

JUNE 2019 TERM  
CALDWELL, IDAHO JUNE 3, 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 The End Zone to be used 6/8/19 for a wedding.

**File in Minutes: Treasurer's monthly report for April 2019**

Detailed minutes to come at a later time

LEGAL STAFF UPDATE; CONSIDER SIGNING LEGAL NOTICE OF ENTERING INTO PERSONAL SERVICES CONTRACT WITH EMERGENCY CALLWORKS, INC.; AND RECEIVE AWARD RECOMMENDATION FOR THE FAIR EXPO BUILDING DESIGN PROJECT RFQ

The Board met today at 9:02 a.m. to consider signing a legal notice of entering into personal services contract with Emergency Callworks, Inc., and also to receive the award recommendation for the Fair Expo Building Design project RFQ. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Dan Blocksom, Deputy P.A. Zach Wesley, Deputy P.A. Brad Goodsell, and Deputy Clerk Monica Reeves. Dan Blocksom said the Board signed a contract last Friday and there's a provision in Idaho law about publishing notice in the newspaper if we enter a personal services contract over \$10,000 so the legal notice for Emergency Callworks, Inc., takes care of that. Commissioner Van Beek asked if this project was identified in the planning scope. Mr. Blocksom said he doesn't know where in the planning phase this was but most of the costs were covered by a grant from the Idaho Public Safety Communication Commission. The cost of \$230,000 is just the maintenance, support, and updates portion of it. There was a charge of \$71,000 that's not included in that because it's just for the hardware and software. Commissioner White said this is paid upfront and it's a savings of over \$200,000 for five years. The total out-of-pocket costs for the County is \$14,000. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to sign the notice of entering into the personal services contract with Emergency Callworks, Inc. The notice will be published in the Idaho Press-Tribune on June 6, 2019. (The Board briefly went off the record at 9:09 a.m. and the meeting resumed approximately one minute later.) Zach Wesley said we have been through an RFQ process to identify a design professional to do design work for the Fair expo building. The RFQ came back with two proposals, from Houston-Bugatsch Architects and Cole Architects, both are well qualified teams but the majority of the review committee recommends Cole Architects because they are partnered with a fair design expert from Ohio that will be able to advise on fair-specific needs, such as how to best utilize space, pedestrian traffic flow inside the building, and how to maximize the building for events. If the Board accepts the recommendation a letter will be sent to both companies and Mr. Wesley will begin contract negotiations with Cole Architects, followed by a contract to be brought to the Board at a later date. Both Cole Architects and the fair expert have done work for the County

in the past. Commissioner White asked if there is a not to exceed amount. Mr. Wesley said when we get to contract negotiations we will limit the scope of the project to just the building so that we're not paying for a huge fair design when we just want design of one building. There will be a cap on the project. Commissioner Dale said this is a step that has to be completed before we can go to the parties who've expressed interest in donating materials, we need the design first. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to accept the recommendation of the design RFQ committee and to begin contract negotiations with Cole Architects. As part of the legal staff update Brad Goodsell said this afternoon there's a resolution to grant a property tax exemption to Darrell Gustaveson and AMFEC. He presented the Board with letters informing various taxing districts of the June 17 meeting where the Board will consider the property tax exemption resolution for Zoroco Investments. The letters were signed as a ministerial matter. The meeting concluded at 9:19 a.m. An audio recording is on file in the Commissioners' Office.

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

The Board met today at 10:04 a.m. for a monthly meeting with the Weed and Gopher Superintendent to discuss general issues, set policy, and give direction. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Weed and Gopher Superintendent AJ Mondor, and Deputy Clerk Monica Reeves. Director Mondor reported on the following issues: the department is behind schedule for spraying as the rain and windy conditions have prevented them spraying; two employees have been performing gopher control duties fulltime; the Director is working on enforcement issues; hired a new employee; discussed the effectiveness of owl boxes in vole and gopher issues; the difficulties with weeds along canals and how best to spray for those weeds; and the upcoming fiber optic project for the department. The items discussed were general in nature and did not require Board action. The meeting concluded at 10:19 a.m. An audio recording of the meeting is on file in the Commissioners' Office.

**Meeting with Assessor's office**

**Action Item: Consider signing resolution granting Darrell Gustaveson a property tax exemption pursuant to Idaho Code § 63-602NN**

Detailed minutes to come at a later time

**JUNE 2019 TERM  
CALDWELL, IDAHO JUNE 4, 2019**

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

APPROVED CLAIMS ORDER NO. 6/10/19

The Board of Commissioners approved payment of County claims in the amount of \$103,578.61, \$39,545.65, \$104,644.05 and \$38,634.28 for accounts payable.

## SIGNED RESOLUTION FOR ALCOHOLIC BEVERAGE LICENSE

The Board approved an Alcoholic Beverage License for IOU Sushi II, LLC dba IOU Sushi II. See resolution no. 19-106.

### **Meeting with county attorneys for legal staff update**

**Action Item: Consider signing request for extension of time for Canyon County Parks Department water right permit No. 63-34359**

Detailed minutes to come at a later time

## PUBLIC HEARING – CONSIDER REQUEST BY JO PROPERTIES, LLC FOR A COMPREHENSIVE PLAN MAP AMENDMENT, AND REZONE, CASE NOS. OR2018-0010 & RZ2018-0039

The Board met today at 10:00 a.m. to conduct a public hearing in the matter of a request by JO Properties, LLC, for a comprehensive plan map amendment and rezone, Case Nos. OR2018-0010 & RZ2018-0039. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, DSD Planner Jennifer Almeida, Alan Mills, Deputy P.A. Zach Wesley, DSD Director Tricia Nilsson, an interested citizen, and Deputy Clerk Monica Reeves. Jennifer Almeida gave the oral staff report.

The applicant is requesting a comprehensive plan map amendment to change the designation of Parcel No. R34010 from “Agriculture” to “Residential” and “Agriculture” to “Commercial”. Also requested is a rezone of approximately four acres from “A” (Agricultural) to “R-R” (Rural Residential) and approximately 10.14 acres from an “A” (Agricultural) zone to a “C-1” (Neighborhood Commercial) zone. There are a variety of designations surrounding the agricultural property including commercial, industrial, and residential. The property is adjacent to Star city limits. Within one mile of the property there are four platted subdivisions for a total of 216 lots. The proposed rezone to R-R and C-1 would fit with the character of the area. The property is not located within a nitrate priority area. The highway district recommended the access to highway 44 be via Bent Lane. ITD improvements will possibly require reconstructing eastbound and westbound turn lanes, however, most of those will come out of any traffic impact study that’s done on the site. No comments or concerns have been raised on this project. The P&Z Commission recommended approval and staff found it meets the standard of review for a comprehensive plan map amendment and zoning amendment and is harmonious with the comprehensive plan. In response to questions regarding annexation, Ms. Almeida said the County does not have an agreement with the City of Star; this property is in the Middleton impact area and the applicant prefers to say in the County. Alan Mills testified in support of the request. He said the comprehensive plan map skipped this area because it came along Highway 44 from the west all the way to the star city limits. Everything was either commercial or residential and when it got to this point it didn’t fill in the gap to the County line. It was an oversight where nobody paid attention to it at the time. It’s important to note that Star Water and Sewer is not associated with the City of Star. Services are available; however, there is a challenge with sewer, it’s a pressure line so you can’t just tap into it with gravity, you have to add pressure into it. According to Southwest District Health the two-acre lot sizes do not need to hook to the sewer, they can utilize individual septic. Water and gas are available on Bent Lane. The County initiated voluntary zoning for those who wished to do so and this particular owner should have taken advantage of that but she didn’t so they are doing it today. Mr. Mills spoke of the strong market for one to two-acre lots.

The property is located in the flood plain so the pads will have to be built up. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to close the public hearing. Commissioner Dale said this case is unique because it is a residential and commercial rezone with the largest portion being commercial. Should they need to have access to water, the commercial side can tap into Star Water and Sewer and whomever plans to build homes on the sites may find it's cheaper to tap into Star Water and Sewer rather than building their own system. The request seems to fit the character of the area and he is in favor of it. Commissioner Van Beek asked questions about the administration land divisions and the crop history on the property. Ms. Almeida said the property contains prime farmland soils if irrigated and drained, but as they get smaller and about a state highway it's more difficult to farm in a row crop manner especially with development occurring. The original parcel included the subject property and the two 2-acre parcels to the south. The onetime land division allowed the 2-acre parcels and so there is a residential building permit on each of those parcels, and the 14-acre balance was designated as agricultural only, meaning DSD could only authorize two residential building permits so the balance they created didn't have a permit available without going through additional rezoning. Commissioner Dale made a motion to approve the comprehensive plan map amendment and adopt the findings of fact, conclusions of law and order, and to approve the resolution for JO Properties as well as approve the rezone and adopt the findings of fact, conclusions of law and order, and to approve the ordinance for JO Properties. The motion was seconded by Commissioner Van Beek and carried unanimously. (See Resolution No. 19-105, and Ordinance No. 19-024.) The hearing concluded at 10:28 a.m. An audio recording is on file in the Commissioners' Office.

#### **JUNE 2019 TERM**

**CALDWELL, IDAHO JUNE 5, 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):

- Wall 2 Wall Flooring in the amount of \$7672.10 for the Facilities department

#### **PUBLIC HEARING - REQUEST BY SPENCER CROSLAND OF AMERICAN HOMES, LLC FOR A CONDITIONAL REZONE AND DEVELOPMENT AGREEMENT FOR CASE NO. RZ2019-0001**

The Board met today at 8:36 a.m. to reopen a public hearing in the matter of the request by Spencer Crosland of American Homes, LLC, for a conditional rezone and development agreement for Case No. RZ2019-0001. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, DSD Director Tricia Nilsson, DSD Planner Dan Lister, Spencer Crosland, Jon Stosich, Deputy P.A. Zach Wesley, and Deputy Clerk Monica Reeves. Today's hearing was continued from May 29, 2019 so Commissioner White could participate. Commissioner White was not present for the previous hearing but she listened to the audio and reviewed the case packet and she is ready to take consider the request. The request is for a conditional rezone to rezone property from "A" (Agricultural) to "CR-R-1" (Single Family Residential),

one acre minimum lot size. The request includes a development agreement to limit division of the parcel to four residential parcels unless annexed into the City of Melba. Dan Lister said as part of the discussion at the previous hearing Commissioner Van Beek asked for correspondence from the City of Melba. The city has submitted a letter in support and it is included in the record. Staff recommends approval of the conditional rezone. Commissioner Van Beek likes the language in the agreement that states division of the parcel shall not exceed a total of four parcels, and that further subdivision is prohibited unless first annexed into the city. Mr. Lister said legal counsel has changed that language to make it more legally sound and it states the subject property shall not be divided into more than four (4) total parcels. No additional administrative land divisions are permitted under the county code, except as granted through law and ordinance that supersedes this agreement. The agreement is subject to only the land divisions they are allowed. If it were to supersede this agreement they would have to come back and modify the agreement or annex into the city. Spencer Crosland testified they are planning on the six acres being split into two, which will give one parcel two parcels. At the previous hearing he stated 10 acres would be annexed, but it will be nearly 30 acres that will be potentially annexed, so only 9 acres will be used for building lots. He testified the city is very happy to get the additional acreage. When he met with city officials they raised concerns with septic tanks, but the tanks will be located further away from the city. Commissioner Dale said their concern was blocking future expansion of their sewer and water systems which they need more people on to help pay for the costs. Mr. Crosland said Mayor Dickard has been very helpful and he's voiced his concerns and they have worked them out. There was a letter of concern regarding neglecting farmland with weeds and seeds blowing onto property, but according to Mr. Crosland, the land has been better maintained since they have owned it than it has the last several years. Jon Stosich testified that he serves on Melba P&Z Commission and is a real estate agent and he lives adjacent to the property and he reiterated what Dan Lister and Spencer Crosland spoke about in regards to the city being in favor of what they put in place allowing for expansion rather than blocking them off. Commissioner Van Beek said in looking at the numbers from COMPASS that's scheduled for Melba it shows a 96% increase in residents and she is glad the planning is happening in tandem. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to close the public hearing. Commissioner White said the request is supported by the city leaders and she thinks extra care is taken to protect the citizens and the quality of life. She supports the project. Commissioner Van Beek said at the last hearing she proposed it be left as agricultural because we had not gotten feedback from the city of Melba and she wanted to support them, but with the information from the city council and the Mayor she supports the plan as presented. Commissioner Van Beek made a motion to approve the request by Spencer Crosland of American Homes, LLC for a conditional rezone, development agreement, findings of fact, conclusions of law and order, as well as the ordinance for Case No. RZ2019-0001. The motion was seconded by Commissioner Dale and carried unanimously. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to sign the findings of fact, conclusions of law and order, as well as the ordinance and the development agreement. (See Ordinance No. 19-025, and Ordinance No. 19-073.) The hearing concluded at 8:51 a.m. An audio recording is on file in the Commissioners' Office.

