

**JULY 2019 TERM
CALDWELL, IDAHO JULY 1, 2019**

**PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross**

APPROVED CLAIMS ORDER NO. 7/10/19

The Board of Commissioners approved payment of County claims in the amount of \$42,837.37, \$124,542.59, \$61,610.23, \$64,307.62 for accounts payable.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for The Hop House to be used 7/6/19 – 7/7/19 for a wedding.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- SANS in the amount of \$2400.00 for the Information Technology department

Meeting to discuss George Norse Gun Range
Detailed minutes to come at a later time

Receive written recommendation to BOCC for Proposals for FY2019 Canyon County Weed and Pest Fiber Optic Extension Project
Detailed minutes to come at a later time

PUBLIC HEARING - REQUEST BY JAY WALKER ON BEHALF OF MIKE PROVOST FOR A REZONE, CASE NO. 2018-0017

The Board met today at 10:07 a.m. to conduct a public hearing in the matter of a request by Jay Walker on behalf of Mike Provost for a rezone, Case No. RZ2018-0017. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, DSD Director Tricia Nilsson, DSD Planner Dan Lister, Jay Walker, Mike Provost, Warren Fry, Dennis Zattiero, Linda Mims, Debbie Ary, Pedro Granado, Dan Carpenter, Sue Carpenter, James Haskett, Lee Belt from the City of Greenleaf, and Deputy Clerk Monica Reeves. Dan Lister gave the oral staff report. The request is to rezone a 24.42 acre parcel from agricultural to rural residential. In addition to the dairies, feedlots and gravel pits there are also three subdivisions in the area which were created between 1976 and 2000. The City of Greenleaf's future land use designation shows it as high density residential area if annexed into the city. Staff recommends the request be

denied. The P&Z Commission recommended the application be denied due to the city's concern that: 1) it will potentially block their future development and annexation into the city by developing a rural subdivision outside the city limits creating suburban sprawl outside the city area; 2) it will bring traffic into an area that's not been planned; and 3) there are environmental repercussions of adding more septic tanks and wells in an area outside the city. This is a nitrate priority area. The property does not have development rights as they gave up their rights in 2014 through a building permit relocation to push the building permit rights to the north and to save this portion for agricultural preservation. Jay Walker testified that the Provosts are community-minded people and are great farmers in the area and they want to do what's best. They did not understand the transfer of the development rights and farm ground preservation and they should have done a better job in approaching the city and understanding their desired growth path and the desire to extend public services through the property. They want to retain the opportunity to continue farming the ground and after working with the city they want to come back with a new application at a future date. Director Nilsson said if an application is withdrawn a new application will have to go back through the P&Z Commission and then come back to the Board. If the applicant wishes to make a material change to the application it can stay with the Board but we will have to re-notice that for a new public hearing. Mike Provost stated he has come up with a different plan and they want to work in conjunction with the City of Greenleaf if it's to be developed at a future date. He doesn't want to do anything contrary to what the city wants so at this point he is withdrawing the application. Commissioner Van Beek is pleased to hear the applicant will work with the city. Mr. Walker most of the studies, reports and maps are going to be incorporated into the future development work and he wants to be conscientious of the application fees that have already been paid and so he asked if there will be any reimbursement of their fees given that they have withdrawn the application. Director Nilsson said the request needs to be made in writing and then staff will do an accounting of the hard costs and see what the difference, if any, would be. Commissioner Dale said urban development belongs in the city limits and if there's a pathway to annexation that's the path he encourages them to take. Commissioner Van Beek wants the Board to work in conjunction with DSD on the recorded document (No. 2014-020421) to assure the public that we will take under consideration this instrument that was filed five years ago and as a statement that we are cognizant of the agricultural component that is documented in the comprehensive plan. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to accept the withdrawal as requested by the applicant, Mr. Provost. The matter concluded at 10:29 a.m. An audio recording is on file in the Commissioners' Office.

Meeting with Public Defender and Human Resources staff

Action Item: Consider signing a resolution to adopt the change to the job description of the Legal Support Specialist position in the Public Defender's Department

Detailed minutes to come at a later time

Meeting with county attorneys for legal staff update

Action Item: Consider modifying agreement for site access to Anderson Corner
Detailed minutes to come at a later time

Meeting to discuss retail alcohol beverage license

Action Item: Consider signing approval/denial of a new alcohol license for Holy Cow!
Detailed minutes to come at a later time

BOARD OF EQUALIZATION - TAX ASSESSMENT PROTEST HEARING FOR TWIN ISLANDS, LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:32 p.m. to conduct a tax assessment protest hearing for Twin Islands, LLC, for Account Nos. 04082000 0, 35336000 0, & 31223011 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, Appraisal Supervisor Greg Himes, Appraiser Sam Stone, Appraiser Mike Cowan, Admin. Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Attorney Mike Band, Greg Rudell, Dick Phillips, other interested citizens, and Deputy Clerk Monica Reeves. Commissioner White said the Board will discuss and rule on the motions that have been filed (copies of which are included with this day's minute entry). Regarding the motion to quash the subpoena, Commissioner Van Beek said she has reviewed the records provided and it appears the subpoena was delivered after the deadline listed on the subpoena and as such she made a motion that the Board grant the motion to quash the subpoena. The motion was seconded by Commissioner Dale and carried unanimously. Regarding the motion to disqualify the Commissioners, Commissioner White said it's her understanding that the remedy set forth in Idaho case law for ex parte communication is to disclose the nature of the communications, not to replace the Commissioners. She said the Board only had training specific to methodology. There has been no ex parte discussion on any specific protest, or business entity, or residential entity with regard to board of equalization hearings. Commissioner Van Beek said she does not have anything to disclose in the way of ex parte. Commissioner Dale concurred and said all discussions with the Assessor's Office were germane to methodology used to determine values, not with specific issues. Commissioner White made a motion to deny the motion to disqualify the Commissioners. The motion was seconded by Commissioner Van Beek and carried unanimously. Commissioner Dale said there is a motion from the appellant to go into executive session, and he is open to doing that but only for the purposes that are specifically outlined in the state code which is very particular about what can be discussed outside of the public view. In this case the only thing that comes close to qualifying for a discussion in an executive session is material that might be considered a trade secret. He proposes we should conduct as much of the hearing as possible in open session and then if the appellant requests to go into executive session for

discussion of trade secrets he would be open to that. He said the Board will be relying upon the appellant's representation that the information does indeed count as a trade secret and it has to fit under Idaho Code, Section 74-107 (1), and then after the executive session the Board will have to come back into open session to make a determination and a decision. Commissioner White said we are going to discuss as much of this as we can in open session until the appellant says it is a trade secret. Greg Rudell and Attorney Mike Band offered testimony in support of the protest applications. Sam Stone and Mike Cowan offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the comment portion of this hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Commissioner Dale made a motion to uphold the Assessor's valuation on all three accounts for Twin Islands, LLC. Commissioner Van Beek seconded the motion for discussion. She said with the previous year in district court it would not be hard to ascertain what was going to be called for in the way of information so it is fair to say that information was withheld that would have potentially made a different outcome here today, so whether it's labeled as trade secrets or competition, information was not provided that the appellant could have provided that would have made it different, potentially, from this side of the table and she finds that problematic. There's a difference in the approach but reasonable people should be able to disagree and then come to some consensus that makes it uniform. Having a different model should not impugn someone's character and she takes issue with that on the record, she did not appreciate that portion of the testimony because the spokesperson for the storage unit did not have his credentials undermined or impugned in that process and so what we really need to get down to is how are we both going to read these item-to-item, page-to-page. She believes the Assessor's Office has done a reasonable job. The questions were answered but they simply used a different approach and to her evaluating that at the district court level she would find support for what we've done here based on the judge's written decision on last year's information so she will support Commissioner Dale's motion to uphold the appraisers decision and move this to the board of tax appeals or the district court should they choose to do that. The motion carried unanimously. The hearing concluded at 3:12 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM
CALDWELL, IDAHO JULY 2, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED EMPLOYEE STATUS CHANGE FORM AND/OR KEY & SECURITY ACCESS
REQUEST FORM

The Board approved a salary rate request and/or key & security access request form for Brandi Beard, Eric Arthur and Carl Dille.

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

The Board met today at 9:02 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Fair Director Diana Sinner left at 9:07 a.m., Assistant IT Director Eric Jensen, Deputy P.A. Dan Blocksom and Deputy Clerk Jenen Ross. The action items were considered as follows:

Consider signing 2019 Canyon County Fair agreement with Mariachi Sol de Acapulco: Director Sinner said this is a standard entertainment agreement for a local mariachi band who will perform on Sunday of the fair. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the agreement with Mariachi Sol de Acapulco (see agreement no. 19-082).

Consider Notice of Intent to award contract for FY2019 Canyon County Weed and Pest Fiber Optic Extension Project: Mr. Jensen explained that after receipt of the RFP process it was decided that the value was not there to continue this project. At this point they'd like to close the RFP. They will continue to look at ways to get more reliable service out to the weed and pest office. Commissioner Van Beek made a motion to terminate the RFP and not award the contract at this time. The motion was seconded by Commissioner Dale and carried unanimously. A copy of the letter that will be sent to the vendors is on file with this day's minute entry.

The meeting concluded at 9:11 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR TRINITY NEW HOPE INC.

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:02 a.m. to conduct a property tax assessment protest hearing for Trinity New Hope, account no.12983500. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Administrative Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Spieser, Commercial Appraiser Sam Stone, Chief Deputy Appraiser Joe Cox, Tami McHugh for Trinity New Hope, Attorney Matt Johnson for Trinity New Hope and Deputy Clerk Jenen Ross. Ms. McHugh and Mr. Johnson offered testimony in support of the protest application. Jennifer Loutzenhiser and Joe Cox offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek

and carried unanimously. Upon the motion of Commissioner White and second by Commissioner Dale the Board voted to uphold the exemption. A vote was taken on the motion with Commissioners White and Dale voting in favor and Commissioner Van Beek voting against. The motion carried in a 2-to-1 split vote. The hearing concluded at 10:50 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR RICHARD NELSON

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:53 a.m. to conduct a property tax assessment protest hearing for Richard Nelson, account no. 24456007A1. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek Assessor Brian Stender, Administrative Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Spieser, Commercial Appraiser Sam Stone, Chief Deputy Appraiser Joe Cox, Greg Ruddell, Rosemary Nelson and Deputy Clerk Jenen Ross. Greg Ruddell and Rosemary Nelson offered testimony in support of the protest application. Sam Stone and Mike Cowan offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to uphold the Assessor's value. The hearing concluded at 11:34 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR RCG-NAMPA, LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 11:39 a.m. to conduct a property tax assessment protest hearing for RCG-Nampa, LLC, account no. 30498011. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Administrative Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Spieser, Commercial Appraiser Sam Stone, Chief Deputy Appraiser Joe Cox, Richard Brien for RCG-Nampa, Jeff Banka on behalf of BSU and Deputy Clerk Jenen Ross. Mr. Brien and Mr. Banka offered testimony in support of the protest application. Jennifer Loutzenhiser and Joe Cox offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to grant the exemption. The hearing concluded at 11:51 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR DAME BROTHERS CO, LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 11:53 a.m. to conduct a property tax assessment protest hearing for Dame Brothers Co. LLC, account nos. 24489010 and 2733000 Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Administrative Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Spieser, Chief Deputy Appraiser Joe Cox, David Eastman for Woodgrain and Deputy Clerk Jenen Ross. Mr. Eastman offered testimony in support of the protest application. Mike Cowan, Joe Cox and Greg Himes offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to adjust the value to \$8,495,760. The hearing concluded at 12:50 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM

CALDWELL, IDAHO JULY 3, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 1920

The Board of Commissioners approved payment of County claims in the amount of \$1,655,242.55 for a County payroll.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- HP, Inc. in the amount of \$3540.00 for the Information Technology department

CONSIDER INDIGENT DECISIONS

The Board met today at 8:48 a.m. to consider indigent decisions. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Customer Service Specialist Robin Sneegas and Deputy Clerk Jenen Ross. The following cases do not meet the eligibility criteria for county assistance: 2019-0901, 2019-1021, 2019-0909, 2019-0912, 2019-0930, 2019-0929, 2019-0927 and 2019-1035. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to issue initial denials with

written decisions within 30 days. The meeting concluded at 8:49 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION – RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Note for the record: As properly noticed the Board met today at 9:01 a.m. for a legal staff update.

