



Cassia County Board of Commissioners

SPECIAL MEETING MINUTES

Monday, February 28, 2022

Cassia County Courthouse ▪ Commission Chambers
1459 Overland Ave ▪ Room 206 ▪ Burley ID 83318

8:00 AM

The Cassia County Board of Commissioners met today at the place and time as posted by agenda pursuant to Idaho Code § 74-204 for Open Meetings Law.

ACTION AGENDA ITEMS

1) 8:00 AM Call to order at the Mini-Cassia Criminal Justice Center for inspection

In Attendance:

Cassia County Officials: Leonard M. Beck (Board Chair), Kent R. Searle (Commissioner), Bob Kunau (Commissioner), Kerry McMurray (Assistant to Board), Dan Renz (Lieutenant)

Minidoka County Officials: Kent McClellan (Board Chair), Wayne Schenk (Commissioner), Sheryl Koyle (Commissioner), Tonya Page (Clerk), Lance Stevenson (County Attorney)

2) 8:39 AM Discuss and approve Joint Public Defense matters with Minidoka County

- a) Mr. Schneider brought matters of concern before the Board of Commissioners of both Cassia and Minidoka County. Concerns included the shortage of public defender attorney employees to handle their caseload and compensation adjustments to assist with attorney recruitment and retention.
- b) He reported they are losing another attorney mid-March and will be down to three of six budgeted attorneys in their office. He had great concern there isn't enough manpower to adequately handle a second murder case recently filed in Minidoka County. He needs to continue with representation of a murder case filed in Cassia County; but a different solution is needed for the Minidoka County case.
- c) Minidoka County Prosecuting Attorney Stevenson pointed out that since Mr. Schneider is unable to represent their case, Minidoka County will need to hire a conflict defense attorney at an estimated cost of between \$250,000.00 and \$500,000.00.
- d) Separation of the two counties from the Joint Powers Agreement was mentioned as a consideration, but the consensus was to continue forward as the joint venture has worked so well throughout the years.
- e) Mr. Schneider felt that insufficient salaries are a large reason for the inability to recruit qualified applicants. He has sought every avenue he is aware of in recruiting efforts and stated this problem is not just confined to his office as several attorneys' offices in the surrounding areas have had the same issue.
- f) Mr. Schneider also noted attendance is down at area law schools, the closing of Concordia Law School in Boise, and a general lack of interest in attorneys relocating or returning to this area due to higher wages being offered elsewhere.
- g) Clerk Larsen recommended submitting an application to the Idaho Public Defense Commission (IPDC) to redirect previously awarded employee compensation allocations intended to be used for hiring a new defense attorney. That could then be used to elevate the salaries of current defense attorneys to assist with retention. If that was agreed upon, he pointed out that final decision would then rest with the commissioners of both counties. The consensus was to carry forward with the IPDC request.

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Instrument # 2022000976

BURLEY, CASSIA, IDAHO

3-7-2022 10:46:09 AM No. of Pages: 10

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

EV

- h) Prosecutor Larsen assured the Board that if the salaries of the attorneys at the Public Defender's office were increased, his office would not seek another wage increase for their attorneys in response.
 - i) Commissioner Beck requested that Mr. Schneider submit a plan to the Joint Boards for salary adjustment recommendations that would assist with recruitment and retention. He also requested Commissioners McClellan and Searle to come up with some proposals for a resolution to Minidoka's immediate problem of needing to provide a public defense attorney for their cited murder case.
- 3) 9:28 AM Joint Mini-Cassia Criminal Justice matters with Minidoka County
- a) Lieutenant Renz reported that the jail is currently down seven deputies. One deputy will be going on a 12-week leave of absence in the next month which will increase that number to eight. Staff has been reduced to the minimum required staffing of the facility which creates difficulties anytime someone calls in sick or requests time off. Even with aggressive recruiting, he estimates it taking a year to 18 months to fill those positions.
 - b) As a potential solution, Renz is requesting of both Boards the option of hiring two civilians for jail tech positions for a time to cover the two day-shifts needed. The civilian position would come in at less pay than a floor deputy and would be primarily manning the control room and bookings. The hope is that the civilian in that position would potentially seek to become a sworn deputy.
 - c) 9:38 AM Commissioner Schenk asked Renz to return before budget time with some ideas on how to address the on-going staffing shortage issue.
 - d) 9:35 AM Minidoka County Commissioners approved by motion giving Renz the option of having two civilian positions as requested.