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

*Note for the record: As properly noticed the Board met today at 9:05 a.m. for a legal staff update. A request was made to go into Executive Session to discuss records exempt from public disclosure and attorney-client communication, and communicate with legal counsel regarding pending/imminently likely litigation. The Executive Session was held as follows:*

Commissioner Van Beek made a motion to go into Executive Session at 9:06 a.m. pursuant to Idaho Code, Section 74-206(1) (d) and (f). The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners 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. Zach Wesley and Deputy Clerk Jenen Ross. The Executive Session concluded at 10:00 a.m. with no decision being called for in open session.

PUBLIC HEARING - REQUEST BY JAY WALKER FOR A PRELIMINARY PLAT, FINAL PLAT, IRRIGATION & DRAINAGE PLAN FOR KACHUPA RIDGE SUBDIVISION, CASE NO. SD2018-0005

The Board met today at 10:02 a.m. to conduct a public hearing in the matter of a request by Jay Walker for preliminary plat, final plat, and an irrigation and drainage plan for Kachupa Ridge Subdivision, Case No. SD2018-0005. Present were: Commissioners Pam White, Tom Dale, DSD Planner Jennifer Almeida, and Deputy Clerk Monica Reeves. Upon the motion of Commissioner White and the second by Commissioner Dale, the Board voted unanimously to reschedule the hearing to June 21, 2019 at 10:00 a.m. The meeting concluded at 10:03 a.m. An audio recording is on file in the Commissioners' Office.

MEETING WITH ASSESSOR'S OFFICE TO DISCUSS 2019 ASSESSED VALUE CHANGES

The Board met today at 11:01 a.m. with the Assessor's Office to discuss 2019 assessed value changes. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Chief Deputy Assessor Joe Cox, Administrative Property Supervisor Greg Himes, Administrative Analyst Jennifer Loutzenhiser and Deputy Clerk Jenen Ross.

Greg Himes presented a packet to the Board that included information on the following:

- General market conditions
- Breakdown of new subdivision lots in 2018
- Percent increases by neighborhoods (average assessed value)

- Breakdown of improved residential, unimproved residential, improved commercial, unimproved commercial and mobile home average market value based on data from the State Tax Commission
- Percent change in average sales price
- Days on the market from MLS data
- Measurement of assessment uniformity
- Graph showing protest form requests
- Graph showing protests returned

A copy of the presentation is on file with this day's minute entry. The meeting concluded at 11:52 a.m. An audio recording is on file in the Commissioners' Office.

**JUNE 2019 TERM**  
**CALDWELL, IDAHO JUNE 6, 2019**

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

APPROVED CLAIMS ORDER NO. 1918

The Board of Commissioners approved payment of County claims in the amount of \$1,691,595.34 for a County payroll.

APPROVED CLAIMS ORDER NO. 6/10/19

The Board of Commissioners approved payment of County claims in the amount of \$66,758.75, \$7021.00 and \$36,634.74 for accounts payable.

INDIGENT DECISIONS

The Board met today at 8:45 a.m. to consider indigent decisions. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Customer Service Specialist Robin Sneegas, Director of Indigent Services Yvonne Baker, Hearing Manager Kellie George and Deputy Clerk Jenen Ross. The following cases do not meet the eligibility criteria for county assistance: 2019-771, 2019-0791, 2019-0810, 2019-0588, 2019-0818, 2019-0787,

2019-0801, 2019-0799 and 2019-0804. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to issue initial written denials within 30 days on the cases as read into the record. Commissioner Van Beek made a motion to issue a written approval within 30 days on case no. 2019-0847. The motion was seconded by Commissioner White and carried unanimously.

Director Baker spoke about 7 cases that were before the Board on May 23, 2019 but the paperwork was dated with May 16, 2019 so she is requesting a motion from the Board to amend the paperwork to reflect the correct date, no other information has changed. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to correct the dates on the following cases: 2019-711, 2019-822, 2019-724, 2019-729, 2019-834, 2019-825 and 2019-622.

Ms. George said that case no. 2019-347 now meets all criteria for county assistance and upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to approve the case as read into the record with a written decision within 30 days.

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

#### MEDICAL INDIGENCY HEARING FOR CASE NO. CASE NO 2019-544

The Board met today at 9:03 a.m. to conduct a medical indigency hearing for case no. 2019-544. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom, Hearing Manager Kellie George, Director of Indigent Services Yvonne Baker, Timothy Ryan for St. Alphonsus, the applicant and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to uphold the initial denial. The hearing concluded at 9:07 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. CASE NO. 2019-444

The Board met today at 9:11 a.m. to conduct a medical indigency hearing for case no. 2019-444. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom, Hearing Manager Kellie George, Director of Indigent Services Yvonne Baker, Attorney Mark Peterson for St. Lukes, Amber Jones for St. Lukes, the applicant and his mother and Deputy Clerk Jenen Ross. Commissioner Van Beek made a motion to uphold the initial denial. The motion was seconded and then withdrawn by Commissioner Dale. The motion died for lack of a second. Commissioner Dale then made a motion to continue the case to July 11, 2019. The motion died for lack of a second. After further discussion Commissioner Dale made another motion to continue the case to July 11,

2019. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 10:03 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-582

The Board met today at 10:14 a.m. to conduct a medical indigency hearing for case no. 2019-541. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom, Hearing Manager Kellie George, Director of Indigent Services Yvonne Baker, Donna Sharp with St. Alphonsus, the applicant 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 1, 2019. The hearing concluded at 10:23 a.m. Two audio recordings are on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-459

The Board met today at 10:25 a.m. to conduct a medical indigency hearing for case no. 2019-459. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom, Hearing Manager Kellie George, Director of Indigent Services Yvonne Baker, Donna Sharp with St. Alphonsus, the applicant and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to approve the case. The hearing concluded at 10:29 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-301

The Board met today at 10:31 a.m. to conduct a medical indigency hearing for case no. 2019-301. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom, Hearing Manager Kellie George, Director of Indigent Services Yvonne Baker, Attorney Mark Peterson for St. Lukes, Amber Jones for St. Lukes 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 10:40 a.m. An audio recording is on file in the Commissioners' Office.

MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-541

The Board met today at 10:40 a.m. to conduct a medical indigency hearing for case no. 2019-541. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom, Hearing Manager Kellie George, Director of Indigent Services Yvonne Baker, Attorney Mark Peterson for St. Lukes, Amber Jones for St.

Lukes 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 1, 2019. The hearing concluded at 10:42 a.m. An audio recording is on file in the Commissioners' Office.

#### MEDICAL INDIGENCY HEARING FOR CASE NO. 2019-285

The Board met today at 10:44 a.m. to conduct a medical indigency hearing for case no. 2019-285. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Deputy P.A. Jim Cornwell, Deputy P.A. Dan Blocksom, Hearing Manager Kellie George, Director of Indigent Services Yvonne Baker, Attorney Mark Peterson for St. Lukes, Amber Jones for St. Lukes and Deputy Clerk Jenen Ross. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to continue the case to August 1, 2019. The hearing concluded at 10:51 a.m. An audio recording is on file in the Commissioners' Office.

#### INDIGENT MATTERS

The Board met today at 10:55 a.m. to consider indigent matters. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Hearing Manager Kellie George, Director of Indigent Services Yvonne Baker and Deputy Clerk Jenen Ross. Neither the hospital nor the applicant appeared on the following cases: 2019-558, 2019-545, 2019-385, 2019-429, 2019-411, 2019-440 and 2019-533. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to issue final denial on the cases as read into the record. The meeting concluded at 10:57 a.m. An audio recording is on file in the Commissioners' Office.

#### **Meeting with county attorneys for legal staff update**

Detailed minutes to come at a later time

#### PUBLIC HEARING - A REQUEST BY T-O ENGINEERS REPRESENTING DOORNENBAL TRUST FOR A REZONE AND DEVELOPMENT AGREEMENT, CASES NO. RZ2018-0021 & DA2019-0001

The Board met today at 11:04 a.m. to conduct a public hearing in the matter of a request by T-O Engineers representing Doornenbal Trust for a rezone from "A" (Agricultural) to "CR-R-1" (Conditional Rezone - Single Family Residential), and a development agreement, Case Nos. RZ2018-0021 and DA2019-0001. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, DSD Planner Dan Lister, Pete Doornenbal, Abbey Stover, Norm Brown, Pat Colwell, Doug Leavitt, and Deputy Clerk Monica Reeves. Today's hearing was rescheduled from March 5 and May 30, 2019. Dan Lister said the request came before the Board on March 5, 2019 and it came after the P&Z Commission recommended denial and that it be reverted to an R-R zone. The Board voted two-to-one to approve the request subject to a development agreement that would specify the project will not to exceed 40 buildable lots. The March 5<sup>th</sup> hearing was

tabled to a later date to provide the development agreement and so the purpose of today's hearing is to look at the development agreement. The condition states the project shall have 40 buildable lots with an average lot size of 1.44 acres. However, the applicant does not want to be held to 1.44 acres just in case improvements are required that would reduce the lot sizes slightly so they are requesting to amend the condition to state the project will not to exceed the 40 lots. A plat was submitted that meets the 40-lot requirement that would follow this development agreement. Commissioner Dale said the end goal is to limit it to 40 lots so if we alter the language of 1.44 acres we should have a statement that says the plat would continue to conform to the preliminary plat that has been submitted so that we don't see a radical change. Commissioner White said one of major points at the previous hearing was that the 1.44 acre lot size would be incompatible with the area so the proposed change is concerning to her. Pete Doornenbal testified that at the March 5 hearing they were going to minimize the project to 40 lots, some lots could be a matter of degrees off the 1.44 acre size. Abbey Stover with T-O Engineers testified they want to have a 1.4 acre lot size in order to have some flexibility in case the highway district needs a few more feet of right-of-way, or in any other improvements are required and the average ends up being slightly smaller than 1.44 acres. Commissioner White stated she has no problem with that. Norm Brown said there may need to be a little more green space for a playground which could slightly reduce the lot size so perhaps there could be language that says not exceed 40 lots. Mr. Lister said it would state 40 buildable lots. Upon the motion of Commissioner Dale and the second by Commissioner White, the Board voted unanimously to close the public hearing. Commissioner Van Beek said she voted no at the last hearing for the following reasons: the County and cities are struggling with the ability to build and pay for facilities when there's additional influx of people; there should be a traffic impact study; loss of agricultural land; and the timeliness of the project. Commissioner White said there will be conditions of approval that restrict the project to no more than 40 buildable lots with an average lot size of 1.4 acres. Commissioner Dale supports the project and he is comfortable with the suggested lot size of 1.4 acres. He then made a motion to approve the request by T-O Engineers representing the Doornenbal Trust for a rezone and development agreement, Case Nos. RZ2018-0021 and DA2019-0001 and that we sign the FCOs and ordinance for this item, which includes the development agreement. The motion was seconded by Commissioner White. The motion carried by a two-to-one split vote with Commissioner Van Beek voting in opposition to the motion to approve. (See Ordinance No. 19-026, and Agreement No. 19-074.) The hearing concluded at 11:25 a.m. An audio recording is file in the Commissioners' Office.

