

Commissioner Minutes

October 30, 9:35 a.m. – 11:44 a.m.

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

Commissioners Leslie Van Beek, Zach Brooks, and Brad Holton

COO Greg Rast

Deputy PA Trenton McRae

Deputy PA Ben Cramer

Chief Deputy PA Aaron Bazzoli

Deputy PA Zach Wesley

Deputy PA Laura Keys

Canyon County Assessor Brian Stender

Director of DSD Jay Gibbons

Assistant DSD Director Joshua Johnson

Juvenile Probation Supervisor Elda Catalano

Canyon County Treasurer Jennifer Watters

Banking and Finance Manager Melissa Tucker

Controller Kyle Wilmot

Director of Facilities Rick Britton

Project Manager Desiree Brumley

Director of Constituent Services Aaron Williams

Deputy Clerk Diana Hoffman _____

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

The Board met today at 9:35 a.m. for legal staff updates and to consider multiple action items. Present were: Commissioners Leslie Van Beek, Brad Holton, Zach Brooks, COO Greg Rast, Chief Deputy PA Aaron Bazzoli, Deputy PA Ben Cramer, Deputy PA Trent McRae, Deputy PA Zach Wesley, Deputy PA Laura Keys, Canyon County Assessor Brian Stender, Juvenile Probation Supervisor Elda Catalano, Director of Constituent Services Aaron Williams, Director of DSD Jay Gibbons, Assistant Director of DSD Joshua Johnson, Canyon County Treasurer Jennifer Watters, Banking and Finance Manager Melissa Tucker, Controller Kyle Wilmot, Facilities Director Rick Britton, Project Manager Desiree Brumley, and Deputy Clerk Diana Hoffman. The action items were considered as follows:

Consider a Loaned Employee Agreement for Shelly Towner with the University of Idaho for the Canyon County Extension: This action item will be brought back for consideration at a later date.

Consider Treasurer's tax charge adjustments by PIN for September 2025: Treasurer Watters stated that there was a lot of activity due to the Idaho Transportation Department and accounts that

transferred from mobile home accounts to land accounts for non-payment accounts. Upon a motion by Commissioner Van Beek and a second by Commissioner Brooks, the Board voted unanimously in favor of the adjustments.

Consider a Resolution Establishing an Investment Policy for Canyon County: Treasurer Watters expressed the need for a thorough investment policy. Banking and Finance Manager Tucker highlighted proposed changes based on rating standards, best practices, and Idaho Code. Ms. Tucker recommended implementing a review every three years. Commissioner Van Beek requested a workshop be scheduled to collaborate with legal counsel in finalizing the updated policy.

COO Rast noted that this policy update was requested during the budget review process. The Treasurer's Office has taken the lead on this so it would be released in conjunction with the new policy handbook. Commissioner Holton requested the updated document be sent for review and a workshop scheduled with a possible decision to follow.

Commissioner Holton motioned to continue this action item to a workshop, with a possible decision to be placed on the agenda by staff. The motion was seconded by Commissioner Van Beek. Upon a roll call vote, the Board voted unanimously to approve the motion.

Consider a Resolution Classifying Records of the Canyon County Treasurer and Authorizing the Destruction of Certain Files/Records: Treasurer Watters stated that during a recent cleanup, several boxes of outdated documents were found in the vault. She requested authorization to destroy records that are no longer valid. Upon a motion by Commissioner Brooks and a second by Commissioner Van Beek, the Board voted unanimously to approve this action item. (Resolution No. 25-203)

Consider Signing a Resolution Authorizing the Inclusion of Certain Charges Other Than Property Taxes, on Tax Notices: Treasurer Watters noted this is an annual meeting with all the cities to add taxes for non-payment. Fees were discussed. Upon a motion by Commissioner Holton and a second by Commissioner Van Beek, the Board voted unanimously to continue this action item until Tuesday, November 4 at 9:30 a.m.

