



Cassia County Board of Commissioners

REGULAR MEETING MINUTES

Monday, February 13, 2023

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) 9:04 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).

- 4) 9:04 AM Calendar, meetings, committee reports, and correspondence were reviewed.
 - a) 2/14/2023 - Burley Development Authority meeting at 12:00 PM - Kunau
 - b) 2/14/2023 - Snowmobile Advisory Committee meeting at 4:00 PM - Kunau
 - c) 2/14/2023 - Fair Board meeting at 7:00 PM - Beck
 - d) 2/15/2023 - Solid Waste Breakfast at 6:30 AM - Beck
 - e) 2/15/2023 - South Central Public Health meeting at 1:00 PM - Kunau
 - f) 2/15/2023 - Middle Snake Regional Water Resource Commission meeting at 1:00 PM - McMurray
 - g) 2/16/2023 - Planning and Zoning meeting at 3:00 PM - McMurray
 - h) 2/17/2023 - Local Emergency Planning Committee meeting at 12:00 PM - Searle
 - i) It was decided the best approach in delivering Bruce Beck's certificate of appreciation would be to invite him to an upcoming BoCC meeting to present the certificate to him in person.
 - j) The Board was reminded when they met with erstadt last Monday, that there is still a contract to be signed.

- 5) 9:12 AM Approve payables for 02/13/2023

9:12 AM **Motion and Action:** Approve payables as presented on 02/13/2023, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Motion passed unanimously.

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Instrument # 2023000435

BURLEY, CASSIA, IDAHO

2-21-2023 11:06:46 AM No. of Pages: 9

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

EV

6) 9:15 AM Approve minutes from 02/06/2023

9:15 AM **Motion and Action:** Approve minutes from 02/06/2023 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

7) 9:16 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency -There are none at this time.

8) 9:16 AM Personnel Matters - Change of Status Requests

- a) Mini-Cassia Misdemeanor Probation - Tyler Stofey - Deputy Probation Officer - promotion
- b) Mini-Cassia Misdemeanor Probation - Shonnie Fierro - Deputy Probation Officer - voluntary resignation
- c) Road and Bridge - Josh Ward - Part Time Road and Bridge Worker - new hire
- d) Mini-Cassia Criminal Justice Center - Bryan Booth - Detention Deputy (uncertified) - new hire
- e) Mini-Cassia Criminal Justice Center - Jakob Lyle Howell - Detention Deputy (uncertified) - new hire
- f) Assessor - Mirella Mancias - Certified Appraiser - certification
- g) Building and Zoning - Matthew Sagers - Building Inspector Residential and Commercial - certification
- h) Commissioner Searle requested an executive session before deciding on the Changes of Status.
- i) 12:58 PM Revisited Personnel matters

12:58 PM **Motion and Action:** Approve Change of Status Requests as presented **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Motion passed unanimously.

9) 9:18 AM Executive Sessions

9:19 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, **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.

9:27 AM Upon exit of Executive Session, the board took the matter under advisement.

10) 9:28 AM Discuss needed courthouse elevator repairs

- a) A quote was obtained last week for \$26,000.00 to make the elevator ADA compliant. Upon further investigation that quote just covered changing the elevator door to be ADA compliant. For the entire elevator to be brought up to code it was estimated at \$135,000.00.
- b) Commissioner Kunau believed that as long as it was working, he didn't feel comfortable authorizing to spend that amount of money on it at the moment.

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11) 9:29 AM Review and discuss Lava Ridge resolution

- a) At this point, Commissioner Beck hasn't received anything regarding a resolution. The matter will be placed on the next meeting agenda.

