of the jail. If this policy is put in place it will hamstring future Boards from creating a fund balance greater than 33%. Controller Wagoner said that amount gives us financial freedom and we have a broad scope of responsibility with over 200,000 residents in this County and we need to be financially prepared to assist in the event of an emergency situation. Additionally, as we went through the budget process we've had some expenditures that have greatly increased in our indigent fund and we were able to use some of the excess fund balance to provide property tax relief so that's another example of how we can use fund balance when it's an adequate amount to benefit the public. Commissioner Dale said it appears this policy states the 33% is a target but the Board has total authority to adjust that as needed. Sam Laugheed said that was one of the intentions of it being drafted this way; it sets how it happens, how it's committed, and how it's assigned, and that we strive for the 33%. Commissioner Rule said if we can go under and over that 33% amount then what are we really accomplishing with the policy. Mr. Laugheed said he understands Commissioner Rule's concern, but this provides for and memorializes the process. The number is discretionary and can be higher or lower. Commissioner Rule said there are other governmental entities that go down to 10% and others that are near 40% so if you're trying to prepare for a disaster, or building a jail, or buying real estate, this policy isn't necessary at all. Commissioner White said the City of Nampa had a 25% policy for fund balance and she believes a policy is vital because it gives guidance and a defensible discussion when people ask how something happened. Commissioner Dale said we have progressed beyond doing things on a handshake and verbal agreement and we need to put things in writing for the protection of the County's money. He believes in written policies and does not see how this constrains the Board from setting a number. We have an elected official and professionals who are advising us that for the County's type of work we should aim for 33%. The number is a target and is flexible and future Boards can adjust it. It's not creating more government,

it's helping define how government works. Clerk Yamamoto said 33% is a number we shouldn't drop below unless there's a really good reason; the other side of that is government should not be in the business of piling up mountains of cash. With 33% we are not sitting on too much, we are sitting on a minimum level. In regards to what other entities are doing, he said it's all over the board and a lot of time it is phony because they are doing things with their accounting to assign here and there that they don't include in their fund balance and there are some entities in this valley that are sitting on 100% based on the way they do their accounting. According to Clerk Yamamoto, the Treasurer would like to see a number of 50%. Commissioner White asked that the first line of the policy be stated as follows: "*This policy is designed to clearly articulate the definition of fund balance.*" There was discussion of some other ministerial changes as well in order to make clear statements. Mr. Laugheed will make the changes as discussed. Commissioner White made a motion to sign the resolution adopting the Canyon County Fund Balance Policy. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners White and Dale voting in favor and Commissioner Rule voting against. The motion carried by two-to-one split vote with Commissioner Rule casting the only dissenting vote. (See Resolution No. 17-172.) The meeting concluded at 9:48 a.m. An audio recording is on file in the Commissioners' Office.

MEETING TO CONSIDER APPROVING POLLING LOCATIONS FOR THE NOVEMBER 7TH ELECTION

The Board met today at 9:49 a.m. to consider approving polling locations for the November 7, 2017 election. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Clerk Chris Yamamoto, Chief Deputy Clerk Drew Maffei, Cassie Whitney from the Elections Office, Controller Zach Wagoner, and Deputy Clerk Monica Reeves. Upon the motion of Commissioner Rule and the second by Commissioner White the Board voted unanimously to approve the polling locations for the November 7th election. A complete list of the polling place by precinct location is on file with this day's minute entry. The meeting concluded at 9:53 a.m.

CONSIDER SIGNING PROCLAMATION FOR DOMESTIC VIOLENCE AWARENESS MONTH

The Board met today at 10:30 a.m. to consider a signing a proclamation for domestic violence awareness month. Present were: Commissioners Tom Dale and Pam White, Kim Deugan, other interested citizens, and Deputy Clerk Monica Reeves. Upon the motion of Commissioner White and the second by Commissioner Dale, the Board voted unanimously to sign the proclamation for domestic violence awareness month. A press conference will follow this morning at 11:00 a.m. in the public meeting room of the Administration Building. The meeting concluded at 10:33 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING FINAL DECISIONS IN THE MATTER OF THE CONDITIONAL REZONE REQUEST FOR TREASURE VALLEY RENEWABLES, LLC, CASE NO. PH2016-56, AS WELL AS THE APPEAL BY TREASURE VALLEY RENEWABLES, LLC, FOR A PLANNED UNIT DEVELOPMENT, CASE NO. PH2016-71