Commissioner Van Beek made a motion to go into Executive Session at 9:01 a.m. pursuant to Idaho Code, Section 74-206(1) (d) regarding records exempt from public disclosure. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Van Beek, White and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Brad Goodsell and Deputy Clerk Jenen Ross. The Executive Session concluded at 9:16 a.m. with no decision being called for in open session.

RESCHEDULE HEARING REGARDING THE REQUEST BY NATE MITCHELL REPRESENTING BAAS GROUP, LLC FOR A REZONE, CASE NO. RZ2018-0040

The Board met today at 9:30 a.m. to go on the record to reschedule the public hearing in the matter of a request by Nate Mitchell, representing BAAS Group, LLC, for a rezone, Case No. RZ2018-0040. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, DSD Director Tricia Nilsson, and Deputy Clerk Monica Reeves. Director Nilsson said the applicant has requested a continuance of their hearing. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to reschedule the hearing to August 6, 2019 at 10:00 a.m. The meeting concluded at 9:31 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR LAFKY PROPERTIES, LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:06 a.m. to conduct a tax assessment protest hearing for Lafky Properties, LLC, (Big Storage) Account No. 31308000 0, 31310000 0, and 31309000 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Admin. Property Appraisal Supervisor Greg Himes, Appraiser Sam Stone, Appraiser Mike Cowan, Admin. Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Imaging Specialist

Christine Heimbigner, Aaron Lafky, Attorney Andrea Rosholt, Greg Rudell, other interested persons, and Deputy Clerk Monica Reeves. Commissioner White said the Board will discuss and rule on the motions that have been filed, copies of which are included with this day's minute entry. Regarding the motion to quash the subpoena, Commissioner Van Beek said she's reviewed the records provided from Lafky in this written decision and based on the information provided she moved that the Board quash the subpoena. The motion was seconded by Commissioner Dale and carried unanimously. Regarding the motion to disclose ex parte communications, Commissioner White said there was no ex parte communication with regard to exact names of entities or individuals. The Board had training and she hopes counsel would not find a problem with the fact that the Board had training in methodologies that can be used, there was nothing specific, it was just training. Commissioner Van Beek said she did not have ex parte communication with the Assessor's Office or any other entity. Commissioner Dale disclosed that he had no ex parte communication regarding any of these properties. Commissioner White disclosed there was no ex parte communication regarding anything specific or any of the properties listed. With regard to the motion to go into executive session, Commissioner Dale said executive sessions are carefully controlled and defined by state statute and we are only allowed to do that on certain, very narrow, specific subjects. He said they will discuss everything they can in open session and if there are trade secrets the Assessor needs to hear about then he will be willing to go into executive session only to discuss those things which are deemed trade secret. Other than that they are not able to do executive session on anything that's public matter. Ms. Rosholt said in terms of reasons for executive session, we are talking about market information and information that might be available online for her client to the extent that we go into or talk about anything of a private concern including finance records, which are considered trade secrets - her client's actual income information and actual vacancy information. She thanked the Board for its time and she said doesn't like motions suggesting that there's been ex parte communication, but that's what it appeared to be and it's just something that needs to be flushed out so her client can have a fair hearing. Ms. Rosholt and Aaron Lafky offered testimony in support of the protest applications. Mike Cowan and Sam Stone offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner White made a motion to close public comment. The motion was seconded by Commissioner Van Beek and carried unanimously. Following the Board's discussion, Commissioner Van Beek made a motion to uphold the Assessor's value on all three accounts. The motion was seconded by Commissioner Dale and carried unanimously. The hearing concluded at 11:22 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION - TAX ASSESSMENT PROTEST HEARING FOR JKRJ INVESTMENTS, LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 11:23 a.m. to conduct a tax assessment protest hearing for JKRJ Investments, LLC, Account No. 35731000 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek,

Assessor Brian Stender, Admin. Property Appraisal Supervisor Greg Himes, Appraiser Sam Stone, Appraiser Mike Cowan, Admin. Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Imaging Specialist Christine Heimbigner, other interested persons, and Deputy Clerk Monica Reeves. The applicant did not appear for the hearing. Mr. Cowan said the appellant is out of town and requested the Board uphold the Assessor's value and if they wish to take it to the board of tax appeals that will be their prerogative. Commissioner Dale made a motion to quash the subpoenas for JKRJ Investments. The motion was seconded by Commissioner Van Beek and carried unanimously. Regarding the motion to disclose ex parte communication, Commissioner White said she has had no ex parte communication with the Assessor's Office, nor specific conversations about any business or amounts, she received training only. Commissioner Van Beek said she's had no ex parte communication with JKRJ Investments regarding their property or assessed values or ex parte communication with the Assessor's Office. Commissioner Dale said he has not had any information or communication from them regarding their properties from anybody whatsoever. He then made a motion to uphold the Assessor's value for JKRJ Investments. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 11:26 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR RCG-NAMPA LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:32 p.m. to conduct a property tax assessment protest hearing for RCG-Nampa LLC, account nos. 30498010, 30504000, 30503010, 30498011, 30503013, 30504012, 30498000, 30498012A0, 30501010, 30503011, 31086112, 31086107, 31086109, 31086110. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Speiser, Commercial Appraiser Keven Sorensen, Commercial Appraiser Sam Stone, Imaging Specialist Christine Heimbigner, Customer Service Specialist Annette Canada, Administrative Analyst Jennifer Loutzenhiser, Attorney Rick Smith for RCG-Nampa LLC and Deputy Clerk Jenen Ross. Mr. Smith offered testimony in support of the protest applications. Joe Cox and Mike Cowan offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner White made a motion to close the public hearing. The motion was seconded by Commissioner Dale and carried unanimously. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to uphold the Assessor's value for all of the protest applications. The hearing concluded at 2:46 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR TIMOTHY BENEDICK

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:52

p.m. to conduct a property tax assessment protest hearing for Timothy Benedick, account no. 01469000. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Spieser, Commercial Appraiser Keven Sorensen, Commercial Appraiser Sam Stone, Imaging Specialist Christine Heimbigner, Customer Service Specialist Annette Canada, Administrative Analyst Jennifer Loutzenhiser and Deputy Clerk Jenen Ross. Mr. Benedick was not present for the hearing. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to uphold the Assessor's value. The hearing concluded at 2:53 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR LEO TAYLOR

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:54 p.m. to conduct a property tax assessment protest hearing for Leo Taylor, account nos. 20342010, 20463000 and 20464000. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Darryl Spieser, Commercial Appraiser Keven Sorensen, Commercial Appraiser Sam Stone, Imaging Specialist Christine Heimbigner, Customer Service Specialist Annette Canada, Administrative Analyst Jennifer Loutzenhiser, Leo Taylor, Brooke Taylor, Natalie McElhaney and Deputy Clerk Jenen Ross. Leo Taylor, Brook Taylor and Natalie McElhaney offered testimony in support of the protest applications. Darryl Speiser, Mike Cowan and Greg Himes offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to uphold the Assessor's value. The hearing concluded at 3:39 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR 208 STORAGE LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 3:43 p.m. to conduct a property tax assessment protest hearing for 208 Storage, account nos. 30933000 and 32441000. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowan, Commercial Appraiser Sam Stone, Imaging Specialist Christine Heimbigner, Administrative Analyst Jennifer Loutzenhiser, Additional Assessor Office staff, Greg Ruddell for 208 Storage, Marty Camberlungo for 208 Storage and Deputy Clerk Jenen Ross. Greg Ruddell and Marty Camberlungo offered testimony in support of the protest applications. Sam Stone, Mike Cowan and Greg Himes offered testimony on behalf of the Assessor's Office. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously

to uphold the Assessor's value. The hearing concluded at 4:16 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION - CONSIDER SIGNING ASSESSOR ADJUSTMENTS TO 2019 CERTIFIED VALUES

The Board met today at 4:17 p.m. to consider signing Assessor adjustment to 2019 certified values. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Appraisal Supervisor Greg Himes, Administrative Analyst Jennifer Loutzenhiser, Additional Assessor Office staff and Deputy Clerk Jenen Ross. Adjustments have been made based on information collected during Board of Equalization. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the Assessor adjustments to 2019 certified values. A copy of the adjustments are on file in the Commissioners' Office. The meeting concluded at 4:18 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM

CALDWELL, IDAHO JULY 5, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

FILE IN MINUTES

The Board filed the Treasurer's monthly report for May 2019 in today's minutes.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR WAL-MART AND AMALGAMATED SUGAR COMPANY

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:04 a.m. to conduct a tax assessment protest hearing for Wal-Mart, Account Nos. 32275000 0, 32497010 0, 32044900 0, 08522100 0, & 32576302 0, as well as a protest hearing for Amalgamated Sugar Company, Account Nos. 62222153 0 & 30977000 0. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Admin. Property Appraisal Supervisor Greg Himes, Appraiser Mike Cowan, Appraiser Sam Stone, Appraiser Darryl Spieser, Admin. Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Imaging Specialist Christine Heimbigner, Brad Miller, Attorney Andrea Rosholt, Jake Smith, and Deputy Clerk Monica Reeves. The appellants for Wal-Mart and Amalgamated Sugar did not appear for today's hearing. Mike Cowan and Joe Cox offered brief comments on behalf of the Assessor's Office. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to uphold the

Assessor's value on all five of the Wal-Mart accounts. Upon the motion of Commissioner Van Beek and the second by Commissioner Dale, the Board voted unanimously to uphold the Assessor's value on both accounts for Amalgamated Sugar. The hearing concluded at 10:09 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR ARI NAMPA, LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:10 a.m. to conduct a tax assessment protest hearing for ARI Nampa, LLC, Account No. 31029011 0. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Admin. Property Appraisal Supervisor Greg Himes, Appraiser Mike Cowan, Appraiser Sam Stone, Appraiser Darryl Spieser, Admin. Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Imaging Specialist Christine Heimbigner, Brad Miller, Attorney Andrea Rosholt, Jake Smith, and Deputy Clerk Monica Reeves. Brad Miller offered testimony in support of the protest application. Mike Cowan offered testimony on behalf of the Assessor's Office. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to close public comment. Upon the motion of Dale and the second by Commissioner Van Beek, the Board voted unanimously to uphold the Assessor's value. The hearing concluded at 10:26 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR U-SAVE STORAGE, LLC, AND CITY DEVELOPMENT, INC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:27 a.m. to conduct a tax assessment protest hearing for U-Save Storage, LLC, Account No. 24368000 0, and City Development, Inc., Account No. 07540500 0. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Admin. Property Appraisal Supervisor Greg Himes, Appraiser Mike Cowan, Appraiser Sam Stone, Appraiser Darryl Spieser, Admin. Analyst Jennifer Loutzenhiser, Customer Service Specialist Annette Canada, Imaging Specialist Christine Heimbigner, Attorney Andrea Rosholt, Jake Smith, other interested persons, and Deputy Clerk Monica Reeves. With regard to the motion to quash the subpoena, Commissioner Van Beek said the attorney has indicated we have a four or five year history of records with the exception 2019. Due to timely reasons she made the motion to grant the motion to quash the subpoena. The motion was seconded by Commissioner Dale and carried unanimously. Andrea Rosholt and Jake Smith offered testimony in support of the protest applications. Sam Stone and Mike Cowan offered testimony on behalf of the Assessor's Office. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to close the public comment. Upon the motion of Dale and the second by Commissioner Van Beek, the Board voted unanimously to uphold the Assessor's value on both accounts, Protest Nos. 19124 and

19125. The hearing concluded at 11:56 a.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM

CALDWELL, IDAHO JULY 8, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 7/10/19

The Board of Commissioners approved payment of County claims in the amount of \$20,001.12, 64,695.00, \$79,577.01 and \$120,667.09 for accounts payable.

MEETING WITH INFORMATION TECHNOLOGY DIRECTOR TO DISCUSS THE PROVISION OF IT SERVICES TO THE AMBULANCE DISTRICT

The Board met today at 8:36 a.m. with the Director of Information Technology to discuss the provision of IT services to the Ambulance District. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, IT Director Greg Rast, Deputy P.A. Dan Blocksom and Deputy Clerk Jenen Ross. This is the follow-up meeting regarding IT services to the Ambulance District. At the last meeting the Board directed that they did not want IT services offered at the \$30/hour rate due to being a different taxation district and resources on the county side. Director Stowell is fine with the service they have in place so the letter now just references the two Ambulance District servers that are on maintained by Canyon County; those will be paid at \$400/year per server. The letter outlining the services provided by the County will be sent to the Ambulance District for review before it comes back to the Board for signatures. The meeting concluded at 8:39 a.m. An audio recording is on file in the Commissioners' Office.