**JUNE 2019 TERM**  
**CALDWELL, IDAHO JUNE 7, 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):

- Carousel Industries in the amount of \$2940.00 for the Information Technology department

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Big Al's to be used 6/29/19 for a wedding.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for O'Michael's Pub & Grill to be used 6/15/19 for a wedding.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Agave Cantina to be used 6/8/19 for a quinceanera.

**Meeting with county attorneys for legal staff update**

**Action Item: Consider signing addendum to FY2019 Canyon County Weed and Pest Fiber Optic Extension Project**

Detailed minutes to come at a later time

**Meeting with Development Services staff**

**Action Item: Consider approval/denial of a refund request by Veniamin & Galina Radchuck in the amount of \$790.00 for a rezone fee**

Detailed minutes to come at a later time

**PUBLIC HEARING - REQUEST BY WOOD BROTHERS HOLDINGS, LLC FOR A CONDITIONAL REZONE AND DEVELOPMENT AGREEMENT, CASE NO. RZ2019-0006**

The Board met today at 10:01 a.m. to conduct a public hearing in the matter of a request by Wood Brothers Holdings, LLC, for a conditional rezone and development agreement, Case No. RZ2019-0006. Present were: Commissioners Pam White and Leslie Van Beek, DSD Director Tricia Nilsson, DSD Planner Jennifer Almeida, Deputy P.A. Zach Wesley, Scott Wood, and Deputy Clerk Monica Reeves. Jennifer Almeida gave the oral staff report. The property consists of 30.72 acres currently zoned agricultural. The future land use for Canyon County is residential. The applicant is requesting a conditional rezone to rural residential to create three 10-acre parcels. The surrounding area contains a mix of agriculture and residential. There is rural residential zoning located at the northeast corner of the intersection of Sky Ranch and Deer Flat Road. The P&Z Commission recommended approval on May 2, 2019

and staff has found the request, as restricted by the development agreement, meets the standards of review and is harmonious with the comprehensive plan. Initially the applicant had applied for a straight rezone but she had a discussion with the app that a dev agreement may be a better fit because they only wanted 3 parcels so the app applied for a conditional rezone with dev agreement prior to going to the P&Z Commission. Scott Wood testified that his family has owned the property for 50 years and their intent is to divide it into three parcels so that he and his brother can each live on a lot. They will likely sell the third parcel. Commissioner Van Beek asked if the intent to sell the third parcel will create a need to come back before the Board. Ms. Almeida said it will not. The applicant will be restricted to three lots as conditioned in the development agreement. If something changes from what was approved they will have to come back to a public hearing and request to amend the development agreement and if approved, a plat would be required. Commissioner Van Beek likes that the applicants are going to live on the property and she wants to make sure we are working in the best interest in the unincorporated area. Mr. Wood said the intent is to sell the parcel with one building permit. They do not want it developed, they want to have a buffer and keep it quiet. Upon the motion of Commissioner White and the second by Commissioner Van Beek, the Board voted unanimously to close the public hearing. Commissioner White likes that it's well thought out and planned. Commissioner Van Beek said the property is not farmed and it is dry ground so there is no loss to the agricultural component on that, and she appreciates the strong desire to protect that environment. Upon the motion of Commissioner Van Beek and the second by Commissioner White, the Board voted unanimously to approve the conditional rezone and development agreement as well as the findings of fact, conclusions of law and order, and the ordinance. (See Agreement No. 19-075 and Ordinance No. 19-027.) The hearing concluded at 10:13 a.m. An audio recording is on file in the Commissioners' Office.

**JUNE 2019 TERM**  
**CALDWELL, IDAHO JUNE 10, 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):

- Thompson's Maytag in the amount of \$11,770.00 for the Facilities department

**SIGNED RESOLUTION FOR ALCOHOLIC BEVERAGE LICENSE**

The Board approved an Alcoholic Beverage License for El Karma Event Center, LLC dba El Karma. See resolution no. 19-109.

**Meeting with county attorneys for legal staff update**

**Action Item: Consider signing findings of fact, conclusions of law & order for Linfield Estates Subdivisions; Case No. RZ2018-0021/DA2019-0001**

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 El Karma**

Detailed minutes to come at a later time

**Meeting to discuss resolution of support for local option sales tax for jail funding**

Detailed minutes to come at a later time

**JUNE 2019 TERM**

**CALDWELL, IDAHO JUNE 11, 2019**

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

Commissioners attended the IAC Annual Commissioners and Clerks Conference

**JUNE 2019 TERM**

**CALDWELL, IDAHO JUNE 12, 2019**

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

Commissioners attended the IAC Annual Commissioners and Clerks Conference

**JUNE 2019 TERM**

**CALDWELL, IDAHO JUNE 13, 2019**

**PRESENT:** Commissioner Pam White, Chair

Commissioner Tom Dale  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

Commissioners attended the IAC Annual Commissioners and Clerks Conference

JUNE 2019 TERM  
CALDWELL, IDAHO JUNE 14, 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 Lucas Eriendson, Marine Vieille, Megan Hill and Tiffany Ranieri  
Meeting to discuss Treasurer's report

Action Item: Consider approval/denial of April and May 2019 Treasurer's tax charge adjustments by PIN

**\*Rescheduled to Tuesday, June 18, 2019 at 9:00 a.m.\***

09:30 AM 09:45 AM Open FY2019 Canyon County Weed and Pest Fiber Optic Extension Project

**Cancelled on 6/13/19 at 9:00am**

JUNE 2019 TERM  
CALDWELL, IDAHO JUNE 17, 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):

- Idaho Refrigeration and Equipment Sales in the amount of \$2535.00 for the Facilities department
- R&H Wholesale Supply in the amount of \$1750.00 for the Parks department
- Apple in the amount of \$1228.95 for the Information Technology department
- HP, Inc. in the amount of \$3540.00 for the Information Technology department
- Master Works Concrete in the amount of \$3860.00 for the Parks department

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 Stephanie Hailey.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Eastside Tavern to be used 6/30/19 for a wedding.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for O'Michael's Pub & Grill to be used 6/28/19 for a wedding.

APPROVED CLAIMS ORDER NO. 6/19/19

The Board of Commissioners approved payment of County claims in the amount of \$5188.40 and \$26,459.52 for accounts payable.

CONTINUED DELIBERATION OF THE DEVELOPMENT AGREEMENT FOR KARCHER FARM, LLC AND SS KARCHER, LLC

The Board met today at 8:30 a.m. to continue deliberation of the development agreement for Karcher Farm, LLC, and SS Karcher, LLC, Case No. OR2018-0004 and Case No. CR2018-0002. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, DSD Director Tricia Nilsson, DSD Planner Jennifer Almeida, Deputy PA Zach Wesley, Todd Lakey, Lamon Loucks, Cheyne Weston, other interested citizens, and Deputy Clerk Monica Reeves. On January 10, 2019 the Board voted to approve the comprehensive plan map amendment and conditional rezone request subject to two additional conditions being added to the development agreement. The written decision for those elements were not signed because the Board needed to hold a hearing on the development agreement. On May 28, 2019 the Board held a hearing on the development agreement and after hearing testimony the Board decided to continue its deliberation to today's date (June 17, 2019). Commissioner White said she disappointed by the lot size within the project. Jennifer Almeida said the lot size was actually an average density for the project and in order to

allow flexibility in the site design. It was clear that the 1.25 acre was to allow for flexibility and not necessarily be tied to the 1.25 acres across the board, which was offered by the representative during a break and it ultimately became a part of the development agreement. Commissioner White said she thought she heard there was a possibility the lots that would be smaller than one acre. Ms. Almeida said it will depend on Southwest District Health's (SWDH) review of the project. You have to take into consideration how much space is required for an individual well, spacing from that well to the septic system, location of the drain field and a replacement area on the site so SWDH is going to weigh in heavily on the site design. Commissioner Van Beek said she understands the concern about lot size but it's a secondary issue because this area is not in an area of impact, it is two to three miles from city services and is a heavily agricultural area with a lot of truck traffic and heavy farm equipment. The development agreement does not include a number of the conditions that were submitted by the opponents which were well outlined and articulated. Decisions need to be carefully evaluated especially where the property is next to the lake and schools. She is not supportive of this project even with a development agreement because it's too loosely structured and does not have the mitigation to go back in and address code enforcement issues. Commissioner Dale said we are never going to satisfy everybody completely; there's always concessions made on both sides and he believes the applicant has made a lot of concessions to bring a project that fits with the environment and the developing trends in the area. The property is zoned R-1 which allows a minimum lot size of one acre and they have agreed to bump that up which in the process eliminates quite a few potential lots and lowers the density. SWDH has a lot to say in the development of the plat and they will make sure the wells and septic systems are appropriately and safely placed. He understands the flexibility requirement to do a project like this and all the lot sizes are not going to be the same size, but the average will be 1.25 acre which restricts how many lots can go in. Commissioner White does not feel this project is introducing anything that is foreign to the area. The applicant has made a lot of concessions and is aware of the neighbors in the surrounding subdivisions and some of the requests they've made and a lot of that has to do with the cost and the financing of it. Commissioner Dale made a motion to approve the development agreement with the conditions presented by staff, including the verbiage of Condition No. 18 to allow individual waste water treatment systems to be utilized, and to adopt the ordinance directing the change to the official zoning map for Karcher Farm, LLC and SS Karcher, LLC. The motion was seconded by Commissioner White. Commissioner Van Beek was opposed to the motion. The motion carried by a two-to-one split vote. Commissioner Dale made a motion to adopt the Findings of Fact, Conclusions of Law and Order for the comprehensive plan map amendment as well as the resolution and to adopt the Findings of Fact, Conclusions of Law and Order for the conditional rezone for the same project. The motion was seconded by Commissioner White. Commissioner Van Beek was opposed to the motion. The motion carried by a two-to-one split vote. The meeting concluded at 8:41 a.m. An audio recording is on file in the Commissioners' Office.

### **Meeting with county attorneys for legal staff update**

**Action Item: Consider signing Roderic Lewis rezone/development agreement, findings of fact, conclusions of law & order, and ordinance; Case No. RZ2018-0028**

**Action Item: Consider signing agreement with Minert and Associates, Inc. for employee drug testing services**

**Action Item: Consider signing Addendum No. 2 to FY2019 Canyon County Weed and Pest Fiber Optic Extension Project**

Detailed minutes to come at a later time

## Meeting with Assessor's office

**Action Item: Consider signing resolution granting Zoroco Investments, LLC a property tax exemption pursuant to Idaho Code § 63-602NN**

Detailed minutes to come at a later time

### MEETING WITH FACILITIES DIRECTOR AND DEVELOPMENT SERVICES DIRECTOR REGARDING A PROPOSAL TO DEVELOP A CAPITAL IMPROVEMENT PLAN

The Board met today at 11:32 a.m. with the facilities director and development services department director regarding a proposal to develop a capital improvement plan for Canyon County. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, DSD Director Tricia Nilsson, Facilities Director Paul Navarro, Nicole Foy from the Idaho Press-Tribune, and Deputy Clerk Monica Reeves. Director Nilsson said Commissioner Van Beek had asked to discuss an idea with her and Paul Navarro regarding an idea to look at Ada County's master facilities plan which is a capital improvement plan and they thought it might be proactive to start the discussion and learn from the process they did. Ada County started in July 2017 and it took them over a year with consultant dollars to initiate the project. The idea would be to have a facilitated dialogue with all of the elected officials and department administrators on everybody agreeing to a project charter and then take the results of that affiliated dialogue and come up with a scope of work to make sure the product would reflect Canyon County's needs. Part of that scope of work would be individual interviews with each EO/DA to get a full understanding of their needs and how their needs have increased as Canyon County has grown and then put it into a plan. You have to understand the financial capacity of the County to accommodate future needs and it highlights where we might have some challenges ahead and what some of those priorities and tradeoffs might be, and then come up with a preferred scenario recommendation and then sort out the conflicting needs as well as determine where the money will come from. Paul Navarro said this a discussion from a 50-foot level to see if we should even go down this road rather than "flying from the hip" and buy this or remodel that. It would be more of a cohesive plan. Commissioner Dale is in favor of planning. Director Navarro said they brainstormed the idea of a strategic plan versus a facilities master plan. When you know you have very long lines you should be thinking about hiring new people but that raises the issue of whether the space is available for new employees. Strategic level planning that goes hand in hand with facilities planning that when it is time hire it is time to bring on new employees because our service demand is there. Commissioner Van Beek said having a well-articulated plan will utilize our tax dollars in a more efficient way so that when we're addressing space issues we're not building it this year to tear it out next year, we are evaluating the need and the best use of those dollars and where that can fall in a triage of articulated needs for the County on a 5-7 year basis, and then we have to identify what the revenue sources are to put that in place and whether we want to do that internally or hire an external provider. She contacted the BSU School of Public Service and Ashely Orem is willing to facilitate a session and the outcome of that would be those expectations and desires of the deliverable of what would be useful to EO's/DA's so we can properly craft a scope of work or solicitation for an RFQ. Rather than doing that first we need to have the conversation with the other elected officials and come up with a project charter. Commissioner Dale said there has to be agreed upon direction by all elected officials before we talk to BSU. Commissioner Van Beek said the reason we are looking for an outside facilitator is so there's not criticism or bias for one department or office. She also spoke of how Director Nilsson's title and Director Navarro's title made them logical choices to be included in these initial conversations. Mr. Orem has no stake in this other than an offer to help look at the needs and that will be self-determining on whether we need an RFQ or whether we can do it internally. Commissioner Dale said the next step is to talk to the elected officials about whether to have a facilitator.