The Board met today at 1:33 p.m. to consider signing final decisions in the matter of a conditional rezone request by Treasure Valley Renewables, LLC, Case No. PH2016-56, as well as the appeal by Treasure Valley Renewables, LLC, for a Planned Unit Development (PUD), Case No. PH2016-71. Present were: Commissioners Tom Dale and Pam White, DSD Director Tricia Nilsson, DSD Planner Jennifer Almeida, interested persons, and Deputy Clerk Monica Reeves. This matter came before the Board previously and Commissioners Dale and Rule voted to approve while Commissioner White was opposed to the motion to approve. Commissioner Rule was not present for today's meeting. Jennifer Almeida said the Findings of Fact and Conclusions of Law that are before the Board today reflect the decisions that were made in regards to the conditional rezone held on April 4, 2017 as well as the PUD appeal that was heard on June 5, 2017. The Prosecutor's Office has reviewed the development agreement and the Findings of Fact and Conclusions of Law and approved them for the Board's consideration. Commissioner Dale said there were a few conditions that were added to the development agreement and he asked if the Board has staff's assurance that all of those have been accomplished. Ms. Almeida said the conditions have been added and were reviewed for accuracy by the Prosecutor's Office. Commissioner White said this process has been lengthy and has been before the Board a number of times and it's very apparent that it is approved and is moving forward. All of her reasons, prior to today's meeting, are on the record but she understands that a delay would not be prudent to staff or to the applicants and seeing that Commissioner Rule is not present today for this process she will make a motion to approve the Findings of Fact, Conclusions of Law and Order regarding the conditional rezone for Treasure Valley Renewables, Case No. PH2016-56. The motion was seconded by Commissioner Dale and carried unanimously. Commissioner White made a motion to approve the ordinance directing the change to the official zoning map for Treasure Valley Renewables, LLC, Case No. PH2016-56. The motion was seconded by Commissioner Dale and carried unanimously. (See Ordinance No. 17-016.) Commissioner White made a motion to approve the Findings of Fact, Conclusions of Law and Order regarding the Planned Unit Development appeal, Case No. PH2016-71. The motion was seconded by Commissioner Dale and carried unanimously. Commissioner White made a motion to approve the Development Agreement for the conditional rezone and the PUD for Case Nos. PH2016-56 & PH2016-71. The motion was seconded by Commissioner Dale and carried unanimously. (See Agreement No. 17-128.) Commissioner White encouraged the applicant to work with the Parma Fire Department so they know the scope and size of the project and can make sure they have adequate plans in place. The applicant representative who was present today indicated they will work with the fire department because they need their approval for various safety aspects of the project. The meeting concluded 1:39 p.m. An audio recording is on file in the Commissioners' Office.

SEVENTEENTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO OCTOBER 3, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Robertson Supply in the amount of \$5150.00 for the Solid Waste department

APPROVED CLAIMS ORDER NO. 10-10-17

The Board of Commissioners approved payment of County claims in the amount of \$466,249.20 for accounts payable.

APPROVED CLAIMS ORDER NO. 9-29-17

The Board of Commissioners approved payment of County claims in the amount of \$190,986.71, \$185,203.21, \$87,498.13 and \$153,107.64 for accounts payable.

BIWEEKLY MEETING WITH THE DIRECTORS OF FACILITIES AND IT TO DISCUSS GENERAL ISSUES, SET POLICY AND GIVE DIRECTION

The Board met today at 8:35 a.m. for a biweekly meeting with the Directors of Facilities and IT to discuss general issues, set policy and give direction. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Director of Facilities Paul Navarro, Director of IT Greg Rast, Assistant Director of IT Eric Jensen, Family Court Services Manager Mary Hoffman, TCA Doug Tyler and Deputy Clerk Jenen Ross.

