



Cassia County Board of Commissioners

MEETING MINUTES

Monday, March 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) 9:05 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) 9:05 AM Calendar, meetings, committee reports, and correspondence were reviewed.
 - a) 3/13/2023 - Fair Board meeting at 7:00 PM 3/14/2023- Beck
 - b) 3/14/2023 - Snowmobile Advisory Committee meeting at 4:00 PM 3/14/2023 - Kunau
 - c) 3/15/2023 - South Central Public Health meeting at 11:00 AM 3/15/2023 - Kunau
 - d) 3/16/2023 - South Central Community Action Partnership meeting at 11:00 AM 3/16/2023 - Kunau
 - e) 3/16/2023 - Planning and Zoning meeting at 3:00 PM 3/16/2023
- 5) 9:12 AM Approve payables for 3/13/2023
 - a) 9:25 AM There was a question as to what a particular line-item payment was for.
 - b) Treasurer Greener explained that the payments in question were related to adjustments related to penalty and interest.

9:31 AM **Motion and Action:** Approve payables as presented on 3/13/2023 in the amount of \$144,074.56, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

- 6) 9:14 AM Approve minutes from 3/6/2023

9:14 AM **Motion and Action:** Approve minutes from 3/6/2023 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

- 7) 9:15 AM Approval of February 2023 synopsis

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Instrument # 2023000735
BURLEY, CASSIA, IDAHO
3-20-2023 11:23:02 AM No. of Pages: 11
Recorded for : CASSIA COUNTY COMMISSIONERS
JOSEPH LARSEN Fee: 0.00
Ex-Officio Recorder Deputy
Index to: COMMISSIONERS MINUTES **EV**

9:16 AM **Motion and Action:** Approve synopsis for February 2023 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

8) 9:17 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:18 AM **Motion and Action:** Approve Clerk's Office recommendations to approve one and deny one junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

- 9) 9:19 AM Personnel Matters - Change of Status Requests
- a) CCSO - Alyssa Doty - School Resource Officer - grade change
 - b) CCSO - Tyler Jones - Corporal Patrol City - Promotion
 - c) Assessor - Dan Jones - Appraiser - voluntary resignation

9:22 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.

d) 1:31 PM Changes of Status were revisited.

1:31 PM **Motion and Action:** Rescind approval of changes of status as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

- e) 1:32 PM Changes of Status were presented again.
- i) CCSO - Alyssa Doty - School Resource Officer - grade change
 - ii) CCSO - Tyler Jones - Corporal Patrol City - Promotion
 - iii) Assessor - Dan Jones - Appraiser - voluntary resignation

1:33 PM **Motion and Action:** Approve Change of Status Requests as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

10) 10:50 AM Executive Sessions

10:50 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) (c) to deliberate acquisition of an interest in real property, **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.

11:43 AM Upon exit of Executive Session, the board took the matter under advisement.

1:16 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.

1:31 PM Upon exit of Executive Session, the board took the matter under advisement.

4:25 PM **Motion and Action:** Enter Executive Session pursuant to Idaho Code § 74-206 (1) (f) to communicate with legal counsel regarding pending/imminently-likely litigation and Idaho Code § 74-206 (1) (i) to communicate with risk manager/insurer regarding pending/imminently-likely claims, **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.

4:36 PM The Board exited Executive Session.

11) 9:24 AM Execute Elevator Modernization Proposal

9:24 AM **Motion and Action:** Approve signing the modernization proposal from TKE for the updates on the elevator in the amount of \$169,485.00, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

12) 9:38 AM Sign Letter of Support for Teen Hope grant application to BJA

9:40 AM **Motion and Action:** Approve signing the letter of support for Teen Hope's application for a grant from the Bureau of Justice as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

13) 9:41 AM Sign Letter of Support for SCCAP Self-Help Housing Program USDA Rural Development Grant

9:41 AM **Motion and Action:** Approve signing a letter of support for South Central Community Action Partnership for their seeking a grant from the US Department of Ag as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

14) 9:43 AM Sign Letters of Proposed Funding for East and West Cassia Soil and Water Conservation Districts FY2024

9:43 AM **Motion and Action:** Approve the request for \$8,000.00 for East Cassia Soil and Water Conservation District for FY2024, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle – Member. Motion passed unanimously.

9:44 AM **Motion and Action:** Approve the application for the request of \$8,000.00 for the West Cassia Soil and Water Conservation District for FY2024, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

15) 9:55 AM Review and approve request for funding for the Idaho State Animal Damage Control Board

9:59 AM **Motion and Action:** Approve the funds of \$6,000.00 for the State Animal Damage Control Board for FY2023, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed unanimously.

SCHEDULED ACTION AGENDA ITEMS

16) 9:34 AM Review and sign letter for a .gov domain registration - Burgess

- a) In order to have a .gov domain, this letter needs to be submitted. The hope, if the request to take control of the domain name cassia.gov, is to also control the name cassiacounty.gov.
- b) The desire is to secure these domain names for trust and security reasons. With a .gov domain name there are government institutions like CISA (Cybersecurity and Infrastructure Security Agency) that scan the domain to ensure that there is no malicious traffic going to or from that domain.
- c) The State has been urging departments to move to a .gov domain.
- d) He believes it would be ideal to move most of the Cassia County email addresses to the .gov domain.
- e) We hadn't received a .gov domain before now because it used to be harder to obtain.
- f) There is a possibility that after this letter is sent and the request is approved, that another letter may need to be sent later.