Hearings: Board of Equalization

Action Item: Consider approval/denial of an application for casualty loss under Idaho Code §63-602X (cancellation of value) for Kathleen Welch Robnett
Detailed minutes to come at a later time

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR FORTRESS

STORAGE LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 9:04 a.m. to conduct a property tax assessment protest hearing for Fortress Storage, LLC - account no. 31745014. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Administrative Analyst Jennifer Loutzenhiser, Appraisal Supervisor Greg Himes, Commercial Appraiser Sam Stone, Commercial Supervisor Mike Cowan, Residential Supervisor Barbara Wade, Residential Appraiser Bret Hartley, Other Assessor Office staff, Greg Ruddell for Fortress Storage, LLC, Eric Murrell, Jr. for Fortress Storage, LLC and Deputy Clerk Jenen Ross. Mr. Ruddell and Mr. Murrell offered testimony in support of the protest application. Sam Stone, Mike Cowan and Greg Himes offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to uphold the Assessor's amended valuation. The hearing concluded at 9:51 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION - TAX ASSESSMENT PROTEST HEARING FOR SAINT ALPHONSUS

The Board of County Commissioners, sitting as a Board of Equalization, met today at 9:58 a.m. to conduct a property tax assessment protest hearing for Saint Alphonsus, account nos. 64932721, 64937541, 64940652, 64941293, 64941490 and 64941585. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Administrative Analyst Jennifer Loutzenhiser, Appraisal Supervisor Greg Himes, Commercial Appraiser Sam Stone, Commercial Supervisor Mike Cowan, Residential Supervisor Barbara Wade, Residential Appraiser Brett Hartley, other Assessor Office staff, Frank Lee for St. Alphonsus, Miguel Rosus-Muniz for St. Alphonsus and Deputy Clerk Jenen Ross. Mr. Lee and Mr. Rosus-Muniz offered testimony in support of the protest application. Joe Cox and Jennifer Loutzenhiser offered testimony on behalf of the Assessor's Office. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to grant the exemption on all six parcels. The hearing concluded at 10:07 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION - CASUALTY LOSS TAX EXEMPTION HEARING FOR KATHLEEN WELCH ROBNETT

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:08 a.m. to conduct casualty loss exemption hearing for Kathleen Welch Robnett, account no. 72595000. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Administrative Analyst Jennifer Loutzenhiser, Appraisal Supervisor Greg Himes, Commercial Appraiser Sam Stone, Commercial Supervisor Mike Cowan, Residential Supervisor Barbara Wade, Residential Appraiser Bret Hartley, other Assessor Office staff and Deputy Clerk Jenen Ross. Jennifer Loutzenhiser offered testimony in support of the casualty loss exemption

application. Following testimony, Commissioner Dale made a motion to grant the casualty loss exemption. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 10:09 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION - CONSIDER SIGNING ASSESSOR ADJUSTMENTS TO 2019 CERTIFIED VALUES

The Board met today at 10:11 a.m. to consider signing Assessor adjustments to 2019 certified values. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Chief Deputy Assessor Joe Cox, Administrative Property Appraisal Supervisor Greg Himes, Administrative Analyst Jennifer Loutzenhiser, other Assessor Office staff and Deputy Clerk Jenen Ross. Adjustments have been made based on information collected during Board of Equalization. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the adjustments to 2019 certified values. A copy of the adjustments are on file with this day's minute entry. The meeting concluded at 10:17 a.m. An audio recording is on file in the Commissioners' Office.

Meeting with Administrative District Judge and Trial Court Administrator to discuss general issues

Detailed minutes to come at a later time

RESCHEDULE PUBLIC HEARING IN THE MATTER OF A REQUEST BY JAY WALKER REPRESENTING KOLO, LLC FOR A COMPREHENSIVE PLAN MAP AMENDMENT AND REZONE, CASE NO. RZ2018-0037 AND OR2018-0007

The Board went on the record at 2:02 p.m. to reschedule the public hearing in the matter of a request by Jay Walker representing KOLO, LLC, for a comprehensive plan map amendment and rezone, Case No. RZ2018-0037 and OR2018-0007. Present were: Commissioners Pam White and Leslie Van Beek, DSD Planner Dan Lister, interested citizens, and Deputy Clerk Monica Reeves. Dan Lister reported there has been a change in the applicant's representative and when he reached out to contact them he was informed they did not receive notice of today's hearing so the matter will have to be rescheduled. The new hearing date is August 12 at 10:00 a.m. Commissioner Van Beek said the Board did not have prior knowledge of the information staff brought today and she offered her apologies for the inconvenience. The meeting concluded at 2:04 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM
CALDWELL, IDAHO JULY 9, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale – out of the office
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Overhead Door of Idaho in the amount of \$1950.00 for the Facilities department

Meeting with the Directors of Facilities and Information Technology to discuss general issues, set policy and give direction
Detailed minutes to come at a later time

Meeting with county attorneys for legal staff update

Action Item: Consider signing expert witness contract with J. Philip Cook, MAI CRE for an appraisal of the CTI-SSI Food Services processing facility and related support services

Action Item: Consider signing 2019 Canyon County Fair entertainment agreement with Special Reserve

Action Item: Consider signing a resolution approving award of officer's badge and duty weapon to Captain William Adams

Action Item: Consider signing a resolution to make reappointments to the Canyon County Historic Preservation Commission

Detailed minutes to come at a later time

Public hearing

Action Item: Consider approval/denial of a request by Rich Pickett/Pickett Auctions for a rezone; Case No. RZ2019-0015

Action Item: Consider signing findings of fact, conclusions of law & order and ordinance; Case No. RZ2019-0015

Detailed minutes to come at a later time

JULY 2019 TERM
CALDWELL, IDAHO JULY10, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale – out of the office

Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Carousel Industries in the amount of \$2129.74 for the Information Technology department
- Manage Engine in the amount of \$10,795.00 for the Information Technology department

APPROVED CLAIMS ORDER NO. 7/10/19

The Board of Commissioners approved payment of County claims in the amount of \$100,009.77 and \$38,735.43 for accounts payable.

APPROVED CLAIMS ORDER NO. 7/12/19

The Board of Commissioners approved payment of County claims in the amount of \$5441.49 for accounts payable.

Meeting with county attorneys for legal staff update

Action Item: Consider signing agreement to provide school resource officer services to the Vallivue School District

Action Item: Consider signing Idaho Department of Parks and Recreation Grant Agreement project WW20-3-14 for re-power search and rescue outboard boat

Action Item: Consider signing 2019 Canyon County Emergency Operations Plan
Detailed minutes to come at a later time

Meeting to discuss retail alcohol beverage license

Action Item: Consider signing approval/denial of a new alcohol license for G&G Investments doing business as BUD'S

Detailed minutes to come at a later time

JULY 2019 TERM
CALDWELL, IDAHO JULY 11, 2019

PRESENT: Commissioner Pam White, Chair

Commissioner Tom Dale – out of the office
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

Meeting with Indigent Services staff

Action Item: Consider approval/denial of indigent decisions
Detailed minutes to come at a later time

Hearings: Medical indigency appeals

Action Item: Consider application on appeal of initial determination (names and other information withheld pursuant to Idaho Code §74-106(4) and (6))
Detailed minutes to come at a later time

Meeting with county attorneys for legal staff update
Detailed minutes to come at a later time

Action Item: Consider signing Case Management Systems Professional Services agreement for Canyon County Juvenile Probation Department
Action Item: Consider signing 2020 Memorandum of Agreement to support Clinical Services in Juvenile Detention Facilities

Meeting with Prosecuting Attorney Office

Action Item: Consider signing Thomson Reuters West Publishing Corporation's subscription order form for the Canyon County Prosecuting Attorney's Office

*** Continued to 3:30 p.m. ***
Detailed minutes to come at a later time

JULY 2019 TERM
CALDWELL, IDAHO JULY 12, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale – out of the office
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 7/25/19

The Board of Commissioners approved payment of County claims in the amount of \$36,471.08 and \$66,949.19 for accounts payable.

No meeting were held today.

JULY 2019 TERM
CALDWELL, IDAHO JULY 15, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale – out of the office
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Dell in the amount of \$209,600.92 for the Information Technology department
- Miller Creek Associates in the amount of \$7757.00 for Solid Waste
- Jim's Metal Works in the amount of \$2537.00 for the Facilities department

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for O'Michael's Pub & Grill to be used 7/19/19 for a wedding.

APPROVED COMMUTER VEHICLE AUTHORIZATION FORM

The Board approved a commuter vehicle authorization form for Eric Arthur.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Sunbelt Controls in the amount of \$2950.00 for the Facilities department

Meeting with Commissioner's Office staff to discuss upcoming calendar events
Detailed minutes to come at a later time

Meeting with county attorneys for legal staff update

Action Item: Consider signing 2019 Canyon County Emergency Operations Plan
Detailed minutes to come at a later time

Meeting with Development Services staff

Action Item: Consider signing final plat for Riverfront Estates Subdivision for Dan & Jonna Rohl and Erik & Sarah Heasley; Case No. SD2019-0021

Action Item: Consider signing final plat for Riverfront Estates Subdivision HOA; Case No. SD2019-0005

Action Item: Consider signing a letter requesting the Department of Agriculture to form a site advisory team to review Sun Ridge Dairy's request for CAFO expansion; Case No. CU2019-0010 - *agenda amended to include resolution*
Detailed minutes to come at a later time

Meeting with Fleet Director to discuss general issues, set policy and give direction
Detailed minutes to come at a later time

Meeting with Director of Human Resources to discuss general issues, set policy and give direction
Detailed minutes to come at a later time

JULY 2019 TERM
CALDWELL, IDAHO JULY 16, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale – out of the office
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED EMPLOYEE STATUS CHANGE FORM AND/OR KEY & SECURITY ACCESS REQUEST FORM

The Board approved a salary rate request and/or key & security access request form for Linda Ellis, Nancy Horton, Linda Vanacore, Tina Wetzell, Naida Camacho Jimenez and Jose Carranza.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Norbryhn Equipment Company in the amount of \$16,785.00 for the Facilities department
- Idaho Post in the amount of \$1,200.00 for the Sheriff's Office

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

The Board met today at 9:02 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Pam White and Leslie Van Beek, Treasurer Tracie Lloyd left at 9:05 a.m., Deputy P.A. Dan Blocksom, Weed and Pest Director AJ Mondor and Deputy Clerk Jenen Ross. The action items were considered as follows:

Consider approval/denial of Treasurer's tax charge adjustments by PIN for June 2019: Treasurer Lloyd explained the reasons for these monthly adjustments. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the Treasurer's tax charge adjustments by PIN for June 2019.

Consider signing agreement for noxious weed control between Idaho Transportation Department and Canyon County: This is a contract that has been done for the last 15-20 years for the county to assist in clean-up of ITD ground such as major state highways in the area. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the agreement for noxious weed control between Idaho Transportation Department and Canyon County. Director Mondor spoke about the liability of his personnel while out spraying. Commissioner Van Beek said she would like more information on county exposure, hazmat clause and liability before she signs (see agreement no. 19-090).

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

A request was made to go into Executive Session to discuss records exempt from public disclosure and communicate with risk manager regarding pending/imminently likely claims. The Executive Session was held as follows:

Commissioner Van Beek made a motion to go into Executive Session at 9:24 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (i) regarding records that are exempt from public

disclosure and communicate with risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner White. A roll call vote was taken on the motion with Commissioners Van Beek and White voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Pam White and Leslie Van Beek, Weed and Pest Director AJ Mondor, Deputy P.A. Dan Blocksom and Deputy Clerk Jenen Ross. The Executive Session concluded at 9:43 a.m. with no decision being called for in open session.

At the conclusion of the executive session the following action item was considered:

Consider signing cooperative agreement for gopher control between Idaho Transportation Department and Canyon County: Director Mondor said this agreement is similar to the weed spraying. They address areas of concern if they are in the area and notice an issue or get a complaint. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the cooperative agreement for gopher control between Idaho Transportation Department and Canyon County (see agreement no. 19-091).