Director Navarro updated the Board on the following items: Two of the four courtroom remodels have been completed and demolition on the last two courtrooms began yesterday. There are three Eagle Scouts coming in on the 14th to paint the pygmy goat barns at the fairgrounds. There are some PO's that will be coming over for the fairground arena heaters; the current heaters are from 1982/1983 and have well out-lived their usefulness; they are also going to start replacing the metal that's broken on the north and south sides so that it matches the east and west sides. Director Navarro recently received a call from Director Loper at the landfill asking to resurrect a generator project. The landfill

is at the end of the power grid and often experiences power outages. They've had preliminary conversations with the engineer they used years ago when this project was first started, prior to it being abandoned. They are working to find out where they're at, what the load needs are and coming up with some cost models. Commissioner Rule asked what Idaho Power has done to correct the problem. Director Navarro said he didn't have the answer to that but offered to get in contact with Idaho Power to see if he can get some answers. He is working on two projects for the Parks department; they've done the trenching at Lake Lowell for the radio tower project in order to stay ahead of the weather and he will be working with SPF Engineering on the well project at Celebration Park. Bionomics Environmental provided their preliminary report on the Pond Lane property to Mr. Navarro yesterday who in turn has forwarded to Bill Valdez at DLR Group. The modifications to Pod 5 have been completed, the walls have been cut down to 3 feet and been capped with fast drying concrete and painted. They have also put slats in the new fence along the parking lot and behind the print shop. There was a person who took a hard fall at the DMV recently so they've started the process of looking into either replacing or grinding four areas in the sidewalk that have good size tripping hazards. The fleet shop had in their budget for FY2018 to apply an epoxy floor. A contractor they've worked with for years wants to try a new epoxy technique that's a low VOC where work could actually be done in the shop while the flooring is being applied. It's a higher grade product but they're willing to discount it by \$15,000 - \$20,000 to match the original budget price as they're able to use it as a training for the contractor. Incoming public defender Bazzoli has reached out to Mr. Navarro and indicated that he'd like to make a few changes to his personal office.

Director Rast updated the Board on the following items: The County Extension office has been ordering their own paper and Mr. Rast would like to know if we can include them on the county bulk paper order and then charge it back. It would be an approximate 50% savings to the extension office to order paper this way. The Board is okay with IT including the extension office in the paper purchase and Director Navarro said his department is willing to deliver the paper. Director Rast would like to take over the family court services website, he would like to host it on the county system as their current provider would like to get out of the business. He has indicated that his department has the infrastructure to take on the website. The cost has been worked out with the courts, it will be \$5000 upfront for the re-design and then his webmaster will take over the site with a charge of \$200/month to maintain the site. Once everything is done the content management would be taken over by the courts and IT would only be responsible to make sure things are running and if there is a problem they'd fix it. The Board is okay with this as long as Mr. Rast has the capacity. Until recently when you called 911 from the admin building, certain floors of the courthouse or fleet the address would come across as the courthouse building which may send responders to the wrong location; this has now been fixed. The court integration has been completed in regard to getting them on the network for phone services and Wi-Fi. Odyssey is going live and the Supreme Court will be here October 8th – 27th. The Sheriff's Office has ID badges that they hold on their persons in case they are out of their jurisdiction and are responding to an incident. The problem they've had is that the ID's have been issued thru ITD and the turnaround time was 3-6 weeks. The IT department has been working with Chief Dashiell to see if there were any other options available and they've been able to work with a vendor to offer the ID badges out of the print shop. Each

card will be \$5.00 and they are able to charge them back to individual departments. Mr. Rast feels this service will not only be useful to the Sheriff's Office but also the Assessor's Office, DSD, PA or any other office or department that may need ID badges while working out in the field. The Assessor's Office regularly gets data dumps from MLS, they then import that into the Aumentum system to match all the data sets, such as sales, so they know what's going on in the real estate market. They rely heavily on that with assessed values and appraisals. They've had one person that would take 3 weeks to take this data every month and add it to Aumentum. IT has developed a program that will now do that in 4 hours. Commissioner Dale asked if this is a program that could be marketed to other counties. Mr. Rast there are several other counties that use Aumentum and could potentially use this program. The meeting concluded at 9:06 a.m. An audio recording is on file in the Commissioners' Office.

LEGAL STAFF UPDATE AND CONSIDER SIGNING OCTOBER 3, 2017 AGENDA ITEMS

The Board met today at 9:09 a.m. for a legal staff update and to consider signing the October 3, 2017 agenda items. Present were: Commissioners Tom Dale and Pam White, Deputy P.A. Mike Porter, Deputy P.A. David Eames, Controller Zach Wagoner, County Agent Jerry Neufeld, Indigent Services Director Yvonne Baker, and Deputy Clerk Monica Reeves. Commissioner Steve Rule arrived at 9:15 a.m. The items were considered as follows:

University of Idaho Extension, College of Agricultural & Life Sciences Agreement: Jerry Neufeld said this formalizes the budget agreement for Fiscal Year 2018. Zach Wagoner reviewed the document and made a change to the original and said we now have the correct adopted budget amount for the extension office for 2018. Upon the motion of Commissioner White and the second by Commissioner Dale the Board voted unanimously to sign the University of Idaho Extension, College of Agricultural & Life Sciences Agreement. (See Agreement No. 17-129.)