9:35 AM **Motion and Action:** Approve giving Renz the option of having two civilian positions as requested, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Motion passed unanimously.

- e) 9:36 AM Discussion of jail equipment purchases
 - i) The bid amount to replace the duct work for the facility's cooling tower is \$15,750.00.
 - ii) The Commissioners from both Boards toured the facility earlier in the morning and inspected the equipment needing to be replaced.
 - iii) 9:36 AM Minidoka County Commissioners approved by motion the bid to replace the air conditioning tower in the jail as presented.

9:37 AM **Motion and Action:** Approve expending the money to replace the duct work on the cooling in the jail as presented in the amount of \$15,750.00, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

9:39 AM Minidoka County officials departed the meeting

4) 10:40 AM Roll call

Roll Call.

Present: Leonard M. Beck - Chair, Kent R. Searle - Member, Bob Kunau - Member, Kerry McMurray - Assistant to Board (Not voting), Cally Velasquez - Deputy Clerk (Not voting).

5) 10:41 AM Calendar, meetings, committee reports, and correspondence were reviewed.

- a) 3/3/2022 - Region IV Development meeting in Twin Falls at 11:30 AM - Kunau
- b) 3/3/2022 - South Central Public Health District meeting in Twin Falls at 2:00 PM - Kunau
- c) 3/4/2022 - Rural EMS Board meeting - Searle
- d) 4/7/2022 - Training for Board of Equalizations from 8:30 AM to 1:00 PM in Shoshone
- e) 5/24/2022 - Elected Officials training in Twin Falls

6) 10:59 AM Approve payables for 2/28/2022

11:00 AM **Motion and Action:** Approve payables presented on 2/28/2022, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

7) 11:02 AM Approve minutes from 2/14/2022

- a) 1:27 PM It was determined to delay approval of the minutes to the next meeting.

8) 11:02 AM Approval of January 2022 Synopsis

11:02 AM **Motion and Action:** Approve January 2022 Synopsis, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

9) 11:03 AM Approval of Clerk's Office recommendations regarding junior college Certificate of Residency Forms

11:04 AM **Motion and Action:** Approve Clerk's Office recommendations to approve four junior college Certificate of Residency Forms as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

Motion passed unanimously.

10) 11:05 AM Personnel Matters - Change of Status Requests

- a) Treasurer - Cyndi Teal - part time help - termination
- b) Clerk - Daphne Cook - Deputy Clerk - new hire
- c) Clerk - Jaci Lozano - Deputy Clerk - new hire
- d) Sheriff's Office - Andrea Clegg - Sr. Certified Dispatcher – evaluation with increase in rate of pay
- e) Sheriff's Office - Crystal Herbst - Master Certified Dispatch - evaluation with increase in rate of pay
- f) Sheriff's Office - DeAnn Taylor - Dispatch Supervisor - evaluation with increase in rate of pay
- g) Sheriff's Office - Heather Ottley - Dispatch Assistant Supervisor - evaluation with increase in rate of pay
- h) Sheriff's Office - Jeanine Dilworth - Certified Dispatch - evaluation with increase in rate of pay
- i) Sheriff's Office - Jessica Grimsman - Part Time Dispatch - evaluation with increase in rate of pay
- j) Sheriff's Office - Laura Cyr - Sr. Certified Dispatch – evaluation with increase in rate of pay