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

PUBLIC HEARING TO CONSIDER THE REQUEST BY ION & MIHAELA STANCIU FOR A PRELIMINARY PLAT AND FINAL PLAT FOR STANCIU SUBDIVISION NO. 2; CASE NO. SD2019-0001

The Board met today at 10:00 a.m. for a public hearing to consider the request by Ion & Mihaela Stanciu for a preliminary plat and final plat for Stanciu Subdivision No. 2; case no. SD2019-0001. Present were: Commissioners Pam White and Leslie Van Beek, DSD Director Tricia Nilsson, DSD Planner Jennifer Almeida, TJ Wellard, Ion Stanciu and Deputy Clerk Jenen Ross. Ms. Almeida gave the staff report stating that the subject property is zoned single family residential (R-1) and the average minimum lot size in the R-1 zone is one acre. The property is designated as residential on the Canyon County future land use map and the property lies within Nampa's area of city impact. This project contains two residential lots and will utilize individual domestic wells and individual septic systems. The property does not have water rights. Lot 1 has frontage on South Stanford St. and lot 2 will be accessed via a 28 foot easement. An easement reduction to 28 feet was approved by the director on March 29, 2019. Keller and Associates has reviewed the preliminary plats and their comments are found in exhibit 5 as well as added to the recommend conditions of approval. No written opposition to the plat was received. The subdivision meets Idaho code and Canyon County zoning ordinance requirements for the preliminary and final plats. The planning and zoning commission recommended approval of the preliminary plat on May 16, 2019. Staff is also recommending approval of the request with the proposed conditions of approval as outlined in exhibit 1 of the staff report. There are no subdivision improvements for this project. The plat Mylar has been signed by all the necessary agencies and is ready for the Board signature. Commissioner Van Beek asked about the reduction in access from 60 feet to 28 feet. Director

Nilsson said they look at how this particular street fits into the overall network in the area. It will only serve this local need, the surrounding properties have other ways to access the local system. The fire department is okay with the reduced width. Commissioner Van Beek asked for the surface irrigation water rights to be addressed. Ms. Almeida said that the lot that is being built on is 1.371 acres and you can irrigate up to a ½ acre by a domestic well which she believes is their intent.

TJ Wellard offered testimony stating that Mr. and Mrs. Stanciu are requesting to divide this existing lot in the subdivision to add an addition residence for their daughter. He addressed the access, he said it is just a driveway for the back lot, lot 2, so it would be just one residence using that driveway. There is no connection to anything behind so it is only to be used by lot 2, no other properties can use it in the future unless those property owners want to grant use to some other property. As far as water goes, they do not have surface irrigation water rights, so currently the sprinkler system is hooked up to the well to water their yard. Whatever they are legally allowed to use is what they'll do as far as watering the lawn. By the time you build a house, shop and driveway it uses up a fair amount of the acreage. Commissioner Van Beek asked the issue of weed control. Director Nilsson said there are hundreds of one acre lots around the county and they get more complaints about the larger size properties vs. the smaller ones. Commissioner White made a motion to close the public hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Commissioner Van Beek made a motion to approve the request by Ion & Mihaela Stanciu for case no. SD2019-0001 for the preliminary and final plats and sign the findings of fact, conclusions for law and order. The motion was seconded by Commissioner White and carried unanimously. A copy of the FCOs are on file with this day's minute entry.

The meeting concluded at 10:14 a.m. An audio recording is on file in the Commissioners' Office.

MEETING WITH ANNE WESCOTT TO DISCUSS FIRE AND RECREATION DISTRICT IMPACT FEES

The Board met today at 1:33 p.m. with Anne Wescott to discuss fire and recreation district impact fees. Present were: Commissioners Pam white and Leslie Van Beek, Deputy P.A. Zach Wesley, DSD Director Tricia Nilsson, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, PIO Joe Decker, Anne Westcott with Galena Consulting, Attorney Bill Gigray, Michael Stoll with Canyon County Ambulance District, Jim Bower with Marsing Fire, Chris King with the City of Nampa, Andy Petersen with the Nampa Fire Protection District, Krystal Hinkle with Kuna Fire, L.V. Buzz Beauchamp, Steve Rhodes with Wilder Fire District, Greg Timinsky with Star Fire and Rescue, Robin Ward with Star Fire and Rescue, Victor Isias with Middleton Fire, Deb Sandbogh, Tim O'Meara, Hubert Osborne and Brion Showalter and Deputy Clerk Jenen Ross.

Presentation includes 8 final reports that each district commissioner have approved and have asked to move ahead with the County prosecutor in seeking the Board's approval of collecting these fees.

The question is: what will growth in Canyon County do to our ability to provide fire and emergency services?

When talking about the level of service it's talked about in terms of response time minutes.

- Review of Treasure Valley target response times
 - Canyon County fire districts are currently meeting the recommended response times but growth is eroding the ability to continue to do so in the unincorporated areas of the county.

- Fire district population growth projections – 10 year forecast
 - Over the 10 year period there is a growth projection of 33,002 households for the 7 districts that are being represented.
 - As growth continues to move into Canyon County they anticipate that at the end of the 10 year period they will have revised the growth projections.
- Fire district non-residential growth projections – 10 year forecast
 - Where rooftops are built they know that other types of non-residential land use will go up.
- Increased calls for service
 - Average increase in call volume per fire district over past 10 years is 88%.
- Growth's impact on level of service
 - Significant growth is putting a strain on the districts' ability to respond to calls within the desired amount of time.
 - There are not enough stations and/or ideally located stations to provide current levels of service to new growth which could cause longer response times, increased mortality, increased property loss and insurance rates for residents.
- How can a district maintain their level of service in the midst of significant growth?
 - In evaluating district budgets the increase in costs is about even with increased revenue from property taxes generated by new growth thus not leaving any funds for station construction or purchase of apparatus and equipment.
 - Impact fees are a way to equitably assign the burden of the cost of growth related capital.
 - Canyon County fire districts would like to collect impact fees to support their growth related capital needs in order to maintain current service levels.
- Fee calculations
 - Equation to determine fee is: Purchase or construction to support future growth ÷ number of residential units/non-residential square fee = full cost recovery impact fee per unit.
 - Only items necessary to support growth are allowed with monies collected from the impact fee.
- Current capital assets needed for current level of service
 - To date the 7 districts being represented have \$85,208,516 in assets as far as stations and apparatus.

- Each household has paid \$1649 into the system.
- Most districts already have some capacity built in so they will probably never ask new growth to pay what existing residents have already paid in.
- Value of 10 year capital improvement plans by district
 - Develop a capital improvement plan based on each districts' data points – those points being what their level of service is today, amount of growth predicted for that district over the next 10 years and specific to that district what amount of capital they will need to make sure that their current response time doesn't erode due to growth.
 - For all 7 districts the total capital improvement cost due to growth is \$35,738,864.
 - The way to determine if something is growth related is to ask the question 'If you never added another house would you need to build this?' If you need to build regardless of growth then it is not impact fee eligible.
- Capital improvement plans for each district were reviewed by Ms. Wescott. The capital improvement plan amounts that are CIP eligible are as follows:
 - Caldwell/Caldwell Rural Fire District: \$10,515,798
 - Kuna Fire District: \$7,240,942
 - Marsing Fire District: \$656,000
 - Middleton Fire District: \$4,007,600
 - Nampa/Nampa Rural: \$8,720,324
 - Star Rural Fire: \$4,117,200
 - Wilder Rural Fire: \$481,000
- Proposed impact fees per fire district – per residential unit
 - Caldwell/Caldwell Rural Fire District: \$665
 - Kuna Rural Fire District: \$824
 - Marsing Rural Fire District: \$1238
 - Middleton Rural Fire District: \$849
 - Nampa/Nampa Rural Fire District: \$560
 - Star Rural Fire District: \$809
 - Wilder Rural Fire District: \$825
- Fee comparisons
 - Impact fees will vary by jurisdiction due to differences in current assets, level of service, growth projections, growth patterns, etc.
 - Between 10,000 – 15,000 additional people demands a new station.
- Legal process
 - Fire districts have conducted their impact fee studies and developed 10-year CIPs in compliance with state statute.
 - Advisory committees made up of community members in development, real estate, lending, construction, etc. have given their unanimous recommendation to adopt the proposed fees.

- District commissioners have reviewed these proposals and have determined they would like to pursue the adoption of fees with the cities and Canyon County.
- The cities of Kuna and Star have already adopted fees for their rural fire districts; the cities of Middleton and Wilder have indicated their willingness to do so as well.
- All documentation for adoption of impact fees for the respective fire districts has been developed in compliance with state statute and can be provided to Canyon County legal for review
 - Required steps
 - Approval of impact fee advisory committee membership
 - County public hearing on each fire districts capital improvement plan and resolution approving each plan.
 - County public hearing on the ordinance adopting fire district impact fees
 - County planning and zoning public hearing to amend the Comprehensive Plan to include the fire district capital improvement plans; resolution of amendment by county commissioners.
- Administration fees
 - County would assess and collect the appropriate fee at the point of building permit.
 - Revenue would be disbursed to the districts on an agreed upon schedule.
 - Districts would pay the county an administrative fee for processing.
 - District would be responsible for managing required reporting to the development impact fee advisory committee and fund/manage the required study updates at least every 5 years.

Commissioner Van Beek asked at what point in the collection process it allows for a station to be build. Ms. Wescott said these are calculated based on 10-year growth and being able to recover the cost to build the station. The first monies into the account have to be spent within 8 years which can include the purchase of land, design or purchase of equipment or apparatus. They can choose to wait until they have all the money in the account or they can build the station upfront and have the impact fee revenue pay back their general fund over time. Ms. Wescott addressed the concern about the appeal process, she said they have an administrator in each district and if a developer were to come forward not wanting to pay an impact fee they could be referred over to the district administrator. Her thought is that since the county doesn't have staff who would know how fire service is related to a house that 99% of all questions from a developer would happen at the fire district.

Mr. Gigray spoke about the guideline regarding spending of the monies. There is a process allowed by statute that notice can be provided by the agency and they can get up to a 3 year extension if they cannot spend the money in the 8 year timeframe. Mr. Gigray also addressed the issue of the economy or growth not growing as fast as projected. His understanding is that the fire district would have to forecast in their budget process that they are going to use

an impact fee for an eligible project in the following fiscal year. The money is placed in a trust fund so it has to be added as an additional income item. Ms. Wescott spoke about the inflationary rate stating that it could go either up or down. She spoke to what she believes Commissioner Van Beek's concerns are regarding the changes in the market and the concern that if fees are being collected but building is not happening. Ms. Wescott said that is why the statute says you have to update the plan every 5 years and the fire districts are committed to updating their plans every 2 years because things are changing so fast. They will be meeting with the advisory committee every year and if at any point things seem to be declining they can re-open the plan and adjust. They don't want the fee to be changing for any reason other than inflation. If anything in the environment has changed significantly from the studies they've done, that is where the advisory committee comes in to help gauge the economic environment for development. Ms. Wescott said she evaluates the permits for every community every year and watches the COMPASS update to track that they are still reasonably in line, if not they will stop and re-do everything. With impact fees there is a correlation between growth and capital.

- Middleton Parks & Recreation District
 - Estimated CIP value is 83% making the fee amount \$3,014,420
 - Improvements include curbs, gutter, parking lots, pathways, baseball diamonds, playgrounds, community center improvements and land acquisition for fields for growth at several locations.

Ms. Wescott explained how her report shows the full dollar amount of the issue but breaks down what can come from impact fees and what portion will need to be planned to keep up the rest. Although it's not legally required to fund projects that are non-impact fee eligible, it would not be a good policy decision to take impact fees to keep the level of service going while allowing everything else to degrade. If there are any projects on the CIP that are anything but 100% or 0% it's saying that the district has to be able to pay for the remaining portion not covered by impact fees.

Zach Wesley said that he believes from the Commissioners' perspective there is a tremendous amount of information that has been presented and a lot of ground-work with detail and explanation has already been done. The fire districts and the recreation district have done a lot of work and want to remove some of that burden from the county. He said Ms. Wescott provided a lot of perspective on the annual reviews and how those are handled but as Commissioners and as a county we have to prepare for a situation where Ms. Wescott isn't involved anymore and we have to have systems in place so that we have a committee and people that are appointed by the county commissioners that are there to come in every year and make sure the annual reviews happen and then in addition we also have to plan for the potential that growth doesn't occur. Say in a rural area they predict 300 homes and in 5 years from now they only have 30 homes in that area we have to be prepared to go in there and adjust the plan, figure out where the money can be spent thru a committee, thru cooperation with that district and prepare for the potential of a refund, potential of an appeal that could go to the county commissioners, something that could go to court in the county's name. What we've discussed is putting together a committee that would meet those

requirements that are required in statute by the Idaho legislature to initially look at all this information, tell the commissioners where they need to look, where there is potential liability going forward, where there is potential concern with the plans, if there are any, and give the Board a recommendation and then we can proceed much like it's laid out in Ms. Wescott's presentation. That would be the first step but that doesn't mean that all of the work that's been done is not valuable and isn't ready to go. One thing that we talked about is having all of the existing committees come in as subcommittees. You've got a group beyond the county commissioners that can get in touch with the 8 different entities. Mr. Wesley said that ultimately the fire districts want to ease the burden on the county but the county needs to look at worst case scenario. Need to plan out for what happens in 8.5 years, what happens in 10 years if a district hasn't fulfilled its responsibilities or if we don't have Ms. Wescott to rely on for advice and counsel. We need to look at building this system so it lasts beyond all of us. Commissioner Van Beek said she would like the opportunity to visit with county legal and digest the bulk of what's been done.

