



Cassia County Board of Commissioners SPECIAL MEETING MINUTES

Tuesday, July 5, 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) 9:00 AM Call to order
- 2) Pledge of Allegiance and prayer
- 3) 9:02 AM Roll call

Roll Call.

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

- 4) 9:03 AM Calendar, meetings, committee reports, and correspondence were reviewed
 - a) Soil Districts Award Dinner on Tuesday, 7/12/2022 – Kunau
 - b) Declo Days event on Saturday, 7/9/2022 – Kunau
 - c) Idaho Public Safety Communications Committee (IPSCC) Meeting on Thursday, 7/7/2022 – Searle
 - d) Solid Waste meeting was held on Wednesday, 6/29/2022 in Hailey – Beck
 - e) Building inspector interviews of four candidates on Friday, 7/8/2022 – Beck
 - f) Mark Dallan from the US Forest Service follow up email read into the record regarding the status of fencing following the Badger Fire – McMurray
 - g) A letter was received from the Secretary of the Interior advising that PILT payments have been distributed – Beck
 - h) Minidoka County Commissioner Wayne Schenk asked if the Board would like to sign a thank you card to Magic Valley Carpet for donating carpeting for the new joint Coroner's Offices.
- 5) 9:05 AM Approve payables for 07/05/2022

9:07 AM **Motion and Action:** Approve payables as presented on 07/05/2022, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member.
Motion passed unanimously.

- 6) 9:09 AM Approve minutes from 06/27/2022

9:09 AM **Motion and Action:** Approve minutes from 06/27/2022 as presented, **Moved by** Kent R. Searle – Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

CASSIA COUNTY COMMISSION
SPECIAL SESSION
Tuesday, July 5, 2022

Instrument # 2022003066

BURLEY, CASSIA, IDAHO

7-11-2022 10:05:31 AM No. of Pages: 9

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

EU

- 7) 9:10 AM Review and approval of Alcoholic Beverage License requests, including but not limited to the following:
- a) Country Store Gas & Deli - Bottled/Canned Beer OFF premises, Retail Wine
 - b) River's Edge Golf Club - Bottled/Canned Beer OFF and ON premises, Retail Wine, Wine by the Drink
 - c) Stinker #61 - Bottled/Canned Beer OFF premises, Retail Wine
 - d) Stinker #79 - Bottled/Canned Beer OFF premises, Retail Wine
 - e) Walgreens #13673 - Bottled/Canned Beer OFF premises, Retail Wine

9:10 AM **Motion and Action:** Enter Alcoholic Beverage License application hearing, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member
Motion passed unanimously.

- f) Searle recused himself with the vote for alcoholic beverage licenses for Stinker Stations.
- g) License requests were reviewed for:
 - i) Country Store Gas & Deli - Bottled/Canned Beer OFF premises, Retail Wine
 - ii) River's Edge Golf Club - Bottled/Canned Beer OFF and ON premises, Retail Wine, Wine by the Drink
 - iii) Walgreens #13673 - Bottled/Canned Beer OFF premises, Retail Wine

9:13 AM **Motion and Action:** Approve three Alcoholic Beverage License requests as presented, **Moved by** Kent R. Searle – Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

- h) License requests were reviewed for:
 - i) Stinker #61 - Bottled/Canned Beer OFF premises, Retail Wine
 - ii) Stinker #79 - Bottled/Canned Beer OFF premises, Retail Wine

9:15 AM **Motion and Action:** Approve two Alcoholic Beverage License requests as presented, **Moved by** Bob Kunau - Member, **Seconded by** Leonard M. Beck, **Recused:** Kent R Searle - Member
Motion passed.

9:16 AM **Motion and Action:** Exit Alcoholic Beverage License hearing, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member
Motion passed unanimously.

- 8) 9:20 AM Personnel Matters - Change of Status Requests
- a) MCCJC – Justin Merrell – Certified Detention Deputy – Certification – 7/5/2022
 - b) Building & Grounds – Manuel Rodriguez – FT Maintenance / Custodian – promotion – 7/5/2022

9:21 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.

CASSIA COUNTY COMMISSION
SPECIAL SESSION
Tuesday, July 5, 2022

- 9) 9:23 AM Follow up discussion regarding the Public Auction website and payment issues
- a) The Board briefly discussed the time following an auction when payment would be received by the County. Moving from 30 days to 7 days was recommended.
 - b) The matter to be placed on the next agenda.
- 10) 9:24 AM Approve ESRI Quote for Zoning and Building Department for 2022-2023
- a) McMurray stated a renewal quote for the same amount for two seats, with one for \$1,500.00 and the other for \$1,200.00 for a total of \$2,700.00.
 - b) It is included in the budget.