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- k) Sheriff's Office - Mariah Trujillo - Part Time Dispatch – evaluation with increase in rate of pay
- l) Sheriff's Office - Tammy Richardson - Certified Dispatch – evaluation with increase in rate of pay
- m) Sheriff's Office - Janin Powell - Sr. Certified Dispatch – evaluation with increase in rate of pay
- n) Sheriff's Office - Potential Certified Dispatcher new hire – evaluation with increase in rate of pay
- o) Sheriff's Office - Potential Uncertified Dispatcher new hire – evaluation with increase in rate of pay
- p) MCCJC - Anthony Tanore - Sr. Deputy - promotion
- q) MCCJC - Alexandra Juarez - Sr. Deputy - promotion
- r) MCCJC - Easton Anderson - Uncertified Detention Deputy - voluntary resignation
- s) MCCJC - Mitchell Cowgill - Uncertified Detention Deputy - voluntary resignation
- t) MCCJC - Edwin Grant - Sr. Deputy - voluntary resignation

11:27 AM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

Motion passed unanimously.

11) 11:32 AM Executive Sessions

11:32 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues and Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

11:51 AM Upon exit of Executive Session, the board took the matter under advisement.

11:51 AM **Motion and Action:** Approve recommendations of the Social Services Director regarding indigent matters, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

Motion passed unanimously.

12:28 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

Yes: Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

1:14 PM Upon exit of Executive Session, the board took the matter under advisement.

12) 12:14 PM Adopt Resolution No. 2022-003 adopting the Cassia County Highway Standards and Development Procedures for Local Highway Jurisdictions, October 2021 version

12:17 PM **Motion and Action:** Approve and adopt Cassia County Highway Standards and Development Procedures as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member

Motion passed unanimously.

13) 12:23 PM Review and approve Burley Lions Spudman Triathlon Special Event Resource Request

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12:26 PM **Motion and Action:** Approve the Burley Lions Spudman Triathlon Event Resource Request as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

14) 12:19 PM Certificates of Appreciation for past REMSB members

12:20 PM **Motion and Action:** Approve and sign certificates of appreciation for past REMSB members' service as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

15) 9:42 AM Approve and execute Dayley Subdivision Plat

9:44 AM **Motion and Action:** Approve the Dayley Subdivision Plat, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

16) 9:45 AM Approve and Execute Cedar Vista Subdivision Plat

9:47 AM **Motion and Action:** Approve the Cedar Vista Subdivision Plat as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

17) 9:48 AM Review and approve ITD Traffic Enforcement Grant - Thompson

9:51 AM **Motion and Action:** Approve the ITD Traffic Enforcement Grant as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

18) 9:52 AM Department Head Reports

- a) 9:52 AM Noxious Weed & Pest - Ottley
 - i) His office is getting equipment geared up and ready for the coming season.
 - ii) No timeline was given when he will receive the Kubota ATV he ordered.
- b) 9:55 AM Treasurer - Greener
 - i) CAI has not fixed their software issue so the January statement of cash report is unsigned.
 - ii) Treasurer Greener has two open public administrator cases at the moment.
- c) 10:03 AM Buildings & Grounds – Hernandez
 - i) He is preparing for spring seasonal maintenance items.
 - ii) They will work on cleaning the carpets when the weather clears up.
- d) 10:05 AM Extension Office - Packham
 - i) The offices remain busy with teaching classes and visiting schools.
- e) 10:09 AM Law Enforcement - Sheriff Warrell
 - i) There is one open position in Dispatch but he is confident that will be filled soon.