Mr. Gigray represents all 7 fire districts along with the greater Middleton area recreation district. He addressed a point about liability with intergovernmental agreements which they are working thru with Ada County. They are providing an indemnity to the county for the administration of the impact fee ordinance that the county has applied. That can be done by statute and if the county gets sued and end up with a big judgment then there could be a judgement levy to collect money to pay the county back; that is how it is being handled in Ada County. With regards to the committees, Ms. Wescott has worked with the committees, they've been established but they will be Board committees; when the impact fee law was amended to provide for the intergovernmental agreements in 2007 they didn't change anything else, they just provided an additional section that says you can enter into and intergovernmental agreement with fire, highway or irrigation districts for the imposition of impact fees. The advisory committee has to meet at least once a year, it's under the open meeting law and it will continue in that process and it is mandated by statute to update the capital improvement plan at least once every 5 years but it can be done more often if needed. The way the documents have been drafted, those committees are your committees, they're already in place. If the Board looking for a separate committee to be established then he assumes the Board is looking at a separate advisory committee to advise about the law and the administration and he feels it's a needless duplication because that's what those committees are designed and intended to do. In working with Ada County, there is some interest on the part of the PA's office to combine the committees under one umbrella thru an intergovernmental agreement or thru a joint powers agreement. The reason there are so many committees now is because these didn't all start at the same time and because we're dealing with all these different jurisdictions. Only government entities with ordinance authority can do impact fees; that limits it to counties, cities and ACHD. We've tried to be meticulous in establishing the advisory committees that have functioned for each of those jurisdictions. The way this process would work is you would consider to approve the capital improvement plan, enact a resolution which would be inclusive in your ordinance that would establish the advisory committees as your committee. In order to provide synergy with each of the fire districts the fire districts board could recommend and then affirm your appointment for all of the members of those committees each year. So those committees are always fully staffed with the correct people and it's the responsibility of the administrator of

the impact fee to fully staff those committees. They will have to report to the Board of Commissioners under the open meeting law. The idea is that all that administrative expense would be footed by the fire districts and in the case of the recreation district it would be footed by them thru an intergovernmental contract services agreement. If it's liability you're concerned about in the administration it can be taken care of as an indemnity provision in the intergovernmental agreement.

Commissioner Van Beek feels in the absence of one commissioner, she would want the privilege of going back and reevaluating the information that's been provided not only by Ms. Wescott but by Mr. Gigray and taking that into consideration as a Board so Commissioner Dale would need to be present. In order to reevaluate if the suggestion is that we use their appointed committee, that would be a directional change that she would want to have our legal weigh in on in light of the information that's been provided.

Mr. Wesley said we would want some indemnification in our joint powers agreement but it's important to make sure we have a checks and balances system in place. It's a lot of committees to manage in perpetuity so we need to build something simpler that can be managed, we don't want to have 8 committees that the Board has to be in charge of.

Mr. Gigray thinks the conversation about combining committees should come about after the ordinances are in place and we get started. You don't have to have different people on different committees, it can be the same people but they will have the function because each district will have their own capital improvement plan – all that work could be done by one committee and they're going to be administrators of each one of those jurisdictions, they could all be done at once. We need to work on how that would all be coordinated which he thinks could be done after the ordinance is approved.

Ms. Wescott asked the Board not to dilute the process to where they are not authentically involving the people who are intended to be on the committees, she fears it could backfire in the future.

Commissioner White said she has always been an advocate of impact fees – she believes in them and knows the value of them and how important they are. She would like to encourage everyone to know that the Board's purpose is to communicate with the attorneys and the intent is not to dilute or undo any of the work that has been done. She understands with growth that the need is great. She would like to have the opportunity to get Commissioner Dale on the same page.

Mr. Gigray said that if the Board decided to reconfigure the advisory committee they would literally have to start completely over because the advisory committee is the committee that makes the recommendation of the capital improvement plan to the governing body which would be the Board of County Commissioners and to all of the cities. That means they would have to meet, they would have to receive the report from Ms. Wescott, and go back thru everything again and then all the fire and rec district boards would have to approve because they'll be the recipients of the impact fees and have to administer it.

Ms. Wescott said her and Mr. Gigray would be happy to sit in on any future meetings so that there aren't decisions made without the whole story. She works with a lot of clients who want to put in area of oversight and there are many ways to do it which she may have ideas of how to accomplish that without undue burden but still achieves the same intent.

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

JULY 2019 TERM
CALDWELL, IDAHO JULY 17, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 1921

The Board of Commissioners approved payment of County claims in the amount of \$1,609,970.10 for a County payroll.

MEETING TO DISCUSS UPDATE ON CANYON COUNTY TEMPORARY DETENTION FACILITY

The Board met today at 8:32 a.m. for an update on the temporary detention facility. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Controller Zach Wagoner, Facilities Director Paul Navarro, Captain Daren Ward, Sheriff Kieran Donahue, PIO Joe Decker, Chief Deputy P.A. Sam Laugheed, Michael Stowell with CCAD, Rick Bugatsch and Skip Young with Huston-Bugatsch, Jarom Wagoner with the City of Caldwell, Michael Shuey, Tom Carter and Timothy Kelly with ADS via teleconference, Clerk Chris Yamamoto arrived at 8:40 a.m. and Deputy Clerk Jenen Ross. Director Navarro updated everyone that the issue with Century Link has now been resolved. Lines were abated several years ago but left in place so the alleyway can now be vacated. He met recently with the City of Caldwell to review the Special Use Permit requirements; there are requirements for landscaping and issues with fencing but they think they've gotten the issues resolved. The fencing came in at \$46K but Director Navarro believes this is something that can be done by Facilities staff and has started the process of procuring the materials. Mr. Navarro addressed Captain Ward's concerns about having enough time for completion stating that his staff does have several projects in the works but believes they can all be managed. The site is well prepared and the utilities such as power, fiber optic, cable TV, water and sewer are in place. The logistics of the blueprints are being worked thru; it's a very complicated relationship with 3rd party inspections and obtaining the insignias thru the State of Idaho-Division of Building Safety. The City of Caldwell will need to issue another building permit along with an occupancy permit and meet with Planning and Zoning to finalize the conditions of the Special Use Permit. Plans have been submitted once to the State of Idaho and first comments have been received back. There were a lot of issues with ADA compliance but Mr. Bugatsch has worked with ADS

and plans were resubmitted to the state yesterday for the second round. It's anticipated that comments should be received back within 2-4 weeks. In response to Commissioner White's question, Mr. Navarro and Mr. Bugatsch said they hope that nothing more will be found but the state does have the ability to backtrack, find something else and/or question what was submitted in response to the first round of comments. Director Navarro doesn't anticipate more issues coming back from the state which should allow ADS to continue moving forward and get the 3rd party inspection. Mr. Bugatsch explained the State of Idaho has created this process for out of state manufacturers to go thru in order for the modular units to be imported and it all has to be approved by the state before it can be submitted to the city. The code these units fall under is a combination of motorhome, mobile home, institutional and building code. A discussion was had about the outdoor rec areas and placement of some of the posts for the rec yard fencing. Sheriff Donahue expressed concern about columns being next to the structure to help carry the load of the rec yard cover; he doesn't feel there is much of a load carried there and has concerns about the placement of poles. ADS said that if there are additional requirements pushed back to drive additional posts into the asphalt beside the units that create the perimeter of the rec yard that there are some other options. Mr. Bugatsch believes that the issues of the pole placement has been adequately addressed. Based on the drawings he thinks they made it weight bearing on the edges of the trailer so he doesn't have concerns with the posts coming down inside the rec yard. He said that if something else needs to be done or the state has an issue with the calculations that were provided that they'll find a workaround because they are aware this is a correctional facility and it can't be built in a way that would facilitate someone getting out. In response to a question from Sheriff Donahue, Mr. Bugatsch said they very well could require us to resubmit again if anything needs to be revised which will push the project out further, however, Mr. Bugatsch did say they had a conversation with the planner on Monday about the plans and his initial response indicated it sounded adequate as long as it's supported with the math. Commissioner White asked about the need for both rec yards to be ADA compliant. Mr. Bugatsch clarified that the comment back from the State was that both yards have to be accessible with either a ramp or lift provided. He said the State's take on a facility is that every portion of the facility has to be accessible by an individual without assistance. Captain Ward and Mr. Bugatsch agree that it's more of an operational concern and how personnel and the schedule is managed. It seems to come down to a matter of timeline and what you're willing to battle to get the project back on track. Sheriff Donahue said it's his position that we just need to move forward, the State is the regulatory agency and at this point has the power and the county may need to do whatever is required. Commissioner Van Beek asked about the cost of the wheelchair lifts. ADS believes the cost is about \$30-\$40K which includes hardware and installation. Director Navarro asked ADS to address timeframes. Once the approval from the state is received they anticipate the 3rd party inspection to take 1-2 weeks assuming ADS will be allowed to make any corrections as the inspection goes along; at that point the insignia is anticipated. Once the insignia is applied ADS will be able to close up the walls along with installing toilets, bunks, window assemblies, access panels and HVAC grilles. They will work to get the first 12 units closed up and then it takes 3-4 weeks for delivery. ADS will be onsite for the set-up and as those are being set-up the remaining 16 will be on their way. At this time it's looking like, if everything goes 'best case scenario', delivery would be the first couple weeks of September with the "grand opening" being in October providing all permits thru the city are able to be obtained in a timely manner. Commissioner Van Beek asked for a list of the change orders and a financial review of where the project is at. Director Navarro believes there has only been one change order and said he would provide that information. The meeting concluded at 9:10 a.m. An audio recording is on file in the Commissioners' Office.

FY2020 Tentative Budget Workshop meetings

Public Information Officer

**Commissioners
Trial Court Administrator
Fair**

Detailed minutes to come at a later time.

FY2020 Tentative Budget Workshop meetings

**Weed and Pest Control
Information Technology**

Detailed minutes to come at a later time.

JULY 2019 TERM

CALDWELL, IDAHO JULY 18, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 7/19/19

The Board of Commissioners approved payment of County claims in the amount of \$32,865.36 for accounts payable.

APPROVED CLAIMS ORDER NO. 7/25/19

The Board of Commissioners approved payment of County claims in the amount of \$56,733.87, \$100,347.03, \$9039.33, \$103,510.61 and \$68,205.15 for accounts payable.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Henriksen Butler in the amount of \$2300.00 for the Prosecuting Attorney's Office

CONSIDER INDIGENT DECISIONS

The Board met today at 8:46 a.m. to consider indigent decisions. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Customer Service Specialist Robin Sneegas and Deputy Clerk Jenen Ross. The following cases do not meet the eligibility criteria for county assistance: 2019-0991, 2019-0964, 2019-1062, 2019-1080, 2019-0963,

2019-0961, 2019-1067, 2019-0962, 2019-1099, 2019-0974, 2019-0852, 2019-0960, 2019-1071, 2019-0959 and 2019-0993. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously issue initial denials with written decisions within 30 days. The meeting concluded at 8:47 a.m. An audio recording is on file in the Commissioners' Office.

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

The Board met today at 9:02 a.m. with county attorneys for legal staff update and to consider action items. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Deputy P.A. Dan Blocksom, Deputy P.A. Zach Wesley, Lt. Ben Keyes left at 9:19 a.m., Communications Manager Roxanne Wade left at 9:13 a.m., Chief Marv Dashiell left at 9:13 a.m., Sgt. Rob Whitney left at 9:13 a.m. and Deputy Clerk Jenen Ross. The action items were considered as follows:

Consider signing Idaho Public Safety Communications Commission FY2020 Dedicated Enhanced Emergency Communications Grant Fee Fund application: The Sheriff's Office is looking to replace the Higher Ground recording system as it's at end of life right now. The requested amount is \$42,676.00 and no match is requirement if the grant is awarded. The application is due by the end of July and they should know by the end of October if the grant will be awarded. A description of what the system does was provided to the Board along with the reasons this system was chosen. A new system is a necessity and if the grant is not awarded it will be something that will have to be included in next year's budget. Rob Whitney spoke about the current system and that they are seeing some failures just due to the age of the system. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the Idaho Public Safety Communications Commission FY2020 Dedicated Enhanced Emergency Communications Grant Fee Fund application. A copy of the application is on file with this day's minute entry.