Consider signing a Resolution Establishing the Income and Expenses to be considered in Determining Medical Indigency for Purposes of Chapters 34 and 35, Title 31, Idaho Code: This is the allowable expenses allowed in medical indigency cases and it's based on different tables from documented resources. The updates include the new table from the USDA guidelines as well as updated mortgage and rent amounts based on Canyon County data that has been averaged and updated. The updated monthly fuel amount based on the Idaho average has gone up from \$80.98 to \$91.67. The attributed entry-level wage has been upgraded from \$8.00 per hour to \$8.64 per hour, according to the Idaho Department of Labor. It also includes updated child care allocations from the Idaho Child Care Program. Director Baker said this resolution is effective for all applications received on or after October 1, but there will be times when we're dealing with older cases and in those cases we will use the older table. Commissioner Rule said the cost for fuel is the issue we tend to argue about in hearings and even though it's nailed down like this there will still be large differences in the average in rural Idaho areas. David Eames said the Board can make an exception to allow more, this is a fallback to when we don't have any documentation. Director Baker agreed and said this is just a default if we are attributing income to have a guideline for case managers to follow, but certainly there are exceptions. Upon the motion

of Commissioner White and the second by Commissioner Rule the Board voted unanimously to sign the resolution Establishing the Income and Expenses to be considered in Determining Medical Indigency for Purposes of Chapters 34 and 35, Title 31, Idaho Code. (See Resolution No. 17-173.) Commissioner Dale asked Director Baker to forward the resolution to the hospital attorneys who appear at indigent hearings.

As part of the legal staff update the Board went into Executive Session as follows:

EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, AND TO CONSIDER PRELIMINARY NEGOTIATIONS INVOLVING MATTERS OF TRADE OR COMMERCE

Commissioner Rule made a motion to go into Executive Session at 9:22 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (e) to discuss records exempt from public disclosure and attorney-client communication and to consider preliminary negotiations involving matters of trade or commerce. The motion was seconded by Commissioner White. A roll call vote was taken on the motion with Commissioners Rule, White and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. Mike Porter and Deputy P.A. David Eames. The Executive Session concluded at 9:26 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.

SIGNED RESOLUTION FOR ALCOHOLIC BEVERAGE LICENSE

The Board approved an Alcoholic Beverage License for:

- Kickback Bar Inc. dba Kickback Bar (see resolution no. 17-170)

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

The Board met today at 9:33 a.m. for a monthly meeting with the Fair Director to discuss general issues, set policy and give direction. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Fair Director Diana Sinner, Deputy P.A. Zach Wesley and Deputy Clerk Jenen Ross.

Note for the record: As properly noticed the Board met today at 9:33 a.m. for a monthly meeting with the Fair Director. A request was made to go into Executive Session to discuss a personnel matter, records exempt from public disclosure and attorney-client communication, communicate with legal counsel regarding pending/imminently likely litigation and to communicate with the County's risk manager regarding pending/imminently likely claims. The Executive Session was held as follows:

Commissioner White made a motion to go into Executive Session at 9:34 a.m. pursuant to Idaho Code, Section 74-206(1) (b), (d), (f) and (i). The motion was

seconded by Commissioner Rule. A roll call vote was taken on the motion with Commissioners Rule, White and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Fair Director Diana Sinner, Deputy P.A. Zach Wesley and Deputy Clerk Jenen Ross. The Executive Session concluded at 10:00 a.m. with no decision being called for in open session.

At the conclusion of the executive session the Board went back on the record to discuss a subsequent matter. Director Sinner said that the Fair Board and staff are recommending that they no longer host the Bulls and Broncs event starting this year. Commissioner Dale said discretion has been given to Ms. Sinner in regards to these matters and will support her in management of the facility. Commissioner Rule said that with the issues of construction that are planned for the winter months along with liabilities associated with the event make it difficult to host and he believes this will give them a year to look at other options for continuing the event. The meeting concluded at 10:02 a.m. An audio recording is on file in the Commissioners' Office.

EIGHTEENTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO OCTOBER 4, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White – out of the office
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

SIGNED RESOLUTION FOR ALCOHOLIC BEVERAGE LICENSE

The Board approved an Alcoholic Beverage License for:

- Rooster Tale, LLC dba McArthur's (Resolution no. 17-175)

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Acapulco Mexican Restaurant to be used 10/6/17 for a wedding.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Dell Inc. in the amount of \$14,244.90 for the Sheriff's Office
- Waxie Sanitary Supply in the amount of \$4522.23 for the Facilities department

CONSIDER INDIGENT DECISIONS

The Board met today at 8:52 a.m. to consider indigent decisions. Present were: Commissioners Tom Dale and Steve Rule, Indigent Customer Service Specialist Robin Sneegas, and Deputy Clerk Monica Reeves. Upon the motion of Commissioner Rule and the second by Commissioner Dale, the Board voted unanimously to issue initial denials with a written decision to be issued within 30 days for the following cases: Case Nos. 2017-1459, 2017-1547, 2017-1544, 2017-1545, 2017-1711, 2017-1588, 2017-1439, 2017-1589, 2017-1629, 2017-1554, 2017-1591, 2017-1528, 2017-1587, 2017-1532, 2017-1515, 2017-1560, 2017-1586, 2017-1505, 2017-1553, 2017-1561, 2017-1527, 2017-1555, 2017-1551, 2017-1552, 2017-1453, 2017-1514, 2017-1535, 2017-1529, 2017-1585, 2017-1575, 2017-1548, 2017-1648, 2017-1530, 2017-1546, and 2017-1576. 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 9:01 a.m. for a legal staff update. Present were: Commissioners Tom Dale and Steve Rule, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. Mr. Wesley reported on a letter that was prepared in response to the Board receiving a memo from DSD Director Nilsson regarding a property that's out of zoning compliance and has some building compliance issues. The letter completes the process to refer it to the Prosecutor's Office for review for criminal charges. Commissioner Dale said before we pursue criminal charges we need to make sure staff meets with the property to explain the necessary zoning issues. Mr. Wesley said they received a cease and desist letter explaining the zoning violations. This will not bring immediate action by any means; it will be referred back to the Sheriff's Office for additional reporting and communication with DSD. This is just the starting of the process. Commissioner Rule spoke about the need to make sure the proper permits are obtained and that safety measures are complied with when starting a business. He also said the letter should be signed once Commissioner White returns to the office. Mr. Wesley prepared a letter in response to an annexation notice we received from the City of Star and said from the initial conversation he made one change: there is a compulsory area of impact process that the county or city can trigger by notice, and initially we discussed doing that but after a conversation with the Board they talked about taking a softer approach by saying there is a process available but we would like to have a conversation first. Commissioner Dale said we were hoping the City of Middleton and the City of Start would get together and talk about this. Mr. Wesley said he asked them to do that in the letter, and, he will reach out to the attorney for the City of Star and let them know our thoughts, tell them we are happy to cooperate and here are the issues, etc. Commissioner Rule asked if the Prosecutor's Office has reviewed the correspondence from the Idaho Association of Counties regarding the Capital Crimes Defense Fund. Mr. Wesley said Sam Laugheed is going to review it and talk to the Board about it. The meeting concluded at 9:09 a.m. An audio recording is on file in the Commissioners' Office.

UNSCHEDULED REVENUE HEARING

The Board met today at 9:31 a.m. for an unscheduled revenue hearing. Present were: Commissioners Tom Dale and Steve Rule, Controller Zach Wagoner, and Deputy Clerk Monica Reeves. Today is the scheduled date for the hearing to consider adjusting and increasing the 2017 budget as follows:

Indigent fund for medical and involuntary hold expenditures	\$100,000
County Fair facilities upgrades and improvements	75,000
Problem solving courts testing and operating expenditures	20,000
Waterways fund patrol and operating expenditures	10,000
Consolidated elections operating expenditures	<u>35,000</u>
Total budget adjustments	\$240,000

There is additional revenue that has come in from the county fair fund; there's no increase in property taxes. By increasing the expenditure side we are also increasing the revenue side. Upon the motion of Commissioner Rule and the second by Commissioner Dale, the Board voted unanimously to sign the resolution adopting the budgeting of unscheduled revenue in the amounts listed. (See Resolution No. 17-174.) Commissioners Rule and Dale spoke to Controller Wagoner about the upcoming retirement of Weed and Gopher Superintendent Jim Martell and the need to transfer more monies to that department in order to cover training costs which are part of the plan of succession. Controller Wagoner said once there's a discussion about it the Board can sign a notice of publication and hold a hearing to consider increasing/adjusting the budget. The meeting concluded at 9:36 a.m. An audio recording is on file in the Commissioners' Office.