Commissioner White said the foundational presentation given today is excellent and now we need to see if there is buy-in. Directors Navarro and Nilsson were encouraged to attend the June 24 elected officials' meeting for discussion on this topic. The meeting concluded at 11:46 a.m. An audio recording is on file in the Commissioners' Office.

**JUNE 2019 TERM**

**CALDWELL, IDAHO JUNE 18, 2019**

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

**APPROVED CLAIMS ORDER NO. 6/19/19**

The Board of Commissioners approved payment of County claims in the amount of \$500.25 for accounts payable.

**APPROVED CLAIMS ORDER NO. 6/25/19**

The Board of Commissioners approved payment of County claims in the amount of \$9676.92, \$22,465.97 and \$47,566.66 for accounts payable.

**APPROVED PURCHASE ORDER**

The Board approved the following purchase order(s):

- Master Works Concrete in the amount of \$8600.00 for the Parks 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 date.

**Meeting to discuss Treasurer's report**

**Action Item: Consider approval/denial of April 2019 and May 2019 Treasurers tax charge adjustment by PIN**

Detailed minutes to come at a later date

**Meeting with county attorneys for legal staff update**

**Action Item: Consider consenting to sale of Canyon County Sheriff's Office's mass spectrometer**

Detailed minutes to come at a later date

**Meeting with Directors of Juvenile Probation and Misdemeanor Probation to discuss general issues, set policy and give direction**

Detailed minutes to come at a later date

**Meeting with Director of Juvenile Detention to discuss general issues, set policy and give direction**

Detailed minutes to come at a later date

**JUNE 2019 TERM**

**CALDWELL, IDAHO JUNE 19, 2019**

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

**APPROVED CLAIMS ORDER NO. 6/25/19**

The Board of Commissioners approved payment of County claims in the amount of \$162,854.99, \$91,554.71, \$87,978.89 and \$42,652.36 for accounts payable.

**Meeting with county attorneys for legal staff update**

Detailed minutes to come at a later time

**JUNE 2019 TERM**

**CALDWELL, IDAHO JUNE 20, 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 Mariscos La Perla to be used 6/19/19 – 6/30/19 for a tour.

APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Pineapple Express to be used 6/28/19 for a wedding.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Norbryhn Equipment Company in the amount of \$2500.00 for the Facilities department

APPROVED CLAIMS ORDER NO. 1919

The Board of Commissioners approved payment of County claims in the amount of \$1,604,007.23 for a County payroll.

**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

EXECUTIVE SESSION – PERSONNEL MATTER, RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND ATTORNEY-CLIENT COMMUNICATION, AND COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION; ALSO, CONSIDER TWO ACTION ITEMS: 1) CONSIDER A NOTICE OF INTENT TO AWARD FOR THE DETENTION CENTER MEDICAL SERVICES RFP; AND 2)

## CONSIDER SIGNING A NOTICE OF PUBLIC AUCTION OF THE SHERIFF'S OFFICE MASS SPECTROMETER

*Note for the record: The Board was scheduled to meet today at 10:00 a.m. for a legal staff update and two action items: 1) Consider a notice of intent to award for the detention center medical services RFP; and 2) consider signing a notice of public auction of the Sheriff's Office mass spectrometer. Due to medical indigency hearings, the legal staff and action items were rescheduled to 1:00 p.m. At 1:05 p.m. a request was made to go into Executive Session to discuss a personnel matter, records exempt from public disclosure and attorney-client communication, and to communicate with legal counsel regarding pending/imminently likely litigation. The Executive Session was held as follows:*

Commissioner Van Beek made a motion to go into Executive Session at 1:06 p.m. pursuant to Idaho Code, Section 74-206(1) (b), (d) and (f). 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, Deputy P.A. Mike Porter, Deputy P.A. Dan Blocksom, Clerk Chris Yamamoto, Controller Zach Wagoner, HR Director Sue Baumgart, and Deputy Clerk Monica Reeves. Clerk Yamamoto, Controller Wagoner and Director Baumgart left at 1:54 p.m. The Executive Session concluded at 2:13 p.m. with no decision being called for in open session. While in open session the Board consider the scheduled action items. Present were: Commissioners Pam White and Leslie Van Beek, Deputy P.A. Mike Porter, Deputy P.A. Dan Blocksom, Captain Daren Ward, Lt. Harold Patchett, Health Service Administrator Josie Murray, and Deputy Clerk Monica Reeves. Mike Porter said it's time to send a letter to the seven companies who submitted proposals for the detention center medical services RFP stating that the County is going to pursue the possibility of entering into a contract with VitalCore Health Strategies. There will be more discussion with the Board when it comes time to negotiate the contract itself and whether we're going to enter into it. Upon the motion of Commissioner Van Beek and the second by Commissioner White, the Board voted unanimously to authorize the Prosecutor's Office to proceed with the intent to award letter to VitalCore Health Strategies and pursue that with the possibility of entering into negotiations. Dan Blocksom said the notice of public auction of the Sheriff's mass spectrometer has been coordinated with the facilities department because they have an online auction tool. The minimum bid is \$2,500 which is what a recycling company would be willing to take it for. Commissioner Van Beek said given the length of time we've owned the equipment and the problems that were articulated she will make a motion to go through the auction process. The motion was seconded by Commissioner White and carried unanimously. The online auction will open July 8 at 8:00 a.m. and close on July 19, 2019. The meeting concluded at 2:16 p.m. An audio recording is on file in the Commissioners' Office.

### **Monthly meeting with Administrative District Judge and Trial Court Administrator to discuss general issues**

Detailed minutes to come at a later time

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

The Board met today at 2:26 p.m. for a meeting with the IT Director to discuss the provision of IT services to the Canyon County Ambulance District. Present were: Commissioners Pam White and Leslie Van Beek, Deputy P.A. Dan Blocksom, IT Director Greg Rast, Assistant IT Director Eric Jensen, and Deputy Clerk Monica Reeves. Director Rast said they are currently standing up servers in the server infrastructure for the ambulance district, which means a server runs in our data center, pulls information from Spillman and goes to the cloud and they collect the data on their site. It is using County resources and the annual cost is \$800 and the payment will come back to IT in the general fund. Director Rast said there have been discussions about IT providing services to the district for a couple of reasons: IT can do it for \$30 an hour with a staff of 35; and the district is currently paying another company to provide service but that firm only has one person to provide the service and the cost is \$100-\$120 per hour. While Director Rast is confident his staff can provide more timely service it may require him to hire another employee to dedicate to assist the ambulance district. Commissioners White and Van Beek are not in favor of the County IT department being the provider for the ambulance district. They do however, agree that the district should reimburse the County for the use of the servers. Director Rast said perhaps the district needs their own in-house IT, but if they reach out to him with questions he will be a resource for them. Commissioner White thinks that's a good idea. Dan Blocksom will strike the language about the hourly rate portion and will bring the revised version back to the Board for review. The meeting concluded at 2:42 p.m. An audio recording is on file in the Commissioner's Office.

**JUNE 2019 TERM**  
**CALDWELL, IDAHO JUNE 21, 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 6/25/19 for a wedding.

### APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Pluralsight in the amount of \$9264.00 for the Information Technology department
- Idera, Inc. in the amount of \$7969.50 for the Information Technology department

### APPROVED CLAIMS ORDER NO. 6/25/19

The Board of Commissioners approved payment of County claims in the amount of \$23,844.08, \$86,933.95, \$203,269.40, \$17,890.83, \$57,854.05 and \$39,316.45 for accounts payable.

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

The Board met today at 9:04 a.m. with county attorneys for a legal staff update and to consider agenda items. Present were: Commissioners Pam White and Leslie Van Beek, Treasurer Tracie Lloyd left at 9:12 a.m., Controller Zach Wagoner, Chief Deputy Assessor Joe Cox left at 9:12 a.m., Chief Public Defender Aaron Bazzoli, Clerk Chris Yamamoto and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider approval/denial of April and May 2019 Treasurer's tax charge adjustment by PIN:*** Some of the adjustments are due to State Board of Tax Appeal (BTA) adjustments. Several of the adjustments are to the Nampa Gateway parcels; Joe Cox gave a review and history of the property regarding sales and tax assessment. BTA lowered the land and theater value which resulted in the required adjustment. By the time the adjustments were made by BTA it was too late for the adjustments to be made to the tax rolls which is why it's done as an adjustment by the Treasurer. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the April and May 2019 Treasurer's tax charge adjustments by PIN.

***Consider signing addendum for Public Defense Commission Grant letter:*** A letter was received from the PDC requesting additional information. The addendum was put together to address the questions; a lot of statistically information was provided to give an accurate outline of numbers. Upon the motion of Commissioner White and second by Commissioner Van Beek the Board voted unanimously to sign the addendum for Public Defense Commission grant letter. A copy of the letter and addendum are on file with this day's minute entry.

The meeting concluded at 9:29 a.m. An audio recording is on file in the Commissioners' Office.

PUBLIC HEARING TO CONSIDER APPROVAL/DENIAL OF A REQUEST BY JAY WALKER FOR A PRELIMINARY PLAT, FINAL PLAT, IRRIGATION & DRAINAGE PLAN FOR KACHUPA RIDGE SUBDIVISION; CASE NO. SD2018-0005

The Board met today at 10:01 a.m. for a public hearing regarding Kachupa Ridge Subdivision. Ms. Almeida spoke with the representative for the applicant and was informed they are still working to complete the improvements and had not gotten everything certified yet. He is also still obtaining signatures on the Mylar. Commissioner Van Beek made a motion to continue the hearing to August 21, 2019 at 10:00 a.m. The motion was seconded by

Commissioner White and carried unanimously. The meeting concluded at 10:02 a.m. An audio recording is on file in the Commissioners' Office.