Consider signing reimbursement/close-out report for match funds of the Idaho Department of Parks and Recreation Boating Safety Grant CFDA 97-012: This is reimbursement of \$35,299. County funds have been expended from the vessel account. This grant has a 50% match of \$17,649 which is comprised of Lt. Keyes salary. Money is used to hire seasonal deputies to patrol out on the water. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to sign the reimbursement/close-out report for match funds of the Idaho Department of Parks and Recreation Boating Safety Grant CFDA 97-012. A copy of the report is on file with this day's minute entry.

Consider signing expert witness contract with Steve Johnson, MAI, for appraisal reports and related support services pertaining to certain self-storage facilities: This is a contract with an expert appraiser who has expertise in the self-storage arena and his business partner helped write the self-storage appraisal textbook. This contract is for the appraisal of five separate self-storage properties. Assessor Stender gave an overview of the necessity of hiring an outside appraiser for upcoming court cases. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to

sign the expert witness contract with Steve Johnson, MAI, for appraisal reports and related support services pertaining to certain self-storage facilities (see agreement no. 19-092).

Consider signing legal notice of entering into personal services contract with J. Philip Cook, MAI, CRE and Steve Johnson, MAI: The contract with Robin Brady, MAI has not yet been signed (as noted on the agenda) so the notice is just for the agreements with J. Philip Cook, MAI, CRE and Steve Johnson, MAI. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to sign the legal notice of entering into personal services contract.

Mr. Blocksom said that the contract with Robin Brady MAI is still being negotiated so it will be rescheduled to a later date.

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

Commissioner Dale made a motion to go into Executive Session at 9:39 a.m. pursuant to Idaho Code, Section 74-206(1) (d), (f) and (i) regarding records exempt from public disclosure, communicate with legal counsel regarding pending/imminently likely litigation, and communicate with risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Van Beek. A roll call vote was taken on the motion with Commissioners Van Beek, White and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek The Executive Session concluded at 10:13 a.m. with no decision being called for in open session.

The meeting concluded at 10:13 a.m. An audio recording of the open portion of the meeting is on file in the Commissioners' Office.

FY2020 TENTATIVE BUDGET WORKSHOP MEETINGS

The Board met today at 10:24 a.m. for the FY2020 Tentative Budget Workshop meetings. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Auditing Supervisor Shawna Larson, Accountant Marina Mendoza, Chief Probation Officer Elda Catalano left at 10:48 a.m., Director of Misdemeanor Probation Jeff Breach left at 11:01 a.m., Director of Juvenile Detention Steve Jett, Deputy Director of Juvenile Detention Sean Brown, Juvenile Detention Training Coordinator Shawn Anderson and Deputy Clerk Jenen Ross. During a review of the budgets the following major changes were noted:

Juvenile Probation 10:24 a.m. to 10:48 a.m.

Major Budget Changes:

- Wages and benefits – increased amount of \$35,703

Community Incentive Program Revenues and Expenditures:

- Increase to Professional and Technical Services expenditures – increased amount of \$250,000
 - Increase to Charges for Services revenue – decreased amount of \$250,000
 - Total net effect is \$0
-
- Capital Outlay for New Ford Explorer – increased amount of \$12,000
 - Minor Equipment for Motorola Radios – increased amount of \$20,000

Misdemeanor Probation 10:49 a.m. to 11:01 a.m.

Major Budget Changes:

- Wages and benefits – increased amount of \$95,537
 - Continued implementation of the County Compensation Plan
 - Probation Officer Position - Salary \$38,915 Benefits \$22,920
- Capital Outlay mostly due to the replacement of a vehicle – increased amount of \$35,000
- Request to replace radios for \$5200 and a copier for \$8000

Juvenile Detention 11:01 a.m. to 11:25 a.m.

Major Budget Changes:

- Professional and Technical Services - increase in budgeted expenditures for the medical care contract – increased amount of \$138,000
- Capital Outlay for upgrade of the fingerprint machine – increased amount of \$13,000

The meeting concluded at 11:25 a.m. An audio recording is on file in the Commissioners' Office.

MEETING WITH CLERK AND CONTROLLER REGARDING FY20 SUGGESTED BUDGET WORKSHOPS PROCESS

The Board met today at 2:02 a.m. for a meeting with the Clerk and Controller to discuss the FY20 suggested budget workshops process. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Auditing Supervisor Shawna Larson, Accountant Marina Mendoza, Prosecutor Bryan Taylor, Chief Deputy P.A. Sam Laugheed, Office Manager Melinda Longoria and Deputy Clerk Jenen Ross.

The Board met today at 2:02 p.m. for a properly noticed FY2020 Tentative Budget Workshop meeting. A request was made to amend the agenda to include a meeting to discuss the budget process due to additional questions being raised in earlier meetings. Commissioner Dale made a motion to amend the agenda. The motion was seconded by Commissioner Van Beek and carried unanimously.

Clerk Yamamoto said the intention was to set the tone of the budgets to highlight goals and accomplishments. The idea was not to have a line by line discussion but to discuss the major changes – what's gone up, what's gone down and why. This is the opportunity for the departments and offices to discuss their needs, accomplishments and goals of their own office or department. He thinks maybe it would be helpful if the roles and timelines are defined. The Board's function is the operational aspect, at the end the Board sets the taxing and budget authority. The role of the Controller and the Chief Budget Officer is the accounting portion. What he'd really like to see is that the department or office is given the opportunity to tell their story and not get into the minutia of the accounting. The suggestion is to wait until the end and then have meetings to discuss how it's all accounted for. Commissioner White's understanding is that once all the meetings with department administrators and elected officials are complete the Board, with the Clerk and Controller, will all come back together with notes and that is when there would be a more in-depth discussion. The Clerk agreed that would expedite these meetings and explained they have already met with everyone and are really in these meetings as a courtesy to assist the Board. The Clerk stated that everyone needs to be apprised of what's really being talked about – how many dollars? Where are they going? Where are they coming from? He suggests that happens prior to the suggested budget.

Commissioner Van Beek said that the budget book was only received on Tuesday at 10:00 and she is a person who going to ask questions and for further detail which she believes is fair. She referenced pages 17 and 18 which notes revenue sourcing and a part of a complete capital improvement program. She wonders if the department head might like the opportunity to present to the Board just as they've had the opportunity to sit one-on-one with the Clerk and Controller and might be beneficial for the department administrators to field questions. She understands the Clerk is frustrated with the process but believes the questions she's asking on revenue/expense and amount of fund balance are reasonable. In her understanding of the process and the statute this is a joint process for all elected officials and department administrators but it then becomes the responsibility of the Board to set the budget and how to fund it but there has only been one meeting to discuss the capital improvements plan. Commissioner Van Beek believes that it would be beneficial for everyone to hear where the county is going with a 5-year outlay and in the absence of that using fund balance or in the absence of a capital improvements funding plan then we potentially are not strategizing and poisoning ourselves. She said that as a person trying to look at how that might work we have to value the time that we're here and she is just asking questions and she thinks they are reasonable questions. The Clerk said beyond the budget book everything in regards to budget meetings are being done just as they've always been done. He has indicated that there will not be any capital improvement monies included in his suggested to because no one has had time work look at it.

Mr. Laugheed thinks there are really important policy decisions and policy discussions that are implicated by this that need to take place. His take away right now is that those need to happen in an orderly fashion to make sure that we are maximizing everyone's time. The way he sees the budget process is that there are 4 parts. The first part is when department/offices sit down and determine what their request is going to be and then send it to the Clerk. After the request is sent to the Clerk he and the Controller meet privately with each

department/office to see if they're on the same page. Everyone then comes in front of the Board for these workshop meetings where the department/office can explain their needs and wants and the Clerk and Controller can give their thoughts on the impact to the budget. This allows the Clerk an opportunity to see if he is on the same page with the Board and/or the department/office so he can create the suggested budget and it doesn't take as much work for the Board to turn it into the tentative budget which is the third part of the process. The fourth is the final budget after the tentative budget is set where there is another version of this discussion. He looks at this as a phased project/procedure and this is point where questions about the budget requests can be asked of the department/office but generally the budget administrator doesn't know which fund the request will come out of or what the levy rate is going to be. They are just listing their needs and wants for the upcoming fiscal year. Commissioner Van Beek said she feels it's not an unreasonable expectation, being a budget decision maker, to be able ask a question and have it answered.

Mr. Laugheed believes the Clerk and Controller are willing to answer any questions but perhaps in the interest of expediting these workshop meetings the question could be tabled to be addressed at a later time.

Commissioner Van Beek expressed her frustration in sometimes having to ask a question multiple times before receiving a complete answer.

Commissioner White said that these workshop meetings are a time for the department/office to come before the Board to present their story and express the reasons for their requests.

Commissioner Dale said the other thing he heard the Clerk say is that this is not the time to discuss methodology of accounting practices. That is in the Clerk's purveyance so this is a time to hear what everyone needs and wants in order to do their job.

Clerk Yamamoto concluded by saying this is the chance for departments/offices to plead their case. The accounting side can be discussed more in-depth at a later time.

The meeting concluded at 2:25 p.m. An audio recording is on file in the Commissioners' Office.

FY2020 TENTATIVE BUDGET WORKSHOP MEETING FOR THE PROSECUTING ATTORNEY

The Board met today at 2:25 p.m. with the Prosecuting Attorney for a FY2020 tentative budget workshop meeting. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Auditing Supervisor Shawna Larson, Accountant Marina Mendoza, Prosecutor Bryan Taylor, Chief Deputy P.A. Sam Laugheed, Office Manager Melinda Longoria and Deputy Clerk Jenen Ross. During a review of the budgets the following major changes were noted:

Prosecuting Attorney

Major Budget Changes:

- Wages and benefits – increased amount of \$348,961
 - Continued implementation of the County Compensation Plan
 - Part-time Legal Interns (2) - Salaries:\$25,000 Benefits: \$6,250
 - Domestic Violence Investigator - Salary \$60,000 Benefits \$28,332
- Minor Equipment – increased amount of \$22,000
 - Software expenditures including the annual amount for JustWare maintenance and support.
- Capital Outlay – increased amount of \$76,000
 - Vehicle replacements and 2 new copier machines

The meeting concluded at 3:01 p.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION – PERSONNEL MATTER AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

Note for the record: As properly noticed the Board met today at 3:14 p.m. for a meeting to discuss VitalCore Medical Services. A request was made to go into executive session as follows: Commissioner Van Beek made a motion to go into Executive Session at 3:15 p.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d) regarding personnel matters and records that are exempt from public disclosure. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Van Beek, White and Dale voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Sheriff Kieran Donahue, Chief Deputy Sheriff Marv Dashiell, Captain Daren Ward, Controller Zach Wagoner, Chief Deputy P.A. Sam Laugheed, Deputy P.A. Mike Porter, Juvenile Detention Director Steve Jett, Deputy Juvenile Detention Director Sean Brown, Juvenile Detention Training Coordinator Shawn Anderson and Deputy Clerk Jenen Ross. The Executive Session concluded at 3:44 p.m. with no decision being called for in open session.

JULY 2019 TERM

CALDWELL, IDAHO JULY 19, 2019

PRESENT: Commissioner Pam White, Chair – District III Elected Officials meeting
Commissioner Tom Dale – District III Elected Officials meeting
Commissioner Leslie Van Beek – out of the office
Deputy Clerk Monica Reeves / Jenen Ross

JULY 2019 TERM

CALDWELL, IDAHO JULY 22, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

SIGNED RESOLUTION FOR ALCOHOLIC BEVERAGE LICENSE

The Board approved an Alcoholic Beverage License for G&G Investments dba Bud's. See resolution no. 19-120.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Visual Studio Live in the amount of \$3420.00 for the Information Technology department

APPROVED CLAIMS ORDER NO. 7/25/19

The Board of Commissioners approved payment of County claims in the amount of \$5,553.17 for accounts payable.