NINETEENTH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO OCTOBER 5, 2017

PRESENT: Commissioner Tom Dale, Chairman
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED SALARY RATE REQUEST AND/OR KEY & SECURITY ACCESS REQUEST FORM

The Board approved a salary rate request and/or key & security access request form for David Baucom.

APPROVED TRANSFER OF VACATION LEAVE TIME TO SICK LEAVE TIME

The Board approved the transfer of sick leave time to vacation time for Francisca Harper.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Franklin Building Supply in the amount of \$7035.27 for the Fair
- Johnstone Supply in the amount of \$22,217.44 for the Fair
- Northwest Power Systems in the amount of \$7747.77 for the Facilities department
- Northwest Service Technologies in the amount of \$8896.00 for the Facilities department
- Dell Inc. in the amount of \$43,976.64 for the Sheriff's Office
- Amazon in the amount of \$1240.01 for the Information Technology department
- SANS-Secure the Human in the amount of \$5040.00 for the Information Technology department

CONSIDER INDIGENT DECISIONS

The Board met today at 8:55 a.m. to consider indigent decisions. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Hearing Generalist Kellie George and Deputy Clerk Jenen Ross. Ms. George said the hospital has requested the following cases be continued as follows: 2017-1283 continued to November 2, 2017 and 2017-789 continued to December 14, 2017. Upon the motion by Commissioner Rule and second by Commissioner White the Board voted unanimously to continue the cases as read into the record. Upon the motion by Commissioner White and second by Commissioner Rule the Board voted unanimously to place Case No. 2017-588 in suspension pending the outcome of social security/disability and retro-Medicaid. Upon the motion by Commissioner Rule and second by Commissioner White the Board voted unanimously to approve Case No. 2017-721 with a written decision to be issued within 30 days. Upon the motion by Commissioner White and second by Commissioner Rule the Board voted unanimously to issue a final denials with written decisions to be issued within 30 days on Case nos. 2016-618 and 2016-851. The meeting concluded at 8:59 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2017-1227

The Board met today at 9:03 a.m. to conduct a medical indigency hearing for Case No. 2017-1227. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. David Eames, Indigent Services Director Yvonne Baker (arrived at 9:08 a.m.), Hearing Generalist Kellie George, the applicant, Nelson Cluff and Julie Wood with MedData for St. Alphonsus and Deputy Clerk Jenen Ross. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to continue the case to November 30, 2017. The hearing concluded at 9:10 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2017-988

The Board met today at 9:13 a.m. to conduct a medical indigency hearing for Case No. 2017-988. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. David Eames, Indigent Services Director Yvonne Baker, Hearing Generalist Kellie George, the applicant, Amber Jones for St. Luke's, Attorney Mark Peterson for St. Luke's and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to continue the case to November 30, 2017. The hearing concluded at 9:36 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2017-1145 AND 2017-1152

The Board met today at 9:43 a.m. to conduct a medical indigency hearing for Case Nos. 2017-1145 and 2017-1152. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. David Eames, Indigent Services Director Yvonne Baker, Hearing Generalist Kellie George, Nelson Cluff with MedData for St. Alphonsus, Julie Wood with MedData for St. Alphonsus and Deputy Clerk Jenen Ross. The applicant did not appear. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to continue case no. 2017-1145 to November 2, 2017. Upon the motion of Commissioner Rule and second by Commissioner White the Board voted unanimously to issue a denial for Case No. 2017-1152 with a written decision to be issued within 30 days. The hearing concluded at 9:49 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2017-1178

The Board met today at 9:52 a.m. to conduct a medical indigency hearing for Case No. 2017-1178. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. David Eames, Indigent Services Director Yvonne Baker, Hearing Generalist Kellie George, Amber Jones for St. Luke's, Attorney Mark Peterson for St. Luke's and Deputy Clerk Jenen Ross. The applicant did not appear. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to continue the case to November 2, 2017. The hearing concluded at 10:08 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2017-1174

The Board met today at 10:09 a.m. to conduct a medical indigency hearing for Case No. 2017-1174. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Deputy P.A. David Eames, Indigent Services Director Yvonne Baker, Hearing Generalist Kellie George, Michelle Davis for St. Luke's, Attorney Mark Peterson for St. Luke's and Deputy Clerk Jenen Ross. The applicant did not appear. Upon the motion of Commissioner White and the second by Commissioner Dale, the Board voted unanimously to approve the case

with a written decision to be issued within 30 days. The hearing concluded at 10:20 a.m. An audio recording is on file in the Commissioners' Office.