MEETING TO CONSIDER SIGNING BOARD OF EQUALIZATION SUBPOENAS FOR CERTAIN PROTEST NOS/PINS

The Board met today at 10:33 a.m. to consider signing Board of Equalization subpoenas for certain protest/PINs. Present were: Commissioners Pam White and Leslie Van Beek, Assessor Brian Stender, Commercial Appraisal Supervisor Mike Cowan, Commercial Appraiser Sam Stone, Administrative Property Appraisal Supervisor Greg Himes, Deputy P.A. Dan Blocksom, Administrative Analyst Jennifer Loutzenhiser, Chief Deputy Assessor Joe Cox and Deputy Clerk Jenen Ross. Dan Blocksom said his office drafted these subpoenas with the idea that they can be issued to the taxpayers for certain information. Some of this information can be helpful in determining what the value of certain property assessments are. There are several statutes that allow the authority to issue the subpoenas as both the Board of County Commissioners and as the Board of Equalization. Commissioner Van Beek asked what sets these particular ones apart from other protests. Mike Cowan said there have been a lot of public record requests from this particular property type - self-storage properties. They were physically reappraised this year and they've received a lot of inquiries, however, they've not been able to get requested information from the property tax owners. They haven't received anything from the majority of the property owners as far as income and expenses in order to see if their income models are aligned. There are three approaches to value that are run - the cost approach, sales comparison approach and income approach. These are the three approaches that are required to be considered. For income producing properties such as self-storage, retail, industrial warehouses or office spaces - those are investor owned properties where they lease out to tenants so the income approach, in most cases, is the most relevant approach to take in valuating properties so this is why the information is requested. When reappraising a self-storage property they asked all the property owners for their income and expenses over a three year period to try to get an average because the other requires that they use market rates and not actual rates. They need the information, not just from one property owner, but from a host of property owners so that they can do their job and try to find out what the normal market rates are and what the expenses are and then using a market capitalization rate to determine the value of the property. They've been inundated with public record requests on how they do things but they have not received much support in receiving financial information from property owners. These subpoenas are only being issued to property owners who are protesting their appraisal. Joe Cox said Idaho is not a full disclosure state so they don't have to disclose this information but once they've appealed this is used as a tool to get the most factual information in front of the Board to make an informed decision. Normally you would request financial information and if there were other appraisals done they would like to see some of those appraisals. Mike Cowan said the main information that they're trying to collect is the potential gross income that they can produce. The vacancy factor is very important in trying to figure out what the market and "norm" are. When they use market rates and market data in the income approach it creates uniformity and equity in the assessment. Mike Cowan said that what they are specifically asking is for the property owner to be present at the hearing

and the 2018 year-end financial report of the subject property or properties as well as all appraisals of the subject property or properties performed within the last 3 years. Upon the motion of Commissioner Van Beek and second by Commissioner White the Board voted unanimously to sign the subpoenas presented by legal and the Assessor's staff. Subpoenas for the following case nos. /PINs were signed by the Board: Case No. 19048/PIN 37056000 0, Case No. 19083/PIN 31067118 0, Case No. 19084/PIN 31067129 0 and Case No. 19085/PIN 20336000 0. The meeting concluded at 10:47 a.m. An audio recording is on file in the Commissioners' Office.

## JUNE 2019 TERM

CALDWELL, IDAHO JUNE 24, 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):

- HP, Inc. in the amount of \$3086.00 for the Information Technology department
- Sunbelt Controls in the amount of \$3100.85 for the Facilities department

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

The Board met today at 9:00 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, Deputy P.A. Dan Blocksom, Deputy P.A. Brad Goodsell left at 9:11 a.m., Deputy P.A. Zach Wesley, Chief Deputy Sheriff Marv Dashiell, Fair Director Diana Sinner left at 9:16 a.m., IT Director Greg Rast left at 9:13 a.m., Business Manager Caiti Pendell left at 9:13 a.m., Assistant Director of IT Eric Jensen left at 9:13 a.m., Solid Waste Director David Loper left at 9:11 a.m. and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Consider signing Ongoing Wood Waste Removal from Pickles Butte Sanitary Landfill Request for Proposals and legal notice:*** For the past 15 years the landfill has had a contract in place for the removal of clean wood waste. This RFP is to see if there are other proposals for removing the waste, to make sure the county is getting the best price and to see if there are options of other things, such as sheetrock, being removed from the waste-stream. One factor in considering a new contract will be to make sure the cost breaks even between what is charged to the customer and what the contractor charges the county. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the Ongoing Wood Waste Removal from Pickles Butte Sanitary Landfill Request for

Proposals and legal notice. Four (4) companies have been identified to send the notice to and Mr. Goodsell requested Board signatures for the cover letters. Copies of the RFP, notice and cover letter are on file with this day's minute entry.

***Consider signing Law Enforcement Services agreement with Canyon County and Melba School District:*** This is a renewal of the school resource officer agreement with the Melba School District for 15 hours per week during the school year at a cost of \$20K which is the same contract as previous years. Upon the motion of Commissioner Van Beek and Second by Commissioner Dale the Board voted unanimously to sign the Law Enforcement Services agreement with Canyon County and the Melba School District (see agreement no. 19-079).

***Consider signing Addendum No. 3 to FY2019 Canyon County Weed and Pest Fiber Optic Extension Project:*** The addendum is to address questions but none were received so the addendum states as such. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign addendum no. 3 to the FY2019 Canyon County Weed and Pest Fiber Optic Extension. A copy of the addendum is on file with this day's minute entry.

***Consider signing 2019 Canyon County Fair contract with Caldwell Bowling, Inc. for use of the parking lot during fair dates:*** This is the same contract as previous years. The parking lot is leased during the dates of the fair for a \$500 fee. Director Sinner said the bowling alley is closed during that week. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the 2019 Canyon County Fair contract with Caldwell Bowling, Inc. for use of the parking lot during fair dates (see agreement no. 19-080).

#### EXECUTIVE SESSION – PERSONNEL MATTER

Commissioner Dale made a motion to go into Executive Session at 9:17 a.m. pursuant to Idaho Code, Section 74-206(1) (b) regarding personnel matters. The motion was seconded by Commissioner Van Beek. A roll call vote was taken on the motion with Commissioners White, Dale and Van Beek 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. Zach Wesley, Deputy P.A. Dan Blocksom, Chief Deputy Sheriff Marv Dashiell and Deputy Clerk Jenen Ross. The Executive Session concluded at 9:27 a.m. with no decision being called for in open session.

Commissioner White asked Mr. Blocksom to do some further research on a request that was made by Habitat for Humanity. Commissioner Van Beek said she has also reached out for some additional information and will forward anything she receives to Mr. Blocksom.

The meeting concluded at 9:28 a.m. An audio recording is on file in the Commissioners' Office.

#### ELECTED OFFICIALS' MEETING

The Board met today at 9:32 a.m. for an elected officials' meeting which was held in the Administration Building located at 111 North 11<sup>th</sup> Avenue in Caldwell. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Coroner Jennifer Crawford, Treasurer Tracie Lloyd, Clerk Chris Yamamoto, Chief Civil Deputy P.A. Sam Laugheed, DSD Director Tricia Nilsson, Facilities Director Paul Navarro, IT Director Greg Rast, PIO Joe Decker, and Deputy Clerk Monica Reeves. Prosecutor Bryan Taylor arrived at 10:00 a.m. The following topics were discussed:

- Treasurer Lloyd reported that Mayor Garret Nancolas has been invited to speak at the upcoming District III meeting.
- Assessor Stender reported that today is the last day of the appeal season and they are behind the counts for the past years.
- Commissioner Van Beek said at the last elected officials' meeting there was interest expressed in a capital improvements plan and a funding plan so she met with Director Paul Navarro and Director Tricia Nilsson to explore that possibility. She met with the Board last week regarding a strategy for moving forward on how to implement that and get buy in from the rest of the elected officials. Director Nilsson said the process they envision is having some assistance from the elected officials as well as a facilitated dialogue to set out what our needs and expectations are for this plan and how we want to use it which will help develop a scope of work. The value of this document is knowing what everybody else's needs are, what the funding needs are, and how you can stage them and phase them, and budget for them. Director Nilsson spoke of the process Ada County went through when they were creating their plan and she will forward a copy of the plan to the elected officials. Director Navarro said the plan will allow us to look at the County as a whole and not just islands of pieces of real estate we own. He spoke about strategic planning as well as master planning – strategic planning is when you ask for a new building and a campus and indicate how many employees you are hiring, do they require uniforms, cell phones, vehicles, gas cards, etc. It's more than just buying and setting up shop, it's where a strategic plan and a master plan are "hand in glove" together and it looks at facilities and personnel. It's a tool that can be used year-after-year to budget. Clerk Yamamoto said we need to do the growth studies of what's going where in conjunction with what we're talking about. What is good growth and what isn't, as well as what's going where, and that give a clue into the future of what our tax base is going to do. Director Nilsson recommends we pursue the fiscal impact calculator used by Galena Consultants which looks at the cost of growth and at the tax base for each community. (It's basically a large spreadsheet.) We need all elected officials to participate and have a facilitated discussion with resources available through BSU's school of public policy. Commissioner Van Beek said the goal in having a third-party involved is to eliminate any bias. Commissioner White said the study, which Director Nilsson will forward to the elected officials, is an excellent tool.

- IT Director Greg Rast reported there are major issues with email and security but his staff is working hard to keep us secure. There were a lot of email issues the last 60 days but that's been remediated. The County receives approximately 1.2 million emails in three weeks; 200,000 are legit emails, 200,000 are malicious or virus, and the rest is junk/spam. There are serious issues with people clicking on email links and providing their credentials which has resulted in computer hacks and local agents being installed on their machine which in turn started spamming out of their county email address. Director Rast wants to purchase a module that is a reporting tool so that elected officials can see who is clicking on what, and he wants to use it as a measure to see how many people are clicking. He's not looking for disciplinary actions, he's just looking for awareness. The cost is \$4,500. Commissioner Dale is in favor of it as long as it's not going for retribution or punishment, but rather awareness because people may not be aware of what they are doing. Awareness is key and there has to be accountability. Director Rast has submitted a purchase order for \$12,000 (\$6,000 for the spam filtering licensing and \$6,000 for the web security) in order to deal with the email issues. Some of the elected officials said they want to know if someone in their office is clicking on links and causing issues so that they can address it with them. There was consensus for Director Rast to move forward with the module and communicate with the elected officials on this topic.

The meeting concluded at 10:25 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING TO CONSIDER SIGNING BOARD OF EQUALIZATION SUBPOENAS FOR CERTAIN CASE NOS/PINS

The Board met today at 11:02 a.m. to consider signing Board of Equalization subpoenas for certain case nos. /PINS. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Commercial Appraiser Supervisor Mike Cowen, Commercial Appraiser Sam Stone and Deputy Clerk Jenen Ross. Mike Cowan said these subpoenas will be going out to property owners that have appealed their tax assessments. They've requested information from them that they've failed to provide to the Assessor's Office. Consequently they've also sent several public record requests for all of the Assessor's information but they have not reciprocated in providing their information. This information is needed to consider any reduction in their assessment. All of these cases pertain to self-storage businesses. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to sign the requested subpoenas. Subpoenas for the following case nos. /PINS were signed by the Board: Case No. 19051/PIN 31745014, Case No. 19058/PIN 04082000, Case No. 19059/PIN 35336000 and Case No. 19060/PIN 31223011. The meeting concluded at 11:06 a.m. An audio recording is on file in the Commissioners' Office.

MEETING WITH PARKS DIRECTOR TO DISCUSS AND CONSIDER THE APPROVAL/DENIAL OF HISTORIC PRESERVATION COMMISSION FY2020 GRANT RECOMMENDATIONS

The Board met today at 1:32 p.m. with the Parks Director to discuss and consider the approval/denial of Historic Preservation Commission FY2020 Grant recommendations. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, Parks Director Nicki Schwend, Assistant Parks Director Kathy Kershner, Representatives from Historic Preservation organizations, Deputy P.A. Zach Wesley and Deputy Clerk Jenen Ross.

Director Schwend gave background and information about the Historic Preservation Commission including the advisory board members, information about being a Certified Local Government, the grant award program, grant application review and evaluation process. She then provided for the Board a detailed overview of each request. The recommendations are as follows:

*American Legion Chateau - Joseph H. Murray Post 18:* total request \$47,430, recommendation of \$47,430 on a 2-year contract which would allow the flexibility to complete the project without having to apply again next year.