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

The Board met today at 9:01 a.m. with county attorneys for a legal staff update and to consider action items. Present were: Commissioners Tom Dale and Leslie Van Beek, Deputy P.A. Mike Porter, Elections Supervisor Haley Hicks left at 9:03 a.m. and Deputy Clerk Jenen Ross. The agenda items were considered as follows:

Consider signing a resolution designating polling locations for the August 27, 2019 election: Ms. Hicks reviewed the elections that will be taking place. There are only 9 polling places for this election all of which are the same as the May election. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to sign the resolution designating polling locations for the August 27, 2019 election (see resolution no. 19-121).

Consider signing approval/denial of a new alcohol license for G&G Investments doing business as BUD'S: This application meets all the requirements for approval. Commissioner Van Beek made a motion to sign the resolution granting a new alcohol license to G&G Investments dba BUD'S. The motion was seconded by Commissioner Dale and carried unanimously (see resolution no. 19-120).

The meeting concluded at 9:04 a.m. an audio recording is on file in the Commissioners' Office.

FY2020 TENTATIVE BUDGET WORKSHOP MEETING FOR THE HUMAN RESOURCES OFFICE

The Board met today at 11:00 a.m. to conduct FY2020 tentative budget workshop meeting for the Human Resources Office. Present were: Commissioners Tom Dale and Leslie Van Beek, Controller Zach Wagoner, Accountant Marina Mendoza, HR Director Sue Baumgart and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

Human Resources

Major Budget Changes:

Wages and benefits – increased amount of \$45,734

- Continued implementation of the County Compensation Plan
- Convert 2 part-time front desk positions into 1 full-time administrative specialist.

(Part-time salary \$27,625 converted to Full-time salary of \$37,542 and benefits of \$20,173)

Capital Outlay – increased amount of \$8000

- Due to a new copier

No Board action was required or taken. The meeting concluded at 11:25 a.m. An audio recording is on file in the Commissioners' Office.

FY2020 TENTATIVE BUDGET WORKSHOP MEETING FOR THE TREASURER'S OFFICE, ASSESSOR'S OFFICE AND DEVELOPMENT SERVICES DEPARTMENT

The Board met today at 1:33 p.m. to conduct FY2020 tentative budget workshop meeting for the Treasurer's Office and the Assessor's Office and the Development Services Department. Present were: Commissioners Tom Dale and Leslie Van Beek, Controller Zach Wagoner, Accountant Marina Mendoza, Treasurer Tracie Lloyd left at 2:07 p.m., Assessor Brian Stender arrived at 2:03 p.m. and left at 3:11 p.m., Chief Deputy Assessor Joe Cox arrived at 2:03 p.m. and left at 3:11 p.m., Director of Development Services Tricia Nilsson arrived at 3:04 p.m. and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

Treasurer's Office

Major Budget Changes:

Wages and benefits – Increased amount of \$17,368

- Continued implementation of the County Compensation Plan
 - All positions that have been funded in previous years need to continue to be funded this year

Minor Equipment – Increased amount of \$4000

- Replacement of computer equipment and a cashier station

Capital Outlay – increased amount of \$7800

- Purchase of a new copier

Miscellaneous Revenue – Increased amount of \$100,000

- Increase is in interest revenue due to higher interest rates on investments

Assessor's Office

Major Budget Change – Motor Vehicle

Wages and benefits – Increased amount of \$225,789

- Motor Vehicle Customer Service Positions (4) - Salaries: \$114,780 Benefits: \$75,220
- Continued implementation of the County Compensation Plan

Property Services – Increased amount of \$448,000

- Increase is mostly due to budgeted amounts to remodel the proposed South Nampa DMV estimated to be \$500,000

Capital Outlay – Increased amount of \$1,652,000

- Increase is largely due to budgeted amounts to construct a DMV in South Nampa

Major Budget Changes – Reappraisal

Wages and benefits – Increased amount of \$68,319

- Reappraisal Staff Position - Salary: \$28,965 Benefits: \$18,805
- Addition of lead and specialty pay - \$9,375

Professional and Technical Services – Increased amount of \$87,000

- Increase is due to budgeted amounts for outside appraisals to support mini-storage assessments to cost approximately \$125,000

Capital Outlay – Increased amount of \$30,000

- Increase is due to budgeted amounts for 3 new copy machines

Development Services Department

Major Budget Changes

Wages and benefits – Increased amount of \$79,979

- Part-time Code Enforcement Officer Salary: \$22,500

Capital Outlay – Increased amount of \$42,900

- Increase is mostly due to 2 new pick-ups for inspectors (\$70,000 for both) and a large format scanner for \$12,500

Miscellaneous Revenue – Increased amount of \$18,000

- Increase is due to anticipated increases in the Rural Community Planning Assistance Program

No Board action was required or taken. The meeting concluded at 3:38 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM

CALDWELL, IDAHO JULY 23, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED EMPLOYEE STATUS CHANGE FORM AND/OR KEY & SECURITY ACCESS REQUEST FORM

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

APPROVED CLAIMS ORDER NO. 7/25/19

The Board of Commissioners approved payment of County claims in the amount of \$5994.22, \$3563.00, \$20,339.34, \$5903.10, \$65,900.71, \$2730.00, \$83,743.77 and \$160,045.00 for accounts payable.

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

The Board met today at 8:33 a.m. with the Directors of Facilities and IT. Present were: Commissioners Tom Dale and Leslie Van Beek, Facilities Director Paul Navarro, IT Director Greg Rast, Assistant Director of IT Eric Jensen and Deputy Clerk Jenen Ross.

Director Rast and Mr. Jensen updated the Board on the following:

- IT is now doing ID cards for Juvenile and Misdemeanor Probation; there may be a couple more departments they'll approach to see if they're interested in the ID badges.

- There is a piece of equipment that is not working out in the print shop so they are working with BOE to find an alternative. A PO for the machine was signed and processed but a check has not actually been cut yet. The alternative machine may be an attachment for the copier which they estimate will be less expensive than the current stand-alone machine.
- They will be writing a program for the Sheriff's Office to track 'use of force' reports.
- Recently there was a meeting with IDOC and the Sheriff's Office to discuss video conferencing for pre-sentence investigations. The Sheriff's Office is looking for a place to set up the equipment.
- Commissioner Van Beek asked about the Studio Live conference; Director Rast said this is training for coding which two employees will be attending.

Director Navarro updated the Board on the following:

- The Fair is in full swing. They were able to repurpose some old tents into shades for some of the animal exhibits, paint has been refreshed and fans have been added. They have received several compliments on the electrical upgrades to the Charolais barn.
- Once the fair is done they will start getting ready for the Caldwell Night Rodeo along with working on remodels at the Norman property and the security office.
- The State of Idaho granted the building permit for pod 6 yesterday; the forwarded stamped plans will be sent to the 3rd party inspector and Mr. Bugatsch is heading down sometime in the next few days to get the insignias. Next steps will include working with the City of Caldwell and continuing to work on the landscaping plan. They are hoping to have the plans to the city by Friday. They are continuing to round-up materials for the fence.

The meeting concluded at 8:47 a.m. An audio recording is on file in the Commissioners' Office.

EXECUTIVE SESSION – PERSONNEL MATTER, ACQUISITION OF AN INTEREST IN REAL PROPERTY AND RECORDS THAT ARE EXEMPT FROM PUBLIC DISCLOSURE

Note for the record: As properly noticed the Board met today at 9:03 a.m. for a legal staff update.

Commissioner Van Beek made a motion to go into Executive Session at 9:04 a.m. pursuant to Idaho Code, Section 74-206(1) (b), (c) and (d) regarding personnel matters, acquisition of an interest in real property and records that are exempt from public disclosure. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners Dale and Van Beek voting in favor of the motion to enter into Executive Session. The motion carried unanimously. Present were: Commissioners Tom Dale and Leslie Van Beek, Deputy P.A. Brad Goodsell, Deputy P.A. Mike Porter, Landfill Director David

Loper and Deputy Clerk Jenen Ross. The Executive Session concluded at 9:35 a.m. with no decision being called for in open session.

FY2020 TENTATIVE BUDGET WORKSHOP MEETING FOR THE FLEET DEPARTMENT

The Board met today at 9:38 a.m. for a FY2020 tentative budget workshop meeting with the Fleet department. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Controller Zach Wagoner, Accountant Marina Mendoza, Fleet Director Mark Tolman, Sr. Administrative Specialist Dawn Pence and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

Fleet

Major Budget Changes:

Wages and benefits – Increased amount of \$70,331

- New Fleet Technician: Salary \$38,275 Benefits \$22,467
- Continued implementation of compensation plan

Charges for Services Revenue – Increased amount of \$25,000

- Increase due to analyzing revenue trends from prior fiscal years

Discussion was had regarding the use of flex cars and the savings that could be realized vs. paying mileage, management of the Fleet budget and how there should be policy in place that anything in relation to a vehicle needs to go thru the Fleet department. No Board action was required or taken. The meeting concluded at 10:50 a.m. An audio recording is on file in the Commissioners' Office.

FY2020 TENTATIVE BUDGET WORKSHOP MEETING FOR THE FACILITIES DEPARTMENT

The Board met today at 11:01 a.m. for a FY2020 tentative budget workshop meeting for the facilities department. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Controller Zach Wagoner, Accountant Marina Mendoza, Facilities Director Paul Navarro and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

Maintenance

Major Budget Changes:

Wages and benefits – Increased amount of \$192,409

- 2 positions transferred from Parks Department
- Reclassifying Assistant Facilities Director

Professional and Technical Services – Decreased amount of \$95,000

- Decrease is due to a non-reoccurring expenditure. \$100,000 was budgeted last year under professional and technical services for matters relating to county jail needs. The budgeted amount has not been carried forward to fiscal year 2020

Director Navarro spoke about some of the increased line items with Pod 6 coming online, large ticket tools that have been requested by facilities employees and several capital improvement projects including the sidewalk at the Sheriff's entrance, roofs on the juvenile detention and CCOA buildings, necessary courtroom improvements, lighting at the DMV and crime lab buildings along with a fire alarm system and windows at the DMV, parking lot improvements at several locations and additional AED devices for the courthouse campus. No Board action was required or taken. The meeting concluded at 11:37 a.m. An audio recording is on file in the Commissioners' Office.

FY2020 Tentative Budget Workshop meetings

**Coroner
Sheriff**

Detailed minutes to come at a later time.

**JULY 2019 TERM
CALDWELL, IDAHO JULY 24, 2019**

PRESENT: Commissioner Pam White, Chair – out of the office
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

Meeting with county attorneys for legal staff update

Detailed minutes to come at a later time.

Monthly meeting with Public Information Officer to discuss general issues, set policy and give direction

*** Rescheduled to July 30, 2019 at 9:30 a.m. ***

Detailed minutes to come at a later time.

Hearing to consider the issuance of tax deeds

Action Item: Consider adopting written findings of fact and conclusions of law, and directing the County Tax Collector to issue tax deeds on certain delinquent properties
Detailed minutes to come at a later time.

FY2020 TENTATIVE BUDGET WORKSHOP MEETINGS

The Board met today at 2:01 p.m. for FY2020 tentative budget workshop meeting. Present were: Commissioners Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Auditing Supervisor Shawna Larson, Accountant Marina Mendoza, Parks Director Nicki Schwend and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

Parks Cultural and Natural Resources

Major Budget Changes:

Wages and benefits – Decreased amount of \$96,121

- 3 seasonal positions converted to 1 full-time Maintenance Coordinator: Salary \$31,454 Benefits \$21,078
- Parks Manager converted to Educational Programs Coordinator : Salary \$31,454 Benefits \$21,078
- Reclassify Programs Manager \$14,110
- Transfer 2 parks technicians to Facilities and Operations department

Capital Outlay – Increased amount of \$101,464

- Increase is due to budgeted amounts to expand the office at Lake Lowell and also to run power to the gun range

Total Revenues – Increased amount of \$20,714

- Increase is mostly due to a \$13,000 Historic Preservation grant.

No Board action was required or taken. The meeting concluded at 2:54 p.m. An audio recording is on file in the Commissioners' Office.

FY2020 TENTATIVE BUDGET WORKSHOP MEETINGS

The Board met today at 3:05 p.m. to conduct FY2020 tentative budget workshop meetings. Present were: Commissioners Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Auditing Supervisor Shawna Larson, Accountant Marina Mendoza, County Agent Jerry Neufeld left at 3:32 p.m., Sr. Administrative Specialist Debbie Lowber left at 3:32 p.m., 4-H Educator Carrie Johnson left at 3:32 p.m., Solid Waste Director David Loper arrived at 3:09 p.m. and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

County Agent

Major Budget Changes:

Wages and benefits – Increased amount of \$10,714

Professional and Technical Services – Increased amount of \$40,914

- 4-H Program Assistant is an employee of the University of Idaho with a portion of the funding provided by Canyon County through the county agents contract.

