



Cassia County Board of Commissioners SPECIAL MEETING MINUTES

Tuesday, May 31, 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) 9:02 AM Call to order
- 2) Pledge of Allegiance and prayer
- 3) 9:03 AM Roll call

Roll Call.

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

- 4) 9:04 AM Calendar, meetings, committee reports, and correspondence were reviewed.
 - a) 6/2/2022 - 11:30 Twin Falls Region IV Development Mtg - Kunau
 - b) 6/2/2022 - Fair Board Meeting - Beck

9:08 AM Prosecutor Larsen entered the meeting

- 5) 9:12 AM payables for 05/31/2022

9:12 AM **Motion and Action:** Approve payables as presented on 05/31/2022, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

Motion passed unanimously.

- 6) 9:13 AM Personnel Matters - Change of Status Requests
 - a) Weed & Pest - Matthew Dalton - seasonal weed sprayer - new hire
 - b) MCCJC - Klay Kunzler - uncertified detention deputy - new hire
 - c) MCCJC - Paul Gibson - uncertified detention deputy - new hire

9:14 AM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

9:14 AM Mr. McMurray entered the meeting

CASSIA COUNTY COMMISSION
SPECIAL SESSION
Tuesday, May 31, 2022

Instrument # 2022002516

BURLEY, CASSIA, IDAHO

6-6-2022 09:49:06 AM No. of Pages: 10

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

EV

7) 9:33 AM Executive Session

9:33 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, and Idaho Code § 74-206 (1) (f) to communicate with legal counsel regarding pending/imminently-likely litigation, **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.

9:46 AM Upon exit of Executive Session, the matters discussed were taken under advisement.

8) 12:28 PM Sign Affidavit of Lost Title & Application for Title - Evans

12:29 PM **Motion and Action:** Approve signing Affidavit of Lost Title & Application for Title, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

9) 9:16 AM Discuss repairs at the Misdemeanor Probation Office

- a) There was a complaint of sounds of birds in the walls of the Misdemeanor Probation Office. Upon investigation, it was discovered that the eaves are rotten all the way around the building.
- b) Pete was supposed to contact some of the builders he's worked with before to obtain a bid to replace the fascia all the way around. They would also determine what was in the lease agreement as to who would pay for the repairs.

10) 9:19 AM Review and sign lease agreement with Minidoka County for Coroner's Office Space

9:19 AM **Motion and Action:** Approve signing the lease agreement with Minidoka County for Coroner's Office Space as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

11) 9:20 AM Review and Executive Resolution No. 2022-013 to destroy Treasurer's Office Temporary Records

9:21 AM **Motion and Action:** Approve Resolution No. 2022-013 to destroy Treasurer's Office Temporary records as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

12) 9:22 AM Review and Executive Resolution No. 2022-014 to destroy Treasurer's Office Semi-permanent Records

9:23 AM **Motion and Action:** Approve Resolution No. 2022-014 to destroy Treasurer's Office Semi-Permanent records as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

13) 9:23 AM Review and Executive Resolution No. 2022-015 to destroy Treasurer's Office Permanent Records

9:24 AM **Motion and Action:** Approve Resolution No. 2022-015 to destroy Treasurer's Office Permanent Records as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

14) 9:25 AM Discuss and approve capital expenditure processes and proposals for parking lot asphalt and building construction

- a) The two lots that the apartments are built on was purchased in 1977 by the County. Each lot is 50' x 125'. Commissioner Kunau was unsure of what setbacks were in place.
- b) Mr. McMurray advised the Board on what the steps they should take in their pursuit to have a new facility built where the Public Defender's Office now sits.
- c) McMurray was asked to contact a surveyor to have the site surveyed as a preliminary step to requesting architectural bids for the space. He was also asked to create an outline of the necessary steps for the Board to take in the process of building a new building across the way.
- d) Commissioner Kunau also reported that Kloepper Concrete and Asphalt Paving will get him a bid soon on paving the front portion of the now empty lot but that they wouldn't be able to start work until August.

15) 10:46 AM Executive Sessions

10:47 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.

11:06 AM Upon exit of Executive Session, the matters discussed were taken under advisement.

11:06 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.