*Canyon County Historical Society – Nampa Train Depot:* total request \$19,850, recommendation of \$19,850

*Greenleaf Historical Society – Greenleaf Schoolhouse Museum:* total request \$4,840, recommendation of \$4,600

*Historical Society of Middleton – Lee Moberly Museum:* total request \$13,630, recommendation of \$13,630

*Melba Valley Historical Society – Melba Valley Museum:* total request \$14,300, recommendation \$14,300

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

Commissioner Van Beek made a motion to go into Executive Session at 2:12 p.m. pursuant to Idaho Code, Section 74-206(1) (d) and (i) to discuss records that are exempt from public disclosure and to communicate with risk manager regarding pending/imminently likely claims. The motion was seconded by Commissioner Dale. A roll call vote was taken on the motion with Commissioners 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, Parks Director Nicki Schwend, Assistant Parks Director Kathy Kershner, Clerk Chris Yamamoto, Controller Zach Wagoner and Deputy Clerk Jenen Ross. The Executive Session concluded at 2:34 p.m.

At the conclusion of the executive session a discussion was had regarding the need for more clarification for the American Legion Chateau and Canyon County Historical Society.

Commissioner Van Beek made a motion to approve funding for Melba Valley Historical Society, Greenleaf Historical Society and the Historical Society of Middleton. The motion was seconded by Commissioner White and carried unanimously.

Commissioner Van Beek moved to continue the historical society discussion for the American Legion Chateau as a courtesy to county legal to draft revised language and re-present it to the Board with the understanding that there will be some funding coming forward. Commissioner Dale revised the motion to approve the American Legion pending clarification in the contract language. The motion was seconded by Commissioner Van Beek and carried unanimously.

Commissioner Van Beek made a motion to deny the request of the Canyon County Historical Society as presented pending more information and a meeting with the Mayor of Nampa to discuss those needs. Commissioner White seconded the motion for discussion only stating that she is not ready to deny today and believes they completed the process correctly but there are some unanswered questions and further discussion is needed. A vote was taken on the motion with Commissioner Van Beek voting in favor and Commissioners White and Dale voting against. The motion failed in a 2-to-1 split vote. Commissioner White made a subsequent motion to hold on the decision until there could be further discussion. The motion was seconded by Commissioner Dale and carried unanimously. The meeting concluded at 2:43 p.m. An audio recording is on file in the Commissioners' Office.

**JUNE 2019 TERM**  
**CALDWELL, IDAHO JUNE 25, 2019**

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

APPROVED CLAIMS ORDER NO. 6/25/19

The Board of Commissioners approved payment of County claims in the amount of \$516,493.50 for accounts payable.

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- R&H Wholesale in the amount of \$2160.42 for the Facilities department

### APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Eastside Tavern to be used 7/27/19 for a wedding.

### APPROVED CATERING PERMIT

The Board approved an Idaho Liquor Catering Permit for Eastside Tavern to be used 7/13/19 for a wedding.

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

The Board met today at 8:30 a.m. for a meeting with the Directors of Facilities and Information Technology to discuss general issues, set policy and give direction. Present were: Commissioners Pam White, 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 Navarro updated the Board on the following:**

- Fair set-up is about 85% complete; they are just doing some touch-up work
- Remodels have started for both the new Security Department office and at the Norman Property
- A maintenance employee retired last week so interviews will start this week to fill the vacancy
- Grass is growing well at both Gabiola Fields and Wilson Creek

#### **Director Rast updated the Board on the following:**

- Met with Misdemeanor and Juvenile Probation and they would like ID badges so that will be done thru the print shop; he anticipates working with DSD next to create badges for that department
- Received a quote back of \$2400 for the phishing module; before he submits the PO he would like to following up with Bryan Taylor on an email he sent a couple years back regarding concerns he has about the program
- He had a pre-budget meeting with auditing yesterday that went well; they are having issues with the PaperVision program but he plans to do the OnBase conversion at the beginning of the year that coincides with getting HR onto OnBase
- He is working with legal on the “punch list” of policies; several polices will be either revised or added
- Controller Wagoner asked him to do an IT book to reflect what his department has done over the past four years which he shared with the Board to review at a later time

- A discussion was had about the possibility of some IT security training being done as part of the new hire orientation process

The meeting concluded at 8:45 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH COUNTY ATTORNEYS FOR A LEGAL STAFF UPDATE

The Board met today at 9:00 a.m. with county attorneys for a legal staff update. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Chief Deputy P.A. Sam Laugheed, Deputy P.A. Mike Porter and Deputy Clerk Jenen Ross. Mr. Laugheed discussed with the Board potential meeting times to discuss jail related issues and possibly alternative funding. Commissioner Van Beek wants to make sure that the Clerk and the Controller have time to weigh-in so if need be the budget can be revised accordingly. A tentative date of August 5<sup>th</sup> has been scheduled which should still be enough time before the budget is formally adopted at the end of August. Additionally, a meeting will be scheduled for the Board to meet with the security committee to discuss issues that have been brought to their attention. The meeting concluded at 9:05 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – HOMEOWNER'S EXEMPTION PROTEST HEARING FOR MARTHA WHEELER

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:02 a.m. to conduct a homeowner's exemption protest hearing for Martha Wheeler, Account No. 32044246 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Admin. Property Appraisal Supervisor Greg Himes, Assessor's Office Manager Karen DeLuna, Admin. Analyst Jennifer Loutzenhiser, Martha Wheeler, Laura Hallenberger, Steve and Marci Harrel, and Deputy Clerk Monica Reeves. Martha Wheeler offered testimony in support of her protest for a homeowner's exemption. Karen DeLuna and Greg Himes offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the hearing, which was seconded by Commissioner Van Beek and carried unanimously. Commissioner White made a motion to uphold the Assessor's opinion in this case. The motion was seconded by Commissioner Dale and carried unanimously. The hearing concluded at 10:20 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – HOMEOWNER'S EXEMPTION PROTEST HEARING FOR LAURA HALLENBERGER

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:21 a.m. to conduct a homeowner's exemption protest hearing for Laura Hallenberger, Account No. 37577013 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Admin. Property Appraisal Supervisor Greg Himes, Assessor's Office Manager Karen DeLuna, Admin. Analyst Jennifer Loutzenhiser, Laura Hallenberger, Steve and Marci Harrel, and Deputy Clerk Monica Reeves. Laura Hallenberger offered testimony in support of her protest for a homeowner's exemption. Karen DeLuna and Greg Himes offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close the

hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Upon the motion of Commissioner Van Beek and the second by Commissioner Dale, the Board voted unanimously to uphold the decision of the Assessor's Office for this account. The hearing concluded at 10:32 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – HOMEOWNER'S EXEMPTION PROTEST HEARING FOR STEVE AND MARCI HARREL

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:33 a.m. to conduct a homeowner's exemption protest hearing for Steve and Marci Harrel, Account No. 36501000 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Admin. Property Appraisal Supervisor Greg Himes, Assessor's Office Manager Karen DeLuna, Admin. Analyst Jennifer Loutzenhiser, Steve and Marci Harrel, and Deputy Clerk Monica Reeves. Steve Harrel offered testimony in support of the protest for a homeowner's exemption. Karen DeLuna and Greg Himes offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Van Beek made a motion to close public testimony. The motion was seconded by Commissioner Dale and carried unanimously. Upon the motion of Commissioner Van Beek and the second by Commissioner Dale, the Board voted unanimously to grant the exemption for 2019 for this account. The hearing concluded at 10:45 a.m. An audio recording is on file in the Commissioners' Office.

DISMISS CASES FOR HICKMAN LIFE ESTATE, DAVID AND JENNIFER BOLLINGER, AND KENNETH AND DEBORA WYNN

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:46 a.m. to consider the tax assessment protest applications for Hickman Life Estate, David and Jennifer Bollinger and Kenneth and Debora Wynn. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Admin. Property Appraisal Supervisor Greg Himes, Assessor's Office Manager Karen DeLuna, Admin. Analyst Jennifer Loutzenhiser, and Deputy Clerk Monica Reeves. None of the applicants were present for their cases. Upon the motion of Commissioner Van Beek and the second by Commissioner Dale, the Board voted unanimously to dismiss the three cases. The meeting concluded at 10:49 a.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION - CONSIDER APPROVAL/DENIAL OF AN APPLICATION FOR CASUALTY LOSS UNDER IDAHO CODE §63-602X (CANCELLATION OF VALUE) FOR SUSAN JARVIS

The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:33 p.m. to Consider approval/denial of an application for casualty loss under Idaho Code §63-602X (cancellation of value) for Susan Jarvis, account no. 19487000 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowen, Commercial Appraiser Sam Stone, Administrative Analyst Jennifer Loutzenhiser, Imaging Specialist Christine

Heimbigner, Customer Service Specialist Annette Canada, Additional Assessor's Office staff, Susan Jarvis and Deputy Clerk Jenen Ross. Ms. Jarvis offered testimony in favor of her application. Jennifer Loutzenhiser offered testimony on behalf of the Assessor's Office. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to grant the exemption. The hearing concluded at 1:40 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION - CONSIDER APPROVAL/DENIAL OF AN APPLICATION FOR CASUALTY LOSS UNDER IDAHO CODE §63-602X (CANCELLATION OF VALUE) FOR FLOYD MITCHELL

The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:41 p.m. to Consider approval/denial of an application for casualty loss under Idaho Code §63-602X (cancellation of value) for Floyd Mitchell, account no. 11279000 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowen, Commercial Appraiser Sam Stone, Administrative Analyst Jennifer Loutzenhiser, Imaging Specialist Christine Heimbigner, Customer Service Specialist Annette Canada, Additional Assessor's Office staff and Deputy Clerk Jenen Ross. 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. The hearing concluded at 1:43 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION - PROPERTY ASSESSMENT PROTEST HEARING FOR HILLTOP STORAGE LLC

The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:44 p.m. to conduct a property tax assessment protest hearing for Hilltop Storage LLC, account no. 37056000 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Appraisal Supervisor Greg Himes, Commercial Supervisor Mike Cowen, Commercial Appraiser Sam Stone, Administrative Analyst Jennifer Loutzenhiser, Imaging Specialist Christine Heimbigner, Customer Service Specialist Annette Canada, Additional Assessor's Office staff, Jeff Church, Richard Church and Deputy Clerk Jenen Ross. Jeff and Richard Church offered testimony in favor of their protest application. Greg Himes, Mike Cowen and Sam Stone offered testimony on behalf of the Assessor's Office. Commissioner Van Beek made a motion to close public testimony. The motion was seconded by Commissioner White 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 2:11 p.m. An audio recording is on file in the Commissioner's Office.

BOARD OF EQUALIZATION - PROPERTY ASSESSMENT PROTEST HEARING FOR DAVID KIRK ANDERSON TRUST

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:14 p.m. to conduct a property tax assessment protest hearing for David Kirk Anderson Trust, account no. 07343000 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Administrative Analyst Jennifer Loutzenhiser, Imaging Specialist Christine Heimbigner, Customer Service Specialist Annette Canada, Appraisal Supervisor Greg Himes, Residential Supervisor Barbara Wade, Residential Appraiser Ken Watters, Additional Assessor's Office staff, David Kirk Anderson and Deputy Clerk Jenen Ross. Mr. Anderson offered testimony in favor of his protest application. Mr. Watters, Mr. Himes and Ms. Wade 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 close testimony. Commissioner Dale made a motion to uphold the Assessor's value. The motion was seconded by Commissioner Van Beek for discussion. After discussion a vote was taken on the motion which carried unanimously. The hearing concluded at 2:51 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – PROPERTY ASSESSMENT PROTEST HEARING FOR GRANT AND PAULETTE GLASCOCK

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:57 p.m. to conduct a property tax assessment protest hearing for Grant and Paulette Glascock, account no. 06070000 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Administrative Analyst Jennifer Loutzenhiser and Deputy Clerk Jenen Ross. The Glascocks did not appear for the hearing today but they have been in communication with the Assessor's Office. Commissioner White made a motion to uphold the Assessor's value. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 2:58 p.m. An audio recording is on file in the Commissioners' Office.

**JUNE 2019 TERM**  
**CALDWELL, IDAHO JUNE 26, 2019**

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

APPROVED CLAIMS ORDER NO. 6/25/19

The Board of Commissioners approved payment of County claims in the amount of \$1059.99 for accounts payable.

APPROVED CLAIMS ORDER NO. 7/10/19

The Board of Commissioners approved payment of County claims in the amount of \$67,973.66 for accounts payable.

#### APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- HP, Inc. in the amount of \$1052.00 for the Information Technology department

#### MEETING WITH COUNTY ATTORNEYS FOR LEGAL STAFF UPDATE

The Board met today at 8:46 a.m. with county attorneys for a legal staff update. Present were: Commissioners Pam White and Leslie Van Beek, Commissioner Dale arrived at 8:47 a.m., Deputy P.A. Zach Wesley and Deputy Clerk Jenen Ross. A discussion was had about the gun range regarding the range consultant and the parcels of land the gun range sit on. Mr. Wesley indicated that in regards to the parcels of land that is a project Brad Goodsell is working on and would have more information at a later time. In regards to the gun range consultant, Mr. Wesley said more information will be forthcoming but he indicated Director Schwend is working to get more detailed costs in the report which will contain recommendations and other options for the gun range. The meeting concluded at 8:54 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH COUNTY CONTROLLER TO DISCUSS COMMISSIONERS FY2020 BUDGET

The Board met today at 9:02 a.m. with the Clerk and Controller to discuss the Commissioners' FY2020 budget. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, Clerk Chris Yamamoto, Controller Zach Wagoner, and Deputy Clerk Monica Reeves. There was a review of budget and the highlights were as follows:

#### Commissioners' Budget

- Advertising line item was increased \$16,000 to \$17,000
- There was discussion regarding the mileage line item and Commissioner Van Beek said there's a significant opportunity for savings if people will use a fleet car because the County reimburses at a pretty high rate (52 cents per mile) and there are people making a significant amount of money on mileage. The fleet director can provide a car at 25 cents per mile. Controller Wagoner said they have encouraged certain departments to use a county vehicle, especially for longer trips, but for the local/quicker trips there is a certain value for using your own vehicle. If the county buys a fleet car we want it to be used. Commissioner Van Beek agreed and said it's the longer trips that are expensive and she asked at what point do we say they need to use a fleet car? Clerk Yamamoto said it's more of a culture thing than it is matter of setting a policy. Commissioner Dale questioned the cost of 25 cents per mile when using a fleet car. There could be some opportunities to save cash outlay for a reimbursement but it will be a wash in the whole picture. Commissioner White said it's good to have an awareness discussion about it.

- Subscriptions line item was reduced from \$1,000 to \$600
- Miscellaneous line item was increased from \$200 to \$400 for water expenditures
- Office supplies/office furniture line items. Commissioner White wants to budget for new chairs for staff, and one for the meeting room. There was discussion about the balance of quality and cost. It was suggested that \$1,500 be budgeted for four new office chairs, with the note that the entire amount does not have to be spent.

### **General Department/Current Expense Fund**

There was discussion about the contingency/reserve amounts. The County has typically run with 10% of the budget unfunded. It is funded with fund balance but it's anticipated that it won't be spent. Clerk Yamamoto said it will be different this time around but that remains to be seen when they crunch the numbers, but that would be the reason that not having contingency or cutting it down to a low level is an unsafe position to be in. Most contingency line items we've had in the past were not funded with actual tax dollars. Commissioner Van Beek said Ada County has one \$500,000 contingency fund and if they have cost overruns the department would come to the Commissioners and explain it and use the fund to cover it. In Canyon County we have contingencies broken up by department and she wants to know what the cumulative total is. In the justice fund there is a contingency line of \$250,000, and in current expense we have \$500,000 in reserve and that would cover any entity that's paid from current expense fund. And, there is \$150,000 in the tort fund reserve line item.

The Controller suggested increasing the outside auditor amount from \$52,000 to \$55,000 because the fee tends to go up 3%-5% each year.

Miscellaneous professional services will be left at \$5,000. The year-to-date actual is \$16,059, which is the amount paid for the jail bond consultant Ysabel Bilbao.

There was discussion regarding VRT funding. Commissioner Van Beek wants to look at the information before feeling good about the increase. Commissioner White is in favor of the funding.

Western Alliance for Economic Development is set at \$27,650, which is down from \$30,000.

The community development line item was reduced from \$5,000 to zero. There was discussion about moving that amount to the employee appreciation line item which had \$3,000 budgeted for FY2019. Commissioner Van Beek asked for clarification on the policy for employee appreciation expenditures in terms of award/plaques as opposed to employee luncheons. Clerk Yamamoto said every department has a small line item that's almost entirely used for retirement plaques, there's no allowance for food. The only entity in the County that's paying for a dinner is the Commissioners. Commissioner Van Beek doesn't see a problem with departments who want to use their employee appreciation budget for an appreciation lunch rather than for awards/plaques, as long as they have the budget to cover the expense. The Clerk said he will be opposed to that because it has a tendency to get out of hand. Following the discussion, Commissioners White and Dale were in favor of increasing the employee appreciation line item from \$3,000 to \$8,000 given that last year's event cost \$6,400 due to the increase in employee attendance.

\$30,000 was budgeted for Advocates Against Family Violence (AAFV) for FY2019. The Controller wants to move that line item from the indigent budget to the general fund. Commissioner White wants to budget \$2,500 to Kim Fest event which is held in honor of the young mother who was murdered in a domestic violence situation. Commissioners Dale and Van Beek feel it's a worthwhile cause but believe the County funds should go to the organizations such as the Nampa Family Justice Center, the AAFV, or the crisis center rather than individual nonprofit organizations. Commissioner Van Beek said she wants to reinstate some of the funding that was taken away from AAFV and given to the Nampa Family Justice Center. Commissioner Dale said we need to keep the \$20,000 that was budgeted for the Nampa Family Justice Center.

The Controller noted that the reserves line item is the big item in the general fund. \$500,000 has been budgeted for reserves but the amount can be adjusted.

**Health District Fund**

This fund includes the \$1,048,309 contribution to Southwest District Health which is based on the formula in state code. It's tied to population and assessed valuation.

**Tort Fund**

The big expense there is the ICRMP premium. The overall total premium has increased 3% from last year. In the past we have included \$150,000 for a reserve for anything where ICRMP doesn't fully cover it and we need to pay out of the county's pocket. It puts it around \$767,000; \$40,000 of the premium is paid from the current expense fund for fire insurance.

**Historical Society Fund**

This is its own separate accounting fund. There's a specific tax levy for this fund and there have been some initial conversations with the Parks Director, but nothing formally needs to be decided right now. The amount we could fund is much greater than we're actually doing. We are not raising the historical society levy to its maximum. (Commissioner Van Beek left at 10:56 a.m. for another appointment.)

In regards to Commissioner White's point about *Kim Fest*, he said there were very good points made by everyone, but Commissioner White's point about evaluating items on a case-by-case basis and the impact they have on the community is very important. We don't want to set a precedent but we also need to consider the magnitude of the event and the impact on the community and the County as a whole. Commissioner Dale said maybe next year we can help support it. Commissioner White said perhaps the Board could support it this year and evaluate it next year. In closing, Clerk Yamamoto said we just did a line-by-line review of the budget and with the exception of the PIO budget, the Commissioners' budget is the simplest budget. The others are very complex and nuanced and the Clerk and Controller go through them completely and vet everything and we do that so the Board doesn't have to. The Board needs to know what is different and why. He said they have no intention of doing a line-by-line review of all budgets with the Board, they will provide a budget book and talk about what is different. No Board action was required or taken. The meeting concluded at 11:05 a.m. An audio recording is on file in the Commissioners' Office.

**BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR CTI-SSI FOOD SERVICES 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 CTI-SSI Food Services LLC, account no. 36764010 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Commercial Appraisal Supervisor Mike Cowen, Imaging Specialist Christine Heimbigner, Customer Service Specialist Annette Canada, additional Assessor Office staff, David Smith for CTI-SSI Food Services and Deputy Clerk Jenen Ross. Mr. Smith offered testimony in support of the protest application. Mike Cowen offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Van Beek made a motion to close the public hearing. The motion was seconded by Commissioner White and carried unanimously. Commissioner Van Beek then made a motion to accept the applicants recommended appraisal value. The motion died for lack of a second. Commissioner Dale made a subsequent motion to uphold the Assessor's value. The motion was seconded by Commissioner White. 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 1:51 p.m. An audio recording is on file in the Commissioners' Office.

BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR ADMIRAL BEVERAGE CORPORATION – NAMPA

The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:52 p.m. to conduct a property tax assessment protest hearing for Admiral Beverage Corporation - Nampa, account no. 62222166 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Personal Property Appraiser Dawn Houghton, Imaging Specialist Christine Heimbigner, Customer Service Specialist Annette Canada, additional Assessor Office staff and Deputy Clerk Jenen Ross. Dawn Houghton offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to uphold the Assessor's value. The motion was seconded by Commissioner Van Beek and carried unanimously. The hearing concluded at 1:53 p.m. An audio recording is on file in the Commissioners' Office.

**JUNE 2019 TERM**  
**CALDWELL, IDAHO JUNE 27, 2019**

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

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: 2019-877, 2019-906, 2019-939, 2019-800, 2019-827, 2019-916, 2019-908, 2019-856, 2019-881, 2019-905, 2019-1017, 2019-860, 2019-902, 2019-841, 2019-875, 2019-928, 2019-879, 2019-858 and 2019-775. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to 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.

EXECUTIVE SESSION – PERSONNEL MATTER AND RECORDS EXEMPT FROM PUBLIC DISCLOSURE

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

Commissioner Dale made a motion to go into Executive Session at 9:09 a.m. pursuant to Idaho Code, Section 74-206(1) (b) and (d). The motion was seconded by Commissioner Van Beek. A roll call vote was taken on the motion with Commissioners White, Dale and Van Beek 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. Mike Porter, IT Director Greg Rast, Facilities Director Paul Navarro, Chief Deputy Sheriff Marv Dashiell and Deputy Clerk Jenen Ross. The Executive Session concluded at 9:30 a.m. with no decision being called for in open session.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR JEREMY AND ERIN JOHNSON

The Board of County Commissioners, sitting as a Board of Equalization, met today at 10:00 a.m. to conduct a property tax assessment protest hearing for Jeremy and Erin Johnson, account no. 12639634 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Appraisal Supervisor Greg Himes, Office Manager Karen De Luna, Administrative Analyst Jennifer Loutzenhiser, additional Assessor Office staff, Jeremy Johnson, Erin Johnson, Sharon Johnson and Deputy Clerk Jenen Ross. The Johnsons offered testimony in support of their protest application. Karen De Luna 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 unanimously to grant the exemption. The hearing concluded at 10:46 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR STOR-IT SELF STORAGE, 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 Stor-It Self Storage, LLC, Account No. 20336000 0, 31067129 0, and 31067118 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Assessor Brian Stender, Admin. Property Appraisal Supervisor Greg Himes, Appraisal Supervisor Mike Cowan, Appraiser Sam Stone, Imaging Specialist Christine Heimburger, Cust. Service Specialist Annette Canada, Admin. Analyst Jennifer Loutzenhiser, Kathleen Weber, C.W. Hurless, and Deputy Clerk Monica Reeves. Kathleen Weber offered testimony in support of her protest for a homeowner's exemption. Sam Stone and Mike Cowan offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Dale made a motion to close public testimony. The motion was seconded by Commissioner Van Beek and carried unanimously. Regarding the combined cases for Protest Nos. 19083 & 19084, Commissioner Dale said the Assessor has suggested a three percent (3%) reduction in the overall assessed value for this year and based on the information he's hearing on how close the model has come to the actuals, he believes it's a fair adjustment and he made a motion to offer an adjustment on the property of a three percent 3% reduction, which would be \$3.8 million. Commissioner Van Beek seconded the motion and said that represents a \$1,028,400 difference in what was listed as the purchase price which we don't have evidence to say that it's not that. The motion to approve the three percent reduction carried unanimously. (Chairman White noted

that that action was for Protest Nos. 19083 & 19084.) Ms. Weber and Mr. Stone presented their respective cases for the property located on Cleveland Blvd., Protest No. 19085. Following testimony, Commissioner Van Beek made a motion to close public testimony. The motion was seconded by Commissioner White and carried unanimously. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to adjust the value to \$3,895,000 for Protest No. 19085. The hearing concluded at 2:35 p.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR ANDY CRATTY

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:38 p.m. to conduct a tax assessment protest hearing for Andy Cratty, Account No. 15126517 0. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, Assessor Brian Stender, Appraiser Brett Hartley, Admin. Property Appraisal Supervisor Greg Himes, and Deputy Clerk Monica Reeves. The applicant did not appear for the hearing. There was a recommendation by the Assessor's Office to uphold the decision allowing the applicant to go to the board of tax appeals. Upon the motion of Commissioner Van Beek and the second by Commissioner Dale, the Board voted unanimously to uphold the Assessor's value. The hearing concluded at 2:39 p.m. An audio recording is on file in the Commissioners' Office.