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- ii) His office is also doing their best to recruit but having a difficult time finding adequate people to staff the various vacant positions. This seems to be a common problem County-wide.
- f) Mini-Cassia Criminal Justice Center - Sheriff Warrell and Lt. Renz
 - i) An in-depth departmental update was provided by Lt. Renz during discussions on agenda item# 3.
 - ii) Sheriff Warrell reported jail statistics.
 - (1) There are 149 inmates, of which 50 are State holds, and ten are US Marshall holds.
- g) Public Defender - Schneider
 - i) An in-depth departmental update was provided by Mr. Schneider previously in the meeting.
- h) 10:10 AM Road and Bridge - Yeaman
 - i) Yeaman continues to work on projects carried over from the previous supervisor and establishing relationships with the various vendors needed for his work.
 - ii) Yeaman praised the efforts of the recently hired full-time employee, Ryan Ward.
 - iii) They have widened the shoulders on a section of road in Almo, south of the cattle guard that had some culverts replaced a couple years ago.
 - iv) They've used 50% of the material screened at the Linn Road pit two years ago.
 - v) Currently 100% of the material screened last September at the Yost pit remains to be used.
 - vi) There are plans to screen additional material this September at a pit in Malta that will go to much needed repairs in Elba.
 - vii) There is need for a third person to help with applying the mag chloride on the roads this May.
 - viii) The City of Rocks has also asked if the department could add an additional mile or so to their applications of the mag chloride on Park Roads. They will provide for the cost of additional materials.
- i) 10:19 AM Clerk - Larsen
 - i) The FY2021 external audit with Zwygart & Associates is ongoing and should be concluded the latter part of March.
 - ii) Prosecutor Larsen is working with Clerk Larsen with an agreement with landproDATA, Inc. to have them assist at no cost digitizing a large number of plat documents that was part of their recent public records request.
 - iii) There are two newly-hired deputy clerks for the courts. Deputy Clerk Connie Uriguen will be retiring that latter part of March.
 - iv) Deputy Auditor Evans reported on the progress of the wage and salary study being conducted by Brenda Blitman from Ameriben. She will present her report and findings and get direction from the Board on the next stage of that process.
 - v) The Auditor's Office is preparing for the FY2023 budget planning. All department heads were requested to identify and report to the budget office any upcoming out of the ordinary or large expenses they may have, potential retirements or promotions, capital improvements, and vehicle and equipment purchases.
 - vi) Early vote started last week at the courthouse and will conclude on Friday, 3/4/2022 at 5:00 p.m. for the 3/8/2022 special election.
- j) 10:37 AM Building & Zoning - McMurray
 - i) Kerry McMurray reported that there were two new commercial building permit applications and six residential applications for the month of January.
 - ii) On the 2/17/2022, the Planning & Zoning Commission approved a conditional use permit for an indoor recreational facility commercial school that will use an existing building.

iii) Three hearings for new subdivision proposals are scheduled for March.

11:52 AM Prosecutor Larsen rejoined the meeting.

19) 11:52 AM United States Forest Service (USFS)/Bureau of Land Management (BLM) Report

a) 11:52 AM BLM Burley Office Field Manager - Ken Crane

i) This is the driest February on record which could make this upcoming grazing season rough since the reserve grazing grounds were used last year. However, it is usually March and April that bring the needed water so their office is monitoring the situation.

ii) Mr. Crane reported an issue that some gates to certain habitat areas are being ripped out. Most recently the gate to the Dry Creek area was torn out of the ground. The damage is currently being assessed for repair or reinstallation. The perpetrators are unknown.

iii) There are some renewable energy projects in preliminary stages of development in surrounding counties that will indirectly impact Cassia County. Mr. Crane will keep the Board updated as those projects develop.

b) 11:57 AM U.S. Forest District Ranger - Kevin Draper

i) His office has received word that they've been granted approximately \$1.6 million in FEMA grant monies to aid in reseeding, spraying, and labor for fencing relative to the Badger fire area.

ii) Another prospect that looks positive for funding is coming from the SHRED Act (Ski Hill Resource for Economic Development). This will help Pomerelle and Magic Mountain ski resorts.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

20) 1:14 PM ARPA Update - no matters to report at this time.

21) 1:14 PM COVID-19 Update - no matters to report at this time.