INDIGENT MATTERS

The Board met today at 10:22 to consider indigent matters. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Indigent Services Director Yvonne Baker, Hearing Generalist Kellie George, Deputy P.A. David Eames and Deputy Clerk Jenen Ross. Upon the motion by Commissioner Rule and second by Commissioner White the Board voted unanimously to issue final denials with written decisions to be issued within the next 30 days on the following cases: 2017-1034, 2017-1037, 2017-1146, 2017-1234, and 2017-916. The meeting concluded at 10:23 a.m. An audio recording is on file in the Commissioners' Office.

PUBLIC HEARING – REQUEST BY DENNIS PRUETT FOR A CONDITIONAL REZONE, CASE NO. PH2017-48

The Board met today at 1:30 p.m. to conduct a public hearing in the matter of a request by Dennis Pruett for a conditional rezone and a development agreement for Case No. PH2017-48. The vacant property is located at 0 Fargo Road, adjacent to 18786 Fargo Road in Wilder. Present were: Commissioners Tom Dale, Pam White and Steve Rule, DSD Director Tricia Nilsson, DSD Planner Daniel Litster, Dennis Pruett, and Deputy Clerk Monica Reeves. Daniel Litster gave the oral staff report. The request is to allow a building permit on a five-acre parcel and by doing so it will change the zoning from agricultural to rural residential. The parcel at the end will preserve over 14.5 acres of agricultural land in perpetuity under the development agreement while giving the applicant a two acre area for a new building permit to be applied. It meets the regulations and the comprehensive plan. The P&Z Commission recommended approval, but Mr. Pruett has concerns with a condition. The 4.9 acre piece and the 14.5 acre piece were created illegally; they did not come through a process to create the lots so at the end the outcome would be to give two acres for building purpose requirements but the rest will go to agricultural only and be combined. However, after talking to Mr. Pruett it will be difficult to combine the properties due to a canal that goes through the property so they want to know how the Board feels about keeping the parcels separate but on the 4.99 acreage we would give the two acres for residential with the rest in agriculture in perpetuity, which would be 2.9 acres and the remaining 14.5 acres will also be agriculture in perpetuity but it wouldn't be consolidated into one piece. It does not change the requirements nor does it need platting. Director Nilsson said they usually do that because the agricultural zone is a 40 acre minimum but in this case there isn't any building on it; they try to reduce the nonconformity but there's probably no harm. If the parcels cannot physically be connected because of the canal then it's still restricted to agriculture only to cure the prior split that was done without approval. Commissioner Rule asked questions about why the applicant was not seeking to rezone the entire parcel. Director Nilsson said we could rezone all of it but we'd need a condition to limit it to just the one building permit and staff is trying to not make Mr. Pruett have to do a comprehensive plan

amendment because then he'd be converting the entire parcel from agricultural to residential, which comes with a \$2,500 application fee. Commissioner Rule said if the applicant doesn't want to rezone the entire five acres that's his choice. Mr. Litster said staff will have to redo the resolution and the conditions to modify to what has been agreed to by Mr. Pruett. The original idea was to preserve as much agricultural land as possible and obtain a building permit, but as discussed only the two acres will be rezoned. Upon the motion of Commissioner White and the second by Commissioner Rule, the Board voted unanimously to close the public hearing. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to continue the hearing to October 12, 2017 at 9:30 a.m. in order to have the updated map and documents. The hearing concluded at 1:44 p.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING A FINAL PLAT FOR ANDORRA ESTATES SUBDIVISION; CASE NO. SD PH2016-63

The Board met today at 2:02 p.m. to sign the final plat for Andorra Estates Subdivision, Case No. SD PH2016-83. Present were: Commissioners Tom Dale, Pam White and Steve Rule, DSD Director Tricia Nilsson, DSD Planner Deb Root, Tony Elordi, and Deputy Clerk Monica Reeves. Debbie Root said the development is subject to a development agreement and conditional rezone. The final plat is in accordance with the state statutes as well as the County's regulations. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to authorize Chairman Dale to sign the final plat for Andorra Estates Subdivision. The meeting concluded at 2:04 p.m. An audio recording is on file in the Commissioners' Office.