SCHEDULED ACTION AGENDA ITEMS

16) 9:46 AM Department Head reports

- a) 9:46 AM Treasurer - Laura Greener
 - i) Treasurer Greener provided a Statement of Treasurer's Cash for April 2022. She reported that just over \$19,000,000.00 has been invested for the County.
 - ii) The two remaining parcels that were three years delinquent have been collected on.
 - iii) She reported that she received another public administrator case two weeks ago which brings the total to three public administrator cases that she is currently handling.
- b) 9:54 AM Extension Office - Joel Packham
 - i) Packham reported that an AmeriCorps volunteer has begun working in their office through the summer. Her wages are being paid by the University. Her responsibilities were to act as an educator and not an office assistant. She is to work on teaching classes and preparing lesson plans.
 - ii) Clarification was requested as to whether this volunteer could drive a county vehicle. Mr. McMurray and Prosecutor Larsen were later able to report that provisions were written into County Policy that allowed for her to drive a County vehicle and the County's insurance would cover a non-County employee driver if they were given permission to drive a County vehicle by the Board.
 - iii) Commissioner Beck requested that information be drafted and presented to the Board to be distributed that validates and clarifies the County's policies regarding the use of County vehicles by employees and contracted agents working for the County.
- c) 10:00 AM Coroner - Craig Rinehart
 - i) The autopsy budget is expected to be exceeded as there are an average of 75-80 cases more than in the past 11 years. Prosecutor Larsen said that he had funds in his budget that would reasonably cover those expenses since those autopsies were related to drug asset forfeitures and investigations.
 - ii) It is anticipated that the office space in Rupert is expected to be ready in mid-June. The coroner will contact Pete Hernandez to see about the availability of file cabinets for records storage. Additionally, Rinehart will contact David Burgess regarding the need for a computer for the office.
 - iii) PMT has offered to donate a vehicle outright to the Coroner's Office. It is a 2014 GMC Savana Van. The van will be ready by the end of June. It will be used primarily for driving to Boise for autopsies.
- d) 10:07 AM Assessor - Dwight Davis
 - i) Property values are high and are continuing to rise. Residential lots are seeing at least a 35% increase or more. Assessor Davis said that the cost to build a new house right now is approximately \$300 per square foot.
 - ii) Their office currently has one certified appraiser at this time. They are working hard to train and certify two other employees to be state certified appraisers within a year.
- e) 10:11 AM Road and Bridge - Dee Yeaman
 - i) There has recently been some minor flooding due to recent rains. This has resulted in some damage to a few roads; however damage was corrected with minimal grading. The rain has been needed and will help in the grading of roads as the season goes on.

- ii) They have experienced difficulties with getting the mag chloride delivered this year. The supplier has experienced driver shortages, which has resulted in delays.
- iii) Yeaman planned on contacting Mr. Steve Yearsley about another grant for bridge work that has become available recently and working to close out the Elba bridge grant that was done this last fall.
- iv) It was discussed that Sara Haynes was working on a FEMA grant matter.
- f) 10:18 AM Building & Zoning - Kerry Mc Murray
 - i) For the month of April, they had one Ag siting permit and 17 building permits which totaled in value to \$2.4 million dollars with nearly \$20,000 in fees collected thus far.
 - ii) Planning & Zoning held two hearings and subsequently approved two conditional use permits.
- g) 10:19 AM Prosecutor's Office - McCord Larsen
 - i) Prosecutor Larsen reported that to date there are 422 misdemeanor charges and 242 felony charges have been disposed of by his office this year. This does not accurately reflect the number of cases since some defendants have more than one charge and may have both misdemeanor and felony charges against them. The case load is not slowing down.
- h) 10:22 AM I.T. Department - David Burgess
 - i) The IT Department just finished a trial with an AI cybersecurity learning platform. It won't be recommended to the Board due to the cost.
 - ii) They received the new server for the Sheriff's office and plan to work on getting that configured and working on the server room migration during this next month.
 - iii) They are working on getting a bid to replace the fiber line to the Assessor's office. That building has had several connectivity problems that require all the computers to be reset to search for the network connection.
- i) 10:26 AM Clerk - Joe Larsen
 - i) His office has received a large number of public records requests regarding elections that is attributed to the last few years' political accusations. Some of those requests are onerous and would require volumes of hours in compiling the data being requested.
 - ii) Since the passing of House Bill 735A doing away with indigency, it is expected that there will be a few dicey situations in which they have seen medical providers suing counties to receive funds for services provided.
 - iii) The County's outside audit has been concluded for FY2021 with the CPA being scheduled to appear on 6/27/2022 to report on the audit.
 - iv) Clerk Larsen recommended preparing a resolution to declare what the County's financial intentions and policies are. Several counties have already adopted such a resolution as it goes with the Transparency Idaho program that the State Controller's Office is pushing.
- j) 10:40 AM Sheriff's Office and Mini-Cassia Criminal Justice Center - Jarrod Thompson
 - i) Captain Thompson reported that Memorial Day began the 100 deadliest days of summer. Monday was uneventful, which was good.
 - ii) Personnel have been shuffled around since they are losing Corporal Potter to ISP in mid-June.
 - iii) Three new employees were hired at the jail, bringing the vacancies down to four.