22) 1:27 PM Adjourn

1:27 PM **Motion and Action:** Adjourn, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

APPROVED:



Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:



Cally Velasquez

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SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

40% OF FISCAL YEAR ELAPSED

*** UNAPPROVED DEMANDS APPEAR IN ACTUALS AND ALSO AS AN INVOICE .**

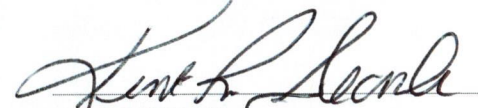
| Fund | Budget | Actual | Demand/Claims Amt | Budget Remaining | % Budget Remaining |
|-------------------------------------|---------------|--------------------------|-------------------|------------------|--------------------|
| 0001 GENERAL FUND (CURRENT EXPENSE) | 4,665,959.00 | 1,638,678.36 | 11,330.17 | 3,027,280.64 | 65% |
| 0002 ROAD & BRIDGE | 517,335.00 | 187,650.11 | 74,580.94 | 329,684.89 | 64% |
| 0006 DISTRICT COURT | 346,110.00 | 117,597.72 | 480.88 | 228,512.28 | 66% |
| 0008 JUSTICE FUND | 10,869,854.00 | 4,283,321.37 | 23,225.07 | 6,586,532.63 | 61% |
| 0012 M-C MISDEMEANOR PROBATION | 1,043,310.00 | 388,579.39 | 9,023.12 | 654,730.61 | 63% |
| 0013 911 COMMUNICATIONS | 906,000.00 | 64,037.15 | 3,600.00 | 841,962.85 | 93% |
| 0015 CONSOLIDATED ELECTIONS | 136,156.00 | 18,462.00 | 20.50 | 117,694.00 | 86% |
| 0016 SOCIAL SERVICES-ASSISTANCE | 1,064,150.00 | 148,311.44 | 8,118.55 | 915,838.56 | 86% |
| 0028 SNOWMOBILE | 86,025.00 | 8,221.97 | 22.75 | 77,803.03 | 90% |
| 0029 PHYSICAL FACILITIES | 241,000.00 | 86,937.99 | 390.88 | 154,062.01 | 64% |
| 0048 EMPLOYEE BENEFITS FUND | 2,857,935.00 | 1,556,783.08 | 83,627.23 | 1,301,151.92 | 46% |
| | | Total Amount Paid | 214,420.09 | | |

STATE OF IDAHO
CASSIA COUNTY

WE, THE CASSIA COUNTY COMMISSIONERS, BEING DULY SWORN DO HEREBY CERTIFY AND DECLARE THAT WE HAVE REVIEWED THE DEMANDS ENUMERATED AND REFERRED TO IN THE FOREGOING REGISTER, AND THAT THE SAME ARE TO THE BEST OF OUR KNOWLEDGE ACCURATE AND ARE JUST CLAIMS AGAINST THE COUNTY, AND THAT THERE ARE FUNDS AVAILABLE FOR PAYMENT THEREOF IN THE COUNTY TREASURY

APPROVED FOR DISTRIBUTION AS OF 2-28-2022


COMMISSIONER


COMMISSIONER


COMMISSIONER

* WARNING: This fund is over budget

Cassia County Commissioner Meeting

Attendance Log

Date: 2/28/2022

| | NAME (Please Print) | TOWN | REPRESENTING |
|-----|----------------------------|-------------|---------------------|
| 1. | Heather Whitehead Evans | Burley | Auditors |
| 2. | JOE LARSEN | Burley | CLERK |
| 3. | Tim Schneider | Burley | P. D. |
| 4. | George Warrell | Oakley | Sheriff |
| 5. | Jane S. Jensen | Rupert | Minister Prosecutor |
| 6. | Wayne & Linda | Rupert | Winkler |
| 7. | REX & NANCY DAYLEY | BURLEY | |
| 8. | BRETT DAYLEY | BURLEY | |
| 9. | Maria Brown | Burley | Community |
| 10. | Andrew Stokes | Burley | SELF-EMPLOYED |
| 11. | J. Thompson | | CPSO |
| 12. | Michael Ottley | Elba | CCNWC |
| 13. | PAUL ASTON | RUPERT | LANSON |
| 14. | Dee Yeaman | | Road & Bridge |
| 15. | Pete Hernandez | Burley | Grounds |
| 16. | Joel Packham | Dacla | WIFI Extension |
| 17. | Laura Greener | Burley | Treasurer. |
| 18. | Ken Crane | Burley | BLM |
| 19. | | | |
| 20. | | | |
| 21. | | | |
| 22. | | | |
| 23. | | | |
| 24. | | | |