9:26 AM **Motion and Action:** Approve and sign the ESRI renewal quote of \$2,700.00 for the Zoning and Building Department as presented, **Moved by** Kent R. Searle – Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

- 11) 9:28 AM Approve ESRI Quote for Auditor's and Assessor's offices for 2022-2023

9:29 AM **Motion and Action:** Approve and sign the ESRI renewal quote of \$2,700.00 for the Auditors Office and Assessor Office as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member
Motion passed unanimously.

- 12) 9:45 AM Executive Sessions

9:45 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, Idaho Code § 74-206 (1) (c) to deliberate acquisition of an interest in real property 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.

10:14 AM Upon exit of Executive Session, the matter was taken under advisement.

10:35 AM **Motion and Action:** Enter Executive Session pursuant to 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.

10:59 AM Upon exit of Executive Session, the board took the matter under advisement.

10:59 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.

CASSIA COUNTY COMMISSION
SPECIAL SESSION
Tuesday, July 5, 2022

11:00 AM **Motion and Action:** Enter Executive Session pursuant to 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.

11:30 AM Upon exit of Executive Session, the board took the matter under advisement.

13) Nomination of acting chair

12:16 PM **Motion and Action:** Nominate Bob Kunau as acting chair as Chair Beck was asked to be excused, **Moved by** Kent R. Searle - Member, **Seconded by** Kent R. Searle – Member
Motion passed unanimously.

14) 12:18 PM Chair Beck departed the meeting.

15) 12:19 PM Approve purchase of pickup for Zoning and Building Department

- a) McMurray stated that after an extensive search, they were able to locate a vehicle for purchase.
- b) The quote from Young Automotive Group is for a 2022 Ford F150 4-wheel drive Supercrew. It was more expensive than the \$36,000.00 that was budgeted for. The total cost is \$39,923.00 and McMurray felt that they would have sufficient remaining in their "B" Budget to cover the difference.

12:24 PM **Motion and Action:** Approve the purchase of vehicle for Zoning and Building in the amount of \$39,923.00 as presented, **Moved by** Kent R. Searle – Member, **Seconded by** Bob Kunau - Member.
Motion passed.

16) 12:25 PM Formulate responses to questions on RFQ for Addendum #1.

- a) Addendum # 1 was reviewed and responses were discussed.
- b) It was determined that the deadline for responses for the RFQ will be pushed forward to 7/22/2022 at 4:30 PM.

SCHEDULED ACTION AGENDA ITEMS

17) 9:30 AM Board of Equalization (BOE) appeal

- a) RP000150010010 - Anderson, Brian M
 - i) Senior Deputy Assessor Martin Adams was accompanied by Deputy Appraisers Mirella Mancias and Gabriel Nevarez to participate in the BOE.

9:30 AM **Motion and Action:** Approve entering Board of Equalization Hearing as requested, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member
Motion passed unanimously.

- ii) The appellant did not appear.
- iii) Adams said that the statements of the appellant were not grounds for appeal.

**CASSIA COUNTY COMMISSION
SPECIAL SESSION
Tuesday, July 5, 2022**

- iv) Assessment value increases, comparisons, and justifications were reviewed by Adams.

9:41 AM **Motion and Action:** Uphold the assessed valuation of the Assessor's Office on parcel RP000150010010, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member
Motion passed unanimously.

9:42 AM **Motion and Action:** Exit Board of Equalization Hearing, **Moved by** Kent R. Searle – Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

18) 10:15 AM Review and approve matters relating to employee benefit plan

- a) Kelly Bowen from Bowen Insurance Group and Phyllis Merrill from MBA reviewed the documents presented for Board approval.
 - i) Amendment No. 5 was a result of a federally-required audit of the County's health plan revealed the need to comply with requirements for ABA therapy for autism to be included in the plan as a mental health condition with a limit of 60 visits per year. For parity, medical claims should include the same limits. This includes home health, outpatient intensive care, and skilled nursing.
 - ii) The stop loss preliminary proposal was submitted to the Board in April. No changes were made to that preliminary proposal for this agreement to keep benefits in place according to Bowen.
 - iii) The Business Associate Agreement was explained by Merrill as the agreement between the County and MBA that they will keep private employee's health information and will not share information for marketing purpose.
 - iv) Bowen explained that Merrill and some of her staff will be coming to meet with executive and auditing committee members regarding the passage of the No Surprises Act that affects the 2023 calendar year. Costs for that mandated service was discussed with Auditor Larsen.
 - v) Larsen explained the costs were minimal and the ramifications with the budget with all costs related to these presented documents should be accounted for in the budget recommendations. It appeared that most changes were due to federal mandates and to address limitations in coverage with the plan document.
 - vi) McMurray indicated he had reviewed all documents.
- b) 10:24 AM Sign Amendment No. 5 to Employee Benefit Plan Document

10:24 AM **Motion and Action:** Approve and sign Amendment No. 5 to Employee Benefit Plan Document as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member
Motion passed unanimously.