- 17) 11:07 AM Present and discuss Assessor's Office matters including Cassia County values and staffing needs
- a) Assessor Davis brought forth his concerns and request for an additional staff position at the DMV. He stated that due to vacations and illnesses, they usually only have two or three employees in the office. He reported that due to the new requirements and interfacing with ITD that it is taking 25% longer to complete each transaction. This time is down from it taking twice as long when this new program was implemented.
 - b) Davis said that the position could be funded if the administrative fees were raised from \$6.00 to \$8.00 to mirror Minidoka County's fees. Because the suggested increase is over 5%, a public hearing and publications would need to take place.
 - c) He is aware that their biggest complaint is that the DMV is closed for the lunch hour to provide lunches to employees. He believes that an increase in staff will help alleviate the frustration of the wait times experience by customers. He said that if there was another person to staff the office that they could remain open during the lunch.
 - d) Davis would guess about 15% of the county uses the on-line services that ITD is pushing. Besides on-line services, there are other options available to people looking to renew their registrations, such as the drop box outside and mail.
 - e) The second topic of concern that Assessor Davis wanted to make the Commissioners aware of was State mandated five-year plan they submitted to the Board several weeks ago. This requirement was implemented in 1997 and requires the Assessor's office to submit a five-year plan every five years to the State Tax Commission.
 - f) The Idaho State Tax Commission has approved their plan which will require them to have four appraisers on staff to handle all of the assessments needed to be completed each year in our county. Mart is the only state certified appraiser in the office currently and he will be taking office as the new Assessor in January 2023.
 - g) If they do not follow their plan, the State Tax Commission will intervene. They will set the values and hire outside appraisers to accomplish the work at the County's expense. The statutes covering these issues are in Idaho Code § 63-314 and 63-316.
- 18) 11:32 AM FY2023 Budget Follow Up
- a) Lead Deputy Auditor Heather Evans provided initial budget requests from department heads and the auditor's recommendations. The tentative budget total from department head requests is \$28,224,189.00 while the budget officer's recommendations are \$27,455,678.00.
 - b) Evans reviewed anticipated revenues for FY2023. She asked the Board to pay close attention to the Levy Qualified amounts for both Department Head requests and Budget Officer Recommendations.
 - c) It was discussed that these are rough numbers since some of the Joint budgets have yet to be determined, such as the contract with the City of Burley. HB735 also created some questions for the indigency program budget lines.

- d) Evans reviewed the CAI budget report in which department heads and the Auditor's Office were able to enter their notes. She asked the Commissioners to read through those comments and make notes on their priorities of those department requests.

19) 12:06 PM United States Forest Service (USFS)/Bureau of Land Management (BLM) Report

- a) 12:06 PM U.S. Forest District Ranger - Draper
 - i) The mountains have received about two and a half feet of snow, which will be good for fire season.
- b) 12:09 PM BLM Burley Office Field Manager - Crane
 - i) They are expecting a second germination of cheat grass this year which will make a tougher fire season when everything dries out later in the year.
 - ii) His office is working on Jim Sage Mountain Grazing permit renewals, which are litigation driven and will have a decision very soon.
 - iii) Part of the solution to the problems that BLM will introduce includes offering a second permit called the Jim Sage Mountain Grazing Association permit. He discussed the variations that will be introduced to try to answer the complaints and requests of Jim Sage grazing permittees.
 - iv) Commissioners Searle and Beck commended the BLM for their work and study on the proposed decision and asked to receive notice when that decision is issued.

