



# Cassia County Board of Commissioners MEETING MINUTES

Monday, May 16, 2022

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

9:00 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) 9:03 AM PM Call to order
- 2) Pledge of Allegiance and prayer
- 3) 9:06 AM Roll call

### **Roll Call.**

**Present:** Leonard M. Beck – Chair, Kent R. Searle – Member, Bob Kunau - Member, Sharene Ahlin - Deputy Clerk (Not voting).

- 4) 9:06 AM Calendar, meetings, committee reports, and correspondence were reviewed
  - a) June 4<sup>th</sup> LDS Temple dedication invitations were received, all three commissioners indicated that they do plan to attend.
  - b) A letter regarding the Burley Revenue Allocation Area (RAA) 1 & 3 closures and request was discussed. The City of Burley was requesting an allocation of the revenues to the county from the closure of the RAA's in the amount of 10% to fund the airport, with the remaining expenses to be funded by the City. The request stated that the City of Burley would continue to be the sponsor for the airport.
  - c) Chair Beck discussed a meeting that was attended 5/12/2022 with representatives from FEMA. The Road & Bridge district has outstanding contracts with FEMA. One contract has a conclusion date of 6/1/2022. There are expenditures to be validated. Sara Haynes will be working with Dee Yeaman to locate the documentation needed to wrap up the matters.
  - d) Beck discussed a request received from Nancy Winmill to sign a letter of support for a grant that her group is applying for. Matter to be placed on the next meeting agenda.

9:10 AM Mr. McMurray joined the meeting

- 5) 9:19 AM Approve payables for 5/16/2022

9:19 AM **Motion and Action:** Approve payables as presented on 5/16/2022 in the amount of \$82,088.43, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member.  
Motion passed unanimously.

CASSIA COUNTY COMMISSION  
REGULAR SESSION  
Monday, May 16, 2022

**Instrument # 2022002405**

BURLEY, CASSIA, IDAHO

5-31-2022 09:49:05 AM No. of Pages: 8

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

*EV*

6) 9:21 AM Approve minutes from 5/9/2022

9:21 AM **Motion and Action:** Approve minutes from 5/9/2022 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member  
Motion passed unanimously.

7) 9:21 AM Approval of synopsis for April, 2022

9:21 AM **Motion and Action:** Approve synopsis of the minutes of April, 2022 as presented, **Moved by** Kent R. Searle – Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

8) 10:09 AM Executive Sessions

10:09 AM **Motion and Action:** Enter Executive Session pursuant to

**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.

10:24 AM Upon exit of Executive Session, the board took the matter under advisement.

9) 12:33 PM Discussion with Prosecuting Attorney regarding additional help.

- a) It was discussed that the Prosecutor's Office may have a need for additional personnel, specifically a part time attorney as well as a part time, as needed investigator.
- b) The budget currently has \$55,000 for extra help.
- c) An investigator could be of use to the Building and Zoning office as a compliance officer as well as to the Prosecutor's Office.
- d) Prosecutor Larsen will meet with the Auditor's Office this afternoon to review FY2023 budget matters.
- e) The extra help budget line may not be sufficient for both a part time attorney as well as for an investigator. The costs will differ, depending upon if the investigator is a contracted position, or a hired part time or full-time employee. If an employee is hired, a vehicle may be necessary as well.
- f) \*Important Note\* The audio recording system stopped working at approximately 12:36 PM.

10) 9:24 AM Review report from South Central Community Action Partnership and consider FY2023 funding request

- a) Annual report was reviewed for the record.
- b) A request was made for \$2,000 for Fiscal Year 2023.

9:27 AM **Motion and Action:** Continue to fund the South-Central Community Action Partnership for the FY2023 year in the amount of \$2,000 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member  
Motion passed unanimously.

**CASSIA COUNTY COMMISSION**  
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- 11) 9:29 AM Discuss law books in storage at Public Defender's Office – Kunau
- a) Kunau reported that there are many law books stored in the basement at the Public Defender's office. There are also some chairs stored in the basement.
  - b) McMurray discussed that the outdated books will be of little value whereas the current books may have some value
  - c) Currently the books are available in digital format, so the need for physical books is lessened.
  - d) Kunau will review the matter with Pete Hernandez.
- 12) 9:33 AM Execute Resolution No. 2022-010 declaring as surplus a truck bumper for Weed Dept.

9:34 AM **Motion and Action:** List as surplus the truck bumper as listed on Resolution NO. 2022-010 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member  
Motion passed unanimously.

#### **SCHEDULED ACTION AGENDA ITEMS**

- 13) 9:51 AM Review and approve annual Federal Drug Testing contract – Prewitt
- a) McMurray discussed that the contract was the same as was discussed last week.
  - b) McMurray will contact Prewitt to get a complete copy of the contract that includes a signature page.
  - c) Matter to be considered at a future date.
- 14) 9:35 AM First Conflict Public Defender Contract – Zollinger
- a) Clayne Zollinger is currently paid \$4,800 per month plus an hourly rate of \$67.50. He stated that he is no longer able to cover his costs at those rates. It was mentioned that it has been a few years since the contract has been updated.
  - b) Zollinger discussed that the hourly rates in surrounding counties are higher, currently those rates range around \$80.00 to \$85.00 per hour.
  - c) Zollinger requested an increase in the monthly rate to \$7,500 per month, plus \$85 per hour.
  - d) Chair Beck suggested that the board take his request under advisement
- 15) 9:53 AM Review and discuss progress of Ameriben project – Blitman
- a) Ms. Blitman reviewed their proposal to conduct a valuation and review, as well as a market competitiveness report. The proposed total is \$24,870.00, plus any travel costs. Completion is anticipated within 90-120 days.
  - b) Searle recommended to have a final review of the descriptions by the department heads prior to proceeding with the contract.
  - c) Matter to be placed on the next agenda for consideration.