Consider a Resolution Authorizing the Transfer of Funds to the Juvenile Detention Center: Ms. Catalano explained that this is an annual request to transfer budgeted funds. This year, there were some changes, and the resolution formalized the transfer. Upon a motion by Commissioner Brooks and a second by Commissioner Van Beek, the Board voted unanimously to approve the resolution. (Resolution No. 25-204)

Consider a Resolution Authorizing Quitclaim Deeds to Memorialize a Lot Adjustment on County Owned Parcels: Director Britton informed the Board that this is to memorialize lot adjustments to

provide a buffer around the property and accommodate utility easement. Upon a motion by Commissioner Brooks and a second by Commissioner Van Beek, the Board voted unanimously to approve the resolution as presented. Upon a motion by Commissioner Holton and a second by Commissioner Van Beek, the Board voted unanimously to authorize their signatures on all three (3) separate deeds. (Resolution No. 25-205)

Consider Signing a Resolution Authorizing the Transfer of Funds for Reimbursement of Professional Services Provided to Canyon County Solid Waste: COO Rast noted that this is the 20% transfer admin fee for services provided to the landfill enterprise fund, this is authorization for that. This year we are doing it slightly differently, where it will now come from the Board, as the Board is who sets those fees. Conversations were had about the excellent department management that Canyon County Landfill has. Upon a motion by Commissioner Van Beek and a second by Commissioner Brooks, the Board voted unanimously to approve the resolution as presented. (Resolution No. 25-206)

Open Proposals for the Animal Shelter Services Project - Selection Process Begins: Ms. Keys read in the record the two (2) received proposals:

- Copper Quill Haven Inc. – Received October 29 at 10:05 a.m.
- West Valley Humane Society – Received October 29 at 12:04 p.m.

Commissioner Holton stated that an advisory committee, composed of a Canyon County representative and appointed members from the City of Caldwell and the City of Nampa, will review the proposals for services. The criteria and expectations for the proposals were discussed.

Ms. Keys reiterated for the record that this request is for an organization to operate the shelter, not to provide animal control services. Commissioner Holton requested staff post the RFP to clarify what is being requested in the proposal. Upon a motion from Commissioner Holton and a second from Commissioner Van Beek, the Board voted unanimously to accept the proposals received and refer them to the subcommittee for analysis and recommendation back to the Board.

A request was made to go into Executive Session as follows:

The Board agreed unanimously to delay the consideration of the alcoholic beverage license until after the Executive Session.

EXECUTIVE SESSION – REGARDING RECORDS EXEMPT FROM PUBLIC DISCLOSURE AND TO COMMUNICATE WITH LEGAL COUNSEL REGARDING PENDING/IMMINENTLY LIKELY LITIGATION

Upon a motion by Commissioner Van Beek and a second by Commissioner Brooks, the Board voted unanimously to enter into Executive Session pursuant to Idaho Code § 74-206(1)(d) and (f) regarding records exempt from public disclosure and to communicate with legal counsel regarding

pending/imminently likely litigation. The Session included discussion related to the Assessor's Office, updates on open and pending legal matters, and matters involving the Health District and Canyon County Development Services began at 10: 17 a.m. and concluded at 11:39 a.m., with no decisions made.

Consider a resolution granting a changed alcoholic beverage license to HarWest Group LLC dba The Syringa Lounge/Black Pine Saloon: Upon a motion by Commissioner Brooks and a second by Commissioner Holton, the Board voted unanimously to approve the license. (Resolution No. 25-208)

Consider Resolution Granting a New Alcoholic Beverage License for Vape Strong LLC dba Vape: Upon a motion by Commissioner Brooks and a second by Commissioner Holton, the Board voted unanimously to approve the license. (Resolution No. 25-209)

Consider Resolution Granting a New Alcoholic Beverage License for Gem 73 LLC dba Gem 73 Winery: Upon a motion by Commissioner Brooks and a second by Commissioner Holton, the Board voted unanimously to approve the license. (25-207)