20) 12:30 PM Executive Session

12:30 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).

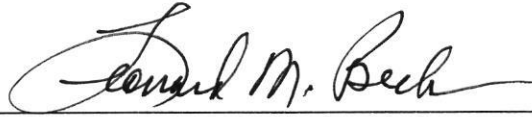
Yes: Kent R. Searle - Member, Bob Kunau - Member, Leonard M. Beck - Chair.

12:45 PM Upon exit of Executive Session, the matters discussed were taken under advisement.

21) 12:45 PM Adjourn

12:45 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

APPROVED:

A handwritten signature in black ink, reading "Leonard M. Beck", written over a horizontal line.

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

A handwritten signature in black ink, reading "Cally Velasquez", written over a horizontal line.

Cally Velasquez

Cassia County Commissioner Meeting

Attendance Log

Date: 5/31/2022

	NAME (Please Print)	TOWN	REPRESENTING
1.	Craig R. Furehst	Burley	Coroner
2.	J. Thompson		CCSO
3.	Dwight Davis	Burley	Assessor
4.	Mark Adams	Burley	Assessor's office
5.	Jodi Packham	Deer	H of I Extension
6.	Laura Grewer	Burley	Treasurer
7.	Dee Yeaman		Road & Bridge
8.	Joe Larsen	Burley	CLERK
9.	David Burgess		IT
10.	KEVIN DORR	Burley	UACB
11.	Kathleen Mitchell Evans	Burley	Auditors
12.	Ken Crue	Burley	BLM
13.			
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22.			
23.			
24.			

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

65% OF FISCAL YEAR ELAPSED

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

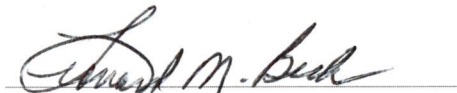
Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	4,665,959.00	2,744,080.46	4,828.81	1,921,878.54	41%
0002 ROAD & BRIDGE	517,335.00	319,527.64	7,029.01	197,807.36	38%
0006 DISTRICT COURT	346,110.00	195,813.58	249.50	150,296.42	43%
0008 JUSTICE FUND	10,869,854.00	6,679,572.86	11,741.18	4,190,281.14	39%
0012 M-C MISDEMEANOR PROBATION	1,043,310.00	625,480.35	1,898.53	417,829.65	40%
0013 911 COMMUNICATIONS	906,000.00	104,616.89	369.10	801,383.11	88%
0016 SOCIAL SERVICES-ASSISTANCE	1,064,150.00	207,696.47	10,241.36	856,453.53	80%
0029 PHYSICAL FACILITIES	241,000.00	124,183.52	83.60	116,816.48	48%
0048 EMPLOYEE BENEFITS FUND	2,857,935.00	2,330,797.50	121,925.89	527,137.50	18%
		Total Amount Paid	158,366.98		

STATE OF IDAHO
CASSIA COUNTY

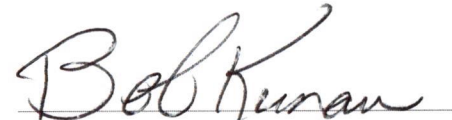
WE, THE CASSIA COUNTY COMMISSIONERS, BEING DULY SWORN DO HEREBY CERTIFY AND DECLARE THAT
WE HAVE REVIEWED THE DEMANDS ENUMERATED AND REFERRED TO IN THE FOREGOING REGISTER, AND THAT THE SAME ARE
TO THE BEST OF OUR KNOWLEDGE ACCURATE AND ARE JUST CLAIMS AGAINST THE COUNTY, AND THAT THERE ARE FUNDS
AVAILABLE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

APPROVED FOR DISTRIBUTION AS OF

5-31-2022


COMMISSIONER


COMMISSIONER


COMMISSIONER

* WARNING: This fund is over budget