Minor Equipment – Increased amount of \$1,640

- Increase is due to budgeted amounts to purchase new computer equipment.

Capital Outlay – Increased amount of \$6,073

- Increase is due to budgeted amounts to purchase a new copy machine

Solid Waste (Landfill)

Major Budget Changes:

Wages and benefits – Increased amount of \$39,711

Minor Equipment – Increased amount of \$19,500

- Increase is due to budgeted amounts to purchase a diesel diagnostic tool and 2 scraper tires.

Capital Outlay – Increased amount of \$632,000

- Increase is mostly due to budgeted amounts to purchase a new dozer for approximately \$500,000 as well as purchase 20 bull fences for approximately \$110,000.

Overall budgeted revenue increase is due to an increase in building activity, increased population, acceptance of Bio-solids, and increased fees. Increased amount of \$1,416,514.

No Board action was required or taken. The meeting concluded at 4:21 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM

CALDWELL, IDAHO JULY 25, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Raising Our Bar to be used 8/3/19 for a wedding.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Raising Our Bar to be used 8/17/19 for a wedding.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Raising Our Bar to be used 8/10/19 for a wedding.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Raising Our Bar to be used 8/30/19 for a wedding.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Raising Our Bar to be used 8/24/19 for a wedding.

APPROVED CLAIMS ORDER NO. 7/26/19

The Board of Commissioners approved payment of County claims in the amount of \$775.50 for accounts payable.

CONSIDER INDIGENT DECISIONS

The Board met today at 8:45 a.m. to consider indigent decisions. Present were: Commissioners Tom Dale and Leslie Van Beek, Customer Service Specialist Robin Sneegas, Case Manager Kelsee Hale and Deputy Clerk Jenen Ross. The following cases do not meet the eligibility criteria for county assistance: 2019-1033, 2019-969, 2019-970, 2019-971, 2019-1028, 2019-1100, 2019-1018, 2019-1025, 2019-1000, 2019-995, 2109-1026, 2019-1014, 2019-1013, 2019-1012, 2019-859, 2019-999, 2019-1002, 2019-1007, 2019-1016 and 2019-

1086. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to issue initial denials with written decisions within 30 days on the cases as read into the record. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to place case no. 2019-1087 into suspension pending a resource. Commissioner Van Beek made a motion to issue an initial approval on case no. 2019-904. The motion was seconded by Commissioner Dale and carried unanimously. The meeting concluded at 8:48 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER INDIGENT MATTERS

The Board met today at 8:52 a.m. to consider indigent matters. Present were: Commissioners Tom Dale and Leslie Van Beek, Hearing Manager Kellie George, Case Manager Kelsee Hale and Deputy Clerk Jenen Ross. Case nos. 2019-554, 2019-709 and 2019-656 meet all eligibility criteria for county assistance. Commissioner Van Beek made a motion to issue final approvals with written decisions within 30 days on the cases as read into the record. The motion was seconded by Commissioner Dale and carried unanimously. The meeting concluded at 8:53 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-655

The Board met today at 9:03 a.m. to conduct a medical indigency hearing for case no. 2019-655. Present were: Commissioners Tom Dale and Leslie Van Beek, Hearing Manager Kellie George, Case Manager Kelsee Hale, Becky Herrera for St. Alphonsus, Applicant and applicant's mother and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to approve the case. The hearing concluded at 9:09 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-577

The Board met today at 9:16 a.m. to conduct a medical indigency hearing for case no. 2019-577. Present were: Commissioners Tom Dale and Leslie Van Beek, Deputy P.A. Jim Cornwell, Hearing Manager Kellie George, Case Manager Kelsee Hale, Dahlia Torres with St. Lukes, Applicant and relatives and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to continue the case to October 10, 2019. The hearing concluded at 9:28 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NOS. 2019-686 AND 2019-713

The Board met today at 9:37 a.m. to conduct a medical indigency hearing for case nos. 2019-686 and 2019-713. Present were: Commissioners Tom Dale and Leslie Van Beek, Deputy P.A. Jim Cornwell, Hearing Manager Kellie George, Case Manager Kelsee Hale and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to continue the case to August 15, 2019. The hearing concluded at 9:46 a.m. An audio recording is on file in the Commissioners' Office.

CONSIDER MEDICAL INDIGENCY MATTERS

The Board met today at 9:45 a.m. to consider medical indigency matters. Present were: Commissioners Tom Dale and Leslie Van Beek, Deputy P.A. Dan Blocksom, Deputy P.A. Jim Cornwell, Hearing Manager Kellie George, Director of Indigent Services Yvonne Baker and Deputy Clerk Jenen Ross. Neither the hospital nor the applicant appeared for the following cases: 2019-664, 2019-542 and 2019-612. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to issue final denials with written decisions within 30 days on the cases as read into the record. The meeting concluded at 9:46 a.m. An audio recording is on file in the Commissioners' Office.

MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE AND TO CONSIDER AN ACTION ITEM

The Board met today at 10:08 a.m. with county attorneys for a legal staff update and to consider an action item. Present were: Commissioners Tom Dale and Leslie Van Beek, Deputy P.A. Brad Goodsell, Landfill Director David Loper and Deputy Clerk Jenen Ross. The action item was considered as follows:

Consider signing ongoing wood waste removal from Pickles Butte Sanitary Landfill request for proposals addendum no. 1: Four questions were received from a potential vendor and this addendum will address those. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to sign addendum no. 1 for ongoing wood waste removal at Pickles Butte Landfill. Hard copies of the addendum will be sent to the two vendors who showed for the walk-thru, it will also be posted on the website.

The meeting concluded at 10:12 a.m. An audio recording is on file in the Commissioners' Office.

MEETING WITH CLERK'S OFFICE FOR A PRESENTATION BY HART

The Board met today at 1:33 p.m. with the Clerk's Office for a presentation by HART. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto,

Controller Zach Wagoner, PIO Joe Decker, Sr. System Analyst Steve Onofrei, Elections Supervisor Haley Hicks, Elections Specialist Bianca Cuenca, Elections Specialist Brandi Long, Elections Tech Kylie Marks, Davi Bosch with HART, John Mullen with HART, Representatives from HART and Deputy Clerk Jenen Ross. HART representatives gave a demonstration of their product, spoke about security protocols and efficiencies. The Board asked questions about processes currently being used by the elections department and the benefits of this product. The meeting concluded at 3:07 p.m. An audio recording is on file in the Commissioners' Office.

JULY 2019 TERM
CALDWELL, IDAHO JULY 26, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Western Building Supply in the amount of \$1103.74 for the Facilities department

APPROVED CLAIMS ORDER NO. 7/25/19

The Board of Commissioners approved payment of County claims in the amount of \$126,564.74 for accounts payable.

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

Consider signing Idaho Parks and Recreation grant agreement form for the Lake Lowell west end upper dam fishing dock: Monies for this grant come from the Cutthroat license plate fund and is restricted to use benefitting fishermen. The amount applied for is \$19,214 with \$4525 in match. The match amount will come from the purchase of an ADA gangway that was already budgeted for this particular dock. Director Schwend discussed the items they would be addressing with the grant monies. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the Idaho Parks and Recreation grant agreement form for the Lake Lowell west end upper dam fishing dock (see agreement no. 19-093).

Consider signing Canyon County Fair entertainment agreement with Danza Azteca Tonatiuh/Erika Garcia: This is a 30 minute show that will take place on Sunday for the Latino Fair-fest. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to sign the Fair entertainment agreement with Danza Azteca Tonatiuh/Erika Garcia (see agreement no. 19-094).

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

Quarterly jail inspection

Detailed minutes to come at a later time.

FY2020 TENTATIVE BUDGET WORKSHOP MEETING

The Board met today at 11:04 a.m. for a FY2020 tentative budget workshop meeting with the Public Defender. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Accountant Marina Mendoza, Auditing Supervisor Shawna Larson, Chief Public Defender Aaron Bazzoli, Assistant Public Defender Scott James and Deputy Clerk Jenen Ross. During a review of the budget the following major changes were noted:

Public Defender

Major Budget Changes:

Wages and benefits – Increased amount of \$270,115

- Continued implementation of the County Compensation Plan
- Legal Support Specialist I: Salary: \$37,524 Benefits: \$20,173
- Deputy Public Defender: Salary: \$60,480 Benefits: \$25,557

Capital Outlay – Decreased amount of \$21,000

- Decrease is due to a decrease in other improvements expenditures that are not needed for fiscal year 2020.

No Board action was required or taken. The meeting concluded at 11:59 a.m. An audio recording is on file in the Commissioners' Office.

FY2020 Tentative Budget Workshop meetings

Clerk

Detailed minutes to come at a later time.

JULY 2019 TERM
CALDWELL, IDAHO JULY 29, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

SIGNED RESOLUTION FOR ALCOHOLIC BEVERAGE LICENSE

The Board approved an Alcoholic Beverage License for Los Panchos Tortilleria, LLC dba Los Panchos Tortilleria. See resolution no. 19-122.

Meeting with Commissioners' Office staff to review upcoming calendar events
Detailed minutes to come at a later time.

Meeting to discuss new retail alcohol licenses

Action Item: Consider approval/denial of a resolution granting a new retail alcohol license to Amano

Action Item: Consider approval/denial of a resolution granting a new retail alcohol license to Los Panchos Tortilleria
Detailed minutes to come at a later time.

Meeting with county attorneys for a legal staff update
Detailed minutes to come at a later time.

Monthly meeting with Public Information Officer to discuss general issues, set policy and give direction
Detailed minutes to come at a later time.

Public hearing to consider a request by Leroy Atwood on behalf of Monarch Holdings, LLC for Arbor Landing Subdivision for a preliminary plat; Case no. SD2018-0023

Action Item: Consider approval/denial of the findings of fact, conclusions of law and order, irrigation and drainage plan
Detailed minutes to come at a later time.

Meeting to receive the Clerk's suggested FY2020 budget
Detailed minutes to come at a later time.

JULY 2019 TERM
CALDWELL, IDAHO JULY 30, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Hanson Janitorial in the amount of \$2899.40 for the Sheriff's Office

Meeting with county attorneys for a legal staff update
Detailed minutes to come at a later time.

Action Item: Consider signing Status Offender Service Grant application for the Juvenile Probation department

Action Item: Consider signing vendor license agreement with Ride the Water

Action Item: Consider signing an agreement between Canyon County and VitalCore Health Strategies, LLC for Inmate Healthcare Services

Detailed minutes to come at a later time.

Public hearing to consider a request by TJ Wellard on behalf of Ron Aguirre for a conditional rezone; Case no. CR2019-0002

Action Item: Consider approval/denial of a development agreement, findings of fact, conclusions of law and order and an ordinance

Detailed minutes to come at a later time.

Meeting with Representative Russ Fulcher

Detailed minutes to come at a later time.

JULY 2019 TERM
CALDWELL, IDAHO JULY 31, 2019

PRESENT: Commissioner Pam White, Chair
Commissioner Tom Dale
Commissioner Leslie Van Beek
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Slicks Bar to be used 8/3/19 for a class reunion.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Capital City Event Center to be used 9/21/19 for a wedding.

Meeting with county attorneys for a legal staff update

Detailed minutes to come at a later time.

Meeting with Development Services staff

Action Item: Consider signing a final plat for Mabry Subdivision; Case no. SD2019-0024

Detailed minutes to come at a later time.

Board discussion regarding FY2020 Budget

Detailed minutes to come at a later time.

Public hearing to consider a request by Joseph Tague for a comprehensive plan amendment and rezone; Case nos. OR2019-0004 and RZ2019-0010

Action Item: Consider approval/denial of the findings of fact, conclusions of law and order and an ordinance

Detailed minutes to come at a later time.

Public hearing to consider a request by Trevor Soggs for a conditional rezone; Case no. RZ2019-0009

Action Item: Consider the approval/denial of the findings of fact, conclusions of law and order and an ordinance

Detailed minutes to come at a later time.

THE MINUTES OF THE FISCAL TERM OF JULY 2019 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 _____ day of _____, 2019

CANYON COUNTY BOARD OF COMMISSIONERS

Commissioner Tom Dale

Commissioner Pam White

Commissioner Leslie Van Beek

ATTEST: Chris Yamamoto, Clerk

By: _____, Deputy Clerk

DRAFT