- c) 10:25 AM Stop Loss Proposal Qualifications and Contingencies with US Fire

10:25 AM **Motion and Action:** Approve and sign the Stop Loss Proposal Qualifications and Contingencies with US Fire Insurance Company as presented, **Moved by** Kent R. Searle – Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

CASSIA COUNTY COMMISSION
SPECIAL SESSION
Tuesday, July 5, 2022

d) 10:26 AM Exhibit A regarding Plan Fees for MBA

10:26 AM **Motion and Action:** Approve and sign Exhibit A regarding Plan Fees for MBA as presented, **Moved by** Kent R. Searle – Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

19) 10:28 AM Consider purchase of Eight Tenex air ballot printers and poll book stands – Keck

- a) Deputy Clerk Susan Keck explained that with difficulty Tenex had with inventory during the pandemic, we were unable to get a quote for these needed items.
- b) The total cost for this quote is \$10,600.00. This will complete previous purchases and makes the poll book setup complete in functionality.
- c) This will allow for larger precincts to have two printer and poll book setups to function efficiently.

10:34 AM **Motion and Action:** Approve moving forward with the purchase of eight Tenex air ballot printers and poll book stands in the amount of \$10,600.00 as presented, **Moved by** Kent R. Searle – Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

20) 11:30 AM Budget Review and/or discussion

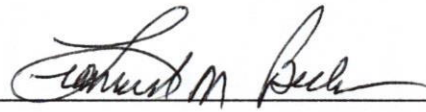
- a) Deputy Auditor Evans and Auditor Larsen reviewed estimates from MBA regarding the insurance premium increase caps based on aggregate factors which was provided to the Board. This increase in premium is close to the 1% cost increase of employee compensation to cover those increases.
- b) The Benefits Trust balance has been depleting for the past two years due to increases in costs of healthcare and increases in claims. The Auditor's Office recommends an increase from \$12,925.00 to \$16,800.00.
- c) The joint budgets administered by Cassia County were reviewed by the Board. Department requests and budget officer recommendations were discussed. The Auditor's office asked for any concerns of the Board and none were expressed.
- d) Preliminary anticipated splits between Cassia and Minidoka County for Adult Misdemeanor Probation, the Public Defender's Office, and the Mini-Cassia Criminal Justice Center were presented.
- e) Chair Beck requested further discussion on 7/11/2022 after adjusted benefit allocation amounts were entered into the budget program.

21) 12:39 PM Adjourn

12:39 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle – Member, **Seconded by** Bob Kunau - Member.
Motion passed.

**CASSIA COUNTY COMMISSION
SPECIAL SESSION
Tuesday, July 5, 2022**

APPROVED:

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

Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:

A handwritten signature in blue ink, appearing to read "Sharene Ahlin", written over a horizontal line.

Sharene Ahlin

Cassia County Commissioner Meeting

Attendance Log

Date: 7-5-2022

NAME (Please Print)	TOWN	REPRESENTING
1. Mary Als	Burley	Assessor's office
2. Minella Manias	Burley	Assessors
3. Gabriel Nevarez	Burley	Assessors
4. J. Thompson		CCSO
5. George W. Durrell	Cockley	Sheriff
6. Kelly Bowen	Burley	B.I.G.
7. Wayne A. Schall	Report	Mirinda County
8. JOE LARSEN	Burley	CLERK
9. Susan Felt	Almo	Elections
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

75% OF FISCAL YEAR ELAPSED

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

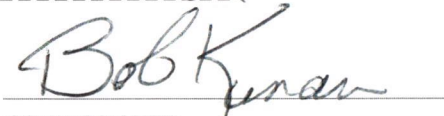
Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	4,665,959.00	3,060,927.65	8,337.23	1,605,031.35	34%
0002 ROAD & BRIDGE	517,335.00	359,687.22	8,886.44	157,647.78	30%
0004 AMBULANCE SERVICES	251,475.00	161,179.35	20,416.67	90,295.65	36%
0006 DISTRICT COURT	346,110.00	216,594.24	74.75	129,515.76	37%
0008 JUSTICE FUND	10,869,854.00	7,495,214.02	11,908.87	3,374,639.98	31%
0015 CONSOLIDATED ELECTIONS	136,156.00	44,882.43	763.59	91,273.57	67%
0016 SOCIAL SERVICES-ASSISTANCE	1,064,150.00	342,888.05	5,526.42	721,261.95	68%
0029 PHYSICAL FACILITIES	241,000.00	124,577.59	57.05	116,422.41	48%
0048 EMPLOYEE BENEFITS FUND	2,857,935.00	2,530,774.64	38,783.69	327,160.36	11%
		Total Amount Paid	94,754.71		

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 7-5-2022


COMMISSIONER


COMMISSIONER


COMMISSIONER

* WARNING: This fund is over budget