SCHEDULED ACTION AGENDA ITEMS

12) 9:31 AM Museum remodel updates - Rob Hutchison

- a) Mr. Hutchison reported that the building work has been completed. There is heating in the building now. He'd like to update the sidewalks to match the new building.
- b) Commissioner Kunau was impressed with the remodel when he visited it last Thursday. He lauded the arrangement and the effort given by the volunteers there. Hutchison praised the efforts of a new volunteer who has worked vigorously to revitalize the displays and discovered items of importance in storage they didn't know they had.
- c) The furnace that was replaced a few years ago is enough to heat another portion of the building and, when they are able to in the future, can be adapted to include an air conditioner.
- d) There is an additional request for funding. The original quote of \$19,535.00 was preapproved and has been exceeded by \$1,520.00. The new total amount to cover the last of the work done to the building is \$21,055.00.
- e) The Museum plans to hold a dinner and open house on 5/15/2023.

9:40 AM **Motion and Action:** Approve the R&H Bill of \$21,055.00 for the Museum remodel as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

13) 9:46 AM Review and approve Culligan renewal for Misdemeanor Probation - Amber Prewitt

9:47 AM **Motion and Action:** Approve the Culligan Water renewal contract for Misdemeanor Probation as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

14) 9:49 AM Board of Equalization for missed roll - Assessor Mart Adams

9:49 AM **Motion and Action:** Enter into Board of Equalization hearing, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

- a) Assessor Mart Adams reviewed the missed and occupancy tax rolls with the Board.

9:58 AM **Motion and Action:** Exit Board of Equalization, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

9:59 AM **Motion and Action:** Approve County Abstract for Missed Roll and Occupancy Roll as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

15) 9:59 AM Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider evaluation of employee or individual agent of county

9:59 AM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (b) to consider personnel issues, **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.

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

16) 10:24 AM Session pursuant to Idaho Code § 74-206 (1) (b) to consider evaluation of employee or individual agent of county, and (d) - to consider records exempt from public disclosure

10:24 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** 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.

12:57 PM Upon exit of Executive Session, the board took the matter under advisement.

12:58 PM **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.

17) 12:59 PM Review and discuss inventory and asset accounting compliance

- a) In response to the outside auditor, the Auditor's office has been working on an exhaustive protocol of best practices to be approved by the BoCC.
- b) Deputy Auditor Velasquez briefly reviewed her work in cleaning up the vehicle inventory of the County. This included cross referencing CAI reports with the ICRMP policy and individual interviews with each county department that operates vehicles.
- c) One aspect of the protocol involves acquisition and disposition of vehicles within the county to dovetail with the Auditor's required reporting and appropriate insurance coverage. A key detail is that all vehicles need to be titled in the County's name and not individual department names or even employee's names as has been done in the past.

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- d) There will be a special protocol for special treatment vehicles within law enforcement not available for public disclosure.
- e) It was stressed that to maintain accountability, everything that needs Board approval must be approved by the BoCC and appropriately budgeted for before being purchased.
- f) It was suggested that perhaps pictures of each vehicle should be included for more accurate tracking especially when it comes time to surplus an item such as a trailer. Visual documentation would be advantageous when determining the value of something for resale.

UNFINISHED BUSINESS ACTION AGENDA ITEMS

- 18) 1:11 PM Sign IOEM 2020 Subrecipient Agreement on behalf of Raft River Highway District Mitigation Grant
- a) Raft River has not spent any money yet in this regard so there are no receipts to turn in.
 - b) They assured Commissioner Beck that when any money is spent, that hard copies of any receipts will be given to Jennifer Gee, who will consequently turn those receipts over to the Auditor's Office.

1:12 PM **Motion and Action:** Approve signing the IOEM 2020 Subrecipient Agreement as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