#### **JUNE 2019 TERM**

**CALDWELL, IDAHO JUNE 28, 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 Trevor Jensen.

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

The Board met today at 8:32 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, Captain Daren Ward left at 8:41 a.m., Chief Deputy Sheriff Marv Dashiell left at 8:41 a.m., Director of IT Greg Rast left at 8:37 a.m., Operations Manager Don Dutton left at 8:37 a.m., Controller Zach Wagoner left at 8:47 a.m., Auditing Supervisor Shawna Larson left at 8:47 a.m., Deputy P.A. Brad Goodsell, Deputy P.A. Dan Blocksom left at 8:37 a.m., Deputy P.A. Mike Porter left at 8:41 a.m., Deputy P.A. Zach Wesley left at 8:47 a.m. and Deputy Clerk Jenen Ross. The action items were considered as follows:

***Open FY2019 Canyon County Weed and Pest Fiber Optic Extension project proposals:***

The deadline for submitting a proposal was today at 8:15 a.m. The following proposals were received:

- **Track Utilities, LLC**

Received June 28, 2019 at 8:06 a.m.

- **Das-Co of Idaho**

Received June 28, 2018 at 8:05 a.m.

The proposals will be reviewed today and a recommendation to the Board is scheduled for Monday, July 1<sup>st</sup>.

***Consider signing Addendum to agreement with GTL to provide legal research library to jail communications contract:*** For years there has been an attorney that provided legal services to inmates in the jail. Recently the person the county had a long-standing contract with took a position with Public Defenders department so he can no longer keep that contract. The county has attempted twice to find a replacement to no avail. Captain Ward and Lt. Stafford spoke with the telecommunication provider, Telmate/GTL, and learned that they have an agreement in place with Lexis Nexis where services are provided at a discount. GTL is in a good position to provide these services as they already provide tablets at the jail. This service is also used by Ada County with a certain amount of success. Since the Board and Sheriff's Office, to varying degrees, are required to provide a law library to the inmates this is the least expensive way they've found to fulfill that obligation. The annual cost of this service is approximately \$5300 which is a cost savings over the previous service that was offered. Upon the motion of Commissioner Van Beek and second by Commissioner Dale the Board voted unanimously to sign the addendum to agreement with GTL to provide a legal research library to the jail (see agreement no. 19-081).

***Consider signing unemployment insurance representative authorization for Employer Advocates:*** This is an authorization that came thru the Idaho Association of Counties, there is a historic relationship that as part of the services provided by IAC is that they have set up this unemployment insurance management company for the counties to work with. When a former employee turns over an unemployment claim they will handle the paperwork, provide responses to the unemployment Department of Labor and manage everything up thru a hearing process. If a hearing occurs then it does require the HR department to become involved usually with legal. IAC has found a new company to work with and it is Mr. Wesley's understand that the county does not independently pay for the service, it's something that IAC provides. Upon the motion of Commissioner Dale and second by Commissioner White the Board voted unanimously to sign the unemployment insurance representative authorization for Employer Advocates. A copy of the authorization is on file with this day's minute entry.

Brad Goodsell spoke about the project at Anderson Corner and the Brownfield grant that was not awarded. At this point DEQ will continue cleaning up the property although it may take longer and at some point the county may have to partner with DEQ to waive tipping fees at the landfill. In January of 2007 an agreement for site access was signed allowing DEQ on the

site to work. This agreement will need to be extended in order to allow DEQ to continue working at the site. The modified agreement for site access at Anderson Corner will be considered Monday July 1, 2019.

The meeting concluded at 8:57 a.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH SHERIFF DONAHUE AND FBI REPRESENTATIVE TO DISCUSS BUILDING REMODEL PROJECT

The Board met today at 10:10 a.m. for a meeting with the Sheriff and a special agent from the FBI to discuss a building remodel project. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Sheriff Kieran Donahue, Facilities Director Paul Navarro, FBI Special Agent Doug Hart, via conference call, and Deputy Clerk Monica Reeves. Director Navarro said he met with Agent Hart and Sheriff Donahue along with Commissioner White at the Norman property to discuss the FBI's request that the County conduct a serious remodel of the space using funding in the form of a reimbursement for approximately \$60,000 in forfeiture money. The purpose of today's meeting is to memorialize that discussion and make sure everybody is aware of how it's being handled. The project was started two days ago and there will be costs for lumber, sheet rock, insulation, electrical, and carpet. Demolition will occur next week. Director Navarro is not hiring contractors because of the unique qualities of the property, therefore the work will be done in-house. Agent Hart said that is his recollection of the earlier discussion. He doesn't have the exact dollar figure but the last balance was roughly \$60,000 and one of the allowable line items for that money is for build-out so we're in line with an allowable use for those funds. Director Navarro anticipates he will spend between \$48,000 and \$50,000 which will leave \$10,000 for contingency. He added that the project will include a rolling gate with an ID badge. Commissioner White was pleased to hear about the security gate. Director Navarro has reached out to the landowner and he has given the County permission to proceed with the project. Sheriff Donahue said he met with the owners several months ago and got the okay to move forward with the project and then he met with the Board and Director Navarro about it as well. He expressed his appreciation to all involved for the cooperative effort toward public safety. Agent Hart said with this type of federal equitable sharing they would like the funds spent by the end of the federal fiscal year which is September 30, although that's not a hard and fast date their goal is to spend it prior to that so they can close that account. Director Navarro anticipates they will be 80%-90% complete by that date. The Board is in support of the project. The meeting concluded at 10:16 a.m. An audio recording is on file in the Commissioners' Office.

#### CONSIDER SIGNING BOARD OF EQUALIZATION SUBPOENAS FOR CERTAIN CASE NOS. /PINS

The Board met today at 11:32 a.m. to consider signing Board of Equalization subpoenas for certain case nos. /PINS. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Commercial Appraiser Supervisor Mike Cowan, Deputy P.A. Dan Blocksom, Other concerned citizens and Deputy Clerk Jenen Ross. Dan Blocksom said these are subpoenas that his office has drafted templates for which allows the Assessor's Office to put in the requested information which is authorized under Idaho code statutes §31-844, §31-845 and §63-505 asking appellants to the Board of Equalization to provide certain information so the

Board can make fair and equitable decisions. These subpoenas are for self-storage businesses. In response to a question from Commissioner Dale about delivery of the subpoenas Mr. Blocksom said the way they are typically delivered is by hand-delivery but his understanding is that the Assessor's Office has been emailing them. Upon the motion of Commissioner Dale and second by Commissioner Van Beek the Board voted unanimously to sign the subpoenas as listed. Subpoenas for the following case nos. /PINs were signed by the Board: Case No. 19229 & 19230/PINs 08280534A & 14285549A2; Case No. 19129 & 19131/PINs 31308000, 31309000 & 31310000; Case No. 19295/PIN 35731000; Case Nos. 19124 & 19125/PINs 075405000 & 24368000 and Case Nos. 19217 & 19218/PINs 30933000 & 32441000.

A brief conversation was had about conjunctives within code and how they pertained to a case that was previously heard.

The meeting concluded at 11:37 a.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR PATRICK BURNHAM

The Board of County Commissioners, sitting as a Board of Equalization, met today at 1:33 p.m. to conduct a tax assessment protest hearing for Patrick Burnham, Account No. 25625000 0. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, Assessor Brian Stender, Admin. Property Appraisal Supervisor Greg Himes, Admin. Analyst Jennifer Loutzenhiser, Appraiser Roger Craig, Appraiser Gerri Tallabas, Appraiser Katrina Ponce, Patrick Burnham, Larry Stevenson, Denise Bolen, other interested persons, and Deputy Clerk Monica Reeves. Commissioner Van Beek disclosed that she had ex parte communication with Mr. Burnham who in good faith reached out wanting to have help understanding his tax information. She's looked at the information he provided several weeks ago not knowing that he would come before the Board with an appeal, but she does not feel that his information would sway her in being unable to make a competent decision today. Also, Larry Stevenson reached out to her and when she learned he would be appearing before the Board she told him she could not participate in ex parte communication. She offered the same disclaimer and said it will not impact her ability to make a competent decision today. Patrick Burnham offered testimony in support of his protest application. Gerri Tallabas, Roger Craig and Greg Himes offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner White made a motion to close the hearing. The motion was seconded by Commissioner Dale and carried unanimously. Upon the motion of Commissioner White and the second by Commissioner Van Beek, the Board voted unanimously to uphold the Assessor's value. The hearing concluded at 2:00 p.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR LARRY STEVENSON

The Board of County Commissioners, sitting as a Board of Equalization, met today at 2:01 p.m. to conduct a tax assessment protest hearing for Larry Stevenson, Account No. 28129002 0. Present were: Commissioners Pam White, Tom Dale, and Leslie Van Beek, Assessor Brian Stender, Admin. Property Appraisal Supervisor Greg Himes, Admin. Analyst Jennifer Loutzenhiser, Appraiser Roger Craig, Appraiser Gerri Tallabas, Appraiser Katrina Ponce, Larry Stevenson, Denise Bolen, Matt Harrington, other interested persons, and Deputy Clerk Monica Reeves. Larry Stevenson offered testimony in support of his protest application. Greg Himes and Roger Craig offered testimony on behalf of the Assessor's Office. Following

testimony, Commissioner White made a motion to close the hearing. The motion was seconded by Commissioner Van Beek and carried unanimously. Following the Board's discussion, Commissioner White made a motion to uphold the Assessor's value. The motion was seconded by Commissioner Dale and carried unanimously. The hearing concluded at 2:57 p.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR DENISE BOLEN

The Board of County Commissioners, sitting as a Board of Equalization, met today at 3:10 p.m. to conduct a property tax assessment protest hearing for Denise Bolen, account no. 28984012A0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Rural Appraiser Katrina Ponce, Rural Supervisor Roger Craig, Appraisal Supervisor Greg Himes, Customer Service Specialist Annette Canada, Denise Bolen, Matthew Harrington, Other Assessor Office staff and Deputy Clerk Jenen Ross. Denise Bolen and Matthew Harrington offered testimony in support of their protest application. Katrina Ponce, Roger Craig and Greg Himes offered testimony on behalf of the Assessor's Office. Following testimony, Commissioner Van Beek made a motion to close the public hearing. The motion was seconded by Commissioner Dale and carried unanimously. Commissioner White made a motion to adjust the value to \$168,610. The motion was seconded by Commissioner Dale. A vote was taken on the motion with Commissioners White and Dale voting in favor of the motion and Commissioner Van Beek voting against. The motion carried in a 2-to-1 split vote. The hearing concluded at 4:05 p.m. An audio recording is on file in the Commissioners' Office.

#### BOARD OF EQUALIZATION – TAX ASSESSMENT PROTEST HEARING FOR JEFFREY AND MARIA LUKE

The Board of County Commissioners, sitting as a Board of Equalization, met today at 4:07 p.m. to conduct a property tax assessment protest hearing for Jeffrey and Maria Luke, account no. 33970107 0. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Rural Appraiser Gerri Tallabas, Rural Supervisor Roger Craig, Appraisal Supervisor Greg Himes, Customer Service Specialist Annette Canada, Other Assessor Office staff, Jeffrey Luke and Deputy Clerk Jenen Ross. Jeffrey Luke offered testimony in support of his protest application. Gerri Tallabas, Greg Himes and Roger Craig 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 4:38 p.m. An audio recording is on file in the Commissioners' Office.

THE MINUTES OF THE FISCAL TERM OF JUNE 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