CONSIDER SIGNING FY2018 CANYON COUNTY / NORMAN FAMILY TRUST LEASE AGREEMENT

The Board met today at 2:33 p.m. to consider signing the FY2018 Canyon County/Norman Family Trust Lease Agreement. Present were: Commissioners Tom Dale, Pam White and Steve Rule, Chief Civil Deputy P.A. Sam Laugheed, Chief Deputy Sheriff Marv Dashiell, and Deputy Clerk Monica Reeves. Sam Laugheed said this is the building that's used for combined operations with CCNU (City County Narcotics Unit.) It's a standard lease with rent in the amount of \$2,700 per month, including a one-time payment of \$870. He said they looked into the possibility of a different facility but at this time it's been determined it would be in the best interest to continue with existing building. Chief Dashiell said the building has already been modified and the FBI did some security features that would have to continue if metro were to co-locate. Also, we receive reimbursement from the FBI for the metro task force in the amount of \$1,500 per month for the lease so that's an opportunity to share in the expenses of the building. He also said the internal storage capabilities as well as the external storage lot at the current site offer a real benefit. Commissioner Dale said there was a suggestion to use the office being vacated by the Canyon County Office on Aging (CCOA) and he wondered if it was suitable for the CCNU, but it sounds like that current site has better storage options. There was discussion about the maintenance obligations that the County

and the owner are responsible for. In the past when there have been repairs that were made the County has been able to get the offset to the rent payment. Commissioner Rule said he would like to avoid a \$2,700 rent payment but until a better option comes along we should continue with the current lease and then he made a motion to approve the Canyon County/Norman Family Trust Lease Agreement. (See Agreement No. 17-130.) The meeting concluded at 2:41 p.m. An audio recording is on file in the Commissioners' Office.

TWENTIETH DAY OF THE SEPTEMBER TERM, A.D., 2017
CALDWELL, IDAHO OCTOBER 6, 2017

PRESENT: Commissioner Tom Dale, Chairman – out of the office
Commissioner Pam White
Commissioner Steve Rule
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Elm Ridge Protection Production LLC in the amount of \$2703.79 for Juvenile Detention

APPROVED TRANSFER OF VACATION LEAVE TIME TO SICK TIME

The Board approved the transfer of vacation leave time to sick time for Rodney Tuttle.

CONSIDER SIGNING MEMORANDUM OF AGREEMENT BETWEEN ADA COUNTY, SOUTHWEST IDAHO JUVENILE DETENTION CENTER, AND IDAHO STATE DEPARTMENT OF JUVENILE CORRECTIONS

The Board met today at 9:03 a.m. to consider signing the Memorandum of Agreement between Ada County, Southwest Idaho Juvenile Detention Center and the Idaho State Department of Juvenile Corrections. Present were: Commissioners Pam White and Steve Rule, Deputy P.A. Zach Wesley, Juvenile Detention Director Steve Jett, and Deputy Clerk Monica Reeves. Director Jett said this is an agreement for mutual aid in case we have to evacuate our facility as part of the emergency preparedness plan. Zach Wesley said the agreement is substantially the same form that it has been the last two years. Everyone has their own insurance and provides for their own PREA inspection and in the event of an emergency transfer the initial facility remains responsible for the cost of the care. Upon the motion of Commissioner Rule and the second by Commissioner White, the Board voted unanimously to sign the Memorandum of Agreement between Ada County, Southwest Idaho Juvenile Detention Center and the Idaho State Department of Juvenile Corrections. (See Agreement No. 17-131.) The meeting concluded at 9:06 a.m. An audio recording is on file in the Commissioners' Office.

THE MINUTES OF THE FISCAL TERM OF SEPTEMBER 2017 WERE READ AND APPROVED AND FOUND TO BE A PROPER RECORD OF THE PROCEEDINGS OF THE BOARD OF CANYON COUNTY COMMISSIONERS, CANYON COUNTY IDAHO. DATED THIS 27TH DAY OF NOVEMBER, 2017 BY THE CANYON COUNTY BOARD OF COMMISSIONERS STEVEN J. RULE AND PAM WHITE. ATTEST: CHRIS YAMAMOTO, CLERK; J. ROSS, DEPUTY CLERK