- 19) 1:23 PM Discuss water supply advisory committee
- a) Commissioner Beck would like to have a meeting on 3/6/2023 and block out between 45 minutes to an hour in order to give enough time for presentations and discussion.
 - b) He has invited people from Burley Irrigation District, Southwest Irrigation District, Oakley Irrigation District, Idaho Department of Water Resources and BLM. He will also contact David Baker of Apex Drilling. It was mentioned they have yet to contact someone from the animal production sector.
 - c) Commissioner Searle was tasked with reaching out to Sara Jane Ward as well since she is the secretary of three water groups and is involved with the recharge in that area.
 - d) The assignment given was that the Board would like to hear what their forecast of the water supply is and whether or not that is going to create some extreme hardships for users for the production year.
- 20) 1:13 PM Discuss County fuel purchases
- a) County employees continue to struggle with Conrad and Bischoff, who owns the Mr. Gas chain.
 - b) With that in mind, Commissioner Searle has looked into other options available.
 - c) Even though there is a lot more work and expense involved, in the long run it might actually be better to upgrade the in-ground tanks on county properties to service the county vehicles. His initial estimates were that the county could save up to \$8,000.00 per year. He spoke with Kelly McBride, who is knowledgeable regarding insuring the tanks for the county. Searle is going to review numbers with McBride and Mr. McMurray in the next week.
 - d) Other retail gas stations were able to offer between 5 and 10 cents off per gallon.
 - e) The agreement with the City of Burley and the law enforcement department seems to be working well.
 - f) Michael Ottley is still certified to take reports for the in-ground tanks. Commissioner Searle was informed it is much better to remain certified and insured for those rather than let the coverage lapse.
 - g) There are software packages available that could also help track usage and keep an audit trail.
 - h) Commissioner Beck requested that if the county went this route, to also look into an automatic gate that is card operated as well as camera installation for security.

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21) 1:26 PM Adjourn

1:26 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

APPROVED:



Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:



Cally Velasquez

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

36% OF FISCAL YEAR ELAPSED

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

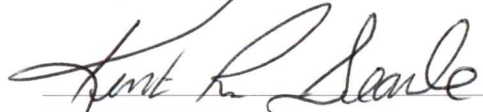
Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,237,898.00	1,769,623.83	32,389.16	3,468,274.17	66%
0002 ROAD & BRIDGE	579,720.00	161,674.17	32,875.94	418,045.83	72%
0006 DISTRICT COURT	374,120.00	120,938.79	597.98	253,181.21	68%
0008 JUSTICE FUND	12,291,405.00	4,273,852.24	88,851.03	8,017,552.76	65%
0012 M-C MISDEMEANOR PROBATION	1,098,450.00	369,935.64	2,013.81	728,514.36	66%
0016 SOCIAL SERVICES-ASSISTANCE	747,118.00	68,356.86	3,099.00	678,761.14	91%
0020 REVALUATION	452,825.00	154,512.34	550.00	298,312.66	66%
0027 NOXIOUS WEED & PEST	426,030.00	91,147.18	504.45	334,882.82	79%
0028 SNOWMOBILE	86,450.00	17,715.86	2,082.73	68,734.14	80%
0032 PREVENTIVE HEALTH FUND	272,300.00	112,214.28	22,684.44	160,085.72	59%
0048 EMPLOYEE BENEFITS FUND	3,621,490.00	1,049,030.36	15,190.70	2,572,459.64	71%
0053 NARCOTICS SEIZED ASSETS FUND	40,000.00	16,562.97	1,225.00	23,437.03	59%
Total Amount Paid			202,064.24		

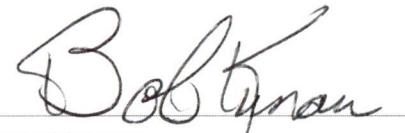
STATE OF IDAHO
CASSIA COUNTY

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 2-13-2023


COMMISSIONER


COMMISSIONER


COMMISSIONER

* WARNING: This fund is over budget

Cassia County Commissioner Meeting

Attendance Log

Date: 2/13/2023

NAME (Please Print)	TOWN	REPRESENTING
1. Michael Otley	Elba	CCNWC
2. Rob Hutchison	Burley	Museum
3. Walter Adams	Burley	Assessor
4. Laura Greiner	Burley	Treasurer
5. J. Thompson		CCSO
6. JOE LARSEN	Burley	CLERK
7. Heather Whitehead-Evans	Burley	Auditors
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