16) 10:24 AM Review and approve FY2023 Indigent Defense Financial Assistance Compliance Proposal and Application

- a) Deputy Auditor Heather Evans reviewed the application and proposal for the Board.
- b) Any remaining carry over dollars that remain unused due to unfilled positions may affect the future funding levels.

10:34 AM **Motion and Action:** Approve FY2023 Indigent Defense Financial Assistance Compliance Proposal and Application as presented, **Moved by** Kent R. Searle – Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

17) 10:37 AM ARPA Reporting Update – Heather Evans

- a) Compliance report with the US Treasury has been completed.
- b) The report was reviewed for the Board.
- c) The second half of disbursement may be applied for at the end of June, with funding to occur in by fall.

18) 10:42 AM Review and Approve Records Destruction Resolution for MCCJC records – Dan Renz

- a) Renz discussed a request to destroy records dating in excess of five years retention.
- b) There are many items that were water damaged by the recent plumbing failure.
- c) There are many records that are within the five-year retention period that have sustained severe water damage. McMurray stated that those records may be eligible for destruction if they are otherwise archived digitally.
- d) Renz stated that some of the records at the bottom of the pile have been reduced to “mush”
- e) Items to be destroyed were listed on Resolution No. 2022-011

10:52 AM **Motion and Action:** Approve Resolution No. 2022-011 for destruction of records of the Mini Cassia Criminal Justice Center as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member Motion passed unanimously.

19) 10:56 AM Executive Sessions as needed pursuant to Idaho Code § 74-206 (1) (b) – to discuss personnel matters, (d) – to consider records exempt from public disclosure, (i) – to communicate with risk manager/insurer regarding pending/imminently-likely claim

**Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure, Idaho Code § 74-206 (1) (i) to communicate with risk manager/insurer regarding pending/imminently-likely claims,

**Moved by** Kent R. Searle – Member, **Seconded by** Bob Kunau - Member.

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

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

12:32 PM Upon exit of Executive Session, the board took the matters discussed under advisement.

**\*Important Note\*** The audio recording system stopped working at approximately 12:36 PM.

**CASSIA COUNTY COMMISSION  
REGULAR SESSION  
Monday, May 16, 2022**

20) 12:46 PM Executive Session

**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).

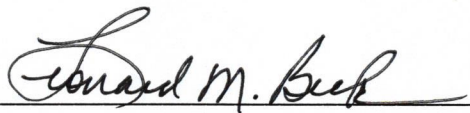
**Yes:** Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

12:50 PM Upon exit of Executive Session, the board took the matters discussed under advisement.

21) 12:51 PM Adjourn

12:51 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle – Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

APPROVED:



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Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:



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Sharene Ahlin



# SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

**BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS****61% OF FISCAL YEAR ELAPSED**

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

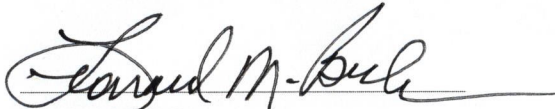
Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	4,665,959.00	2,603,999.71	8,480.37	2,061,959.29	44%
0002 ROAD & BRIDGE	517,335.00	307,400.29	257.08	209,934.71	41%
0006 DISTRICT COURT	346,110.00	188,280.29	70.00	157,829.71	46%
0008 JUSTICE FUND	10,869,854.00	6,400,994.43	25,222.15	4,468,859.57	41%
0015 CONSOLIDATED ELECTIONS	136,156.00	37,077.28	1,000.25	99,078.72	73%
0016 SOCIAL SERVICES-ASSISTANCE	1,064,150.00	202,618.87	469.00	861,531.13	81%
0020 REVALUATION	350,335.00	206,771.76	706.14	143,563.24	41%
0027 NOXIOUS WEED & PEST	434,095.00	217,056.73	1,277.92	217,038.27	50%
0028 SNOWMOBILE	86,025.00	28,468.99	22.67	57,556.01	67%
0032 PREVENTIVE HEALTH FUND	206,311.00	98,928.84	21,476.52	107,382.16	52%
0048 EMPLOYEE BENEFITS FUND	2,857,935.00	2,219,155.40	23,106.33	638,779.60	22%
		<b>Total Amount Paid</b>	<b>82,088.43</b>		

STATE OF IDAHO  
CASSIA COUNTY

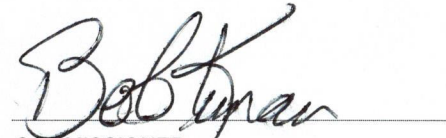
WE, THE CASSIA COUNTY COMMISSIONERS, BEING DULY SWORN DO HEREBY CERTIFY AND DECLARE THAT  
WE HAVE REVIEWED THE DEMANDS ENUMERATED AND REFERRED TO IN THE FOREGOING REGISTER, AND THAT THE SAME ARE  
TO THE BEST OF OUR KNOWLEDGE ACCURATE AND ARE JUST CLAIMS AGAINST THE COUNTY, AND THAT THERE ARE FUNDS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

APPROVED FOR DISTRIBUTION AS OF

5-16-2022

  
COMMISSIONER

  
COMMISSIONER

  
COMMISSIONER

\* WARNING: This fund is over budget

# Cassia County Commissioner Meeting

## Attendance Log

Date: 5/16/2022

NAME (Please Print)	TOWN	REPRESENTING
1. George Warrell	Oakley	Sheriff
2. J. Thompson		CEO
3. Heather Whitehead-Evans	Burley	Auditors
4. Don Renz		MCCX
5. Steph H. H.		MCCJC
6. Clayne Zollinger		Zollinger Law
7. Brenda Blithman		Ameriben
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