9:37 AM **Motion and Action:** Approve signing the request for the .gov domain registration, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

17) 9:45 AM Discussion regarding Boat check station - Richard Kunau

- a) At the last transportation meeting Betty Carlson brought up concerns about the closure of the Cottrell weigh station that centered around safety, signage, and water supply issues.
- b) Richard Kunau presented issues they are running into at the boat station and provided pictures to illustrate the problems.
- c) He said the signage for the boat station that indicates where people should pull off is misleading.

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- d) Since the closure of the station, it has become just a truck parking rest area. They park in front of the office and completely block the view from the interstate so people don't see that there is still an operational boat check station.
 - e) They've talked to ISDA which runs the station to try to resolve some of these issues. One option is to move the office up to the weigh station office which has to be done through ITD. Any move has to go through ISDA who would forward information to ITD.
 - f) The safety issue involves the all of the trucks parking that blocks the view.
 - g) They estimate 440 boats may have missed the inspection station.
 - h) Beck suggested drafting a letter of concern to the other agencies involved that includes a workable plan.
 - i) Mr. Ottley said that the water districts need to bring this issue up during negotiations because they can ask for things like bigger signs.
 - j) Ottley said that this is also a part of his department's concern as it involves invasive species and is a part of Idaho laws dealing with weeds. He offered to reach out to his contacts as well to help resolve the matter. He supported the Commissioner's suggestion to draft a letter of concern.
 - k) Beck advised Mr. Kunau that a letter of concern would be forthcoming.
- 18) 10:00 AM Discussion regarding Kubota purchase approved in FY2022 – Ottley
- a) The price for a replacement Kubota given a year and a half ago was \$19,900.00.
 - b) The new increased price is \$20,982.00 which is \$1,082.00 over the original approved price.
 - c) It was discussed that the original approved purchase was from the FY2022 budget year. The new purchase will be from the FY2023 budget year.

10:10 AM **Motion and Action:** Approve the purchase of the Kubota for the Weed & Pest Department in the amount of \$20,982.00, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

- 19) 10:13 AM Update and timetable report on Medical Indigent program closure - Keck
- a) There are eight remaining cases in suspension, pending Social Security Disability Insurance (SSDI). It was discussed that with the closure of the indigent program that those will need to be processed for approval. Over the next two weeks those cases will be submitted for Board approval.
 - b) The final CAT Board meeting will be held the first week of June, 2023. After the submission for the deadline for the last meeting for the CAT Board, there will be no other avenue to get them processed by CAT and the County could ultimately be responsible if they are not submitted timely.
 - c) She will also be closing the remaining CAT cases where the Board signed assignments where the percentages of debt the client owes that the County keeps versus the percentages reimbursed to the CAT Board are formalized.
 - d) The County will be making one more reimbursement to CAT for the last two quarter payments.
 - e) As of 6/27/2023 all claims and CAT processing by the CAT Board will cease. After 6/30/2023, the County will still be obligated to submit the legislative survey, which is the statistics that, by law, we are to provide.
 - f) The department will be recommending that we terminate our contract with IHS that provides the indigent software package for the County. The software will be needed through July to finish the survey.
 - g) IHS offered a reduction in price from \$950.00 per month to \$725.00 per month for counties that still wanted to use their software for their jail medical programs and DRG pricing. Another option for the jail is to get a medical contract with the area hospitals for lower rates.

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- h) The jail would also need to review how to assign which county is responsible for the medical costs of an inmate since we house inmates from many areas.
- 20) 10:30 AM Meet with erstad professionals re: potential new building - Katrina Klum
- a) Drawings were sent to the commissioners showing a two-story building with 12,000 sq. ft. for each level. Commissioner Beck asked if a one-story building may be less expensive and still give the space needed. They thought they could do a 15,000 sq. ft. building but had questions about setbacks.
 - b) Mr. McMurray talked with the City of Burley's building official who said that in this zone there is a zero-foot setback. The Burley official was willing to meet with erstad and the commissioners to talk about any other building concerns they might have.
 - c) According to zoning ordinances, we are in a C-1 zone which allows for an office use. There is a 10-foot front setback and a zero-foot side and rear setback.
 - d) Beck asked if Ms. Klum was able to generate costs of a single-story building versus a two-story building. A single story would save space by eliminating an elevator core and two stair towers. A preliminary drawing produced a building that was just under 15,000 sq. ft.
 - e) In the same email that had the drawings, she also sent a spreadsheet breakdown of all of the offices and office space needed for all of the planned departments. Based on what was given, the needed space worked out to about 15,000 sq. ft. The current needs would be met but there would be no room for expansion.
 - f) Kunau mentioned the need for more storage room. We currently have storage full of old office furniture and files. He mentioned possibly adding a basement to at least a portion of the building for such. If a basement was put in, the need for an elevator and stairs would be added so that adding a second floor wouldn't be that much more.
 - g) The Board asked Ms. Klum to look at the cost of a basement that is strictly used for storage versus going two stories with storage and if an elevator was needed if the basement was used only for storage.
- 21) 11:43 AM Approve Taser Cartridge purchase for Misdemeanor Probation - Prewitt
- a) The officers have to recertify on their tasers every year so this is a request for purchase for the cartridges that are for training. Each officer needs four cartridges, which is 28 cartridges total. She wants to order two more to have on hand as needed, for a total of 30 cartridges. The total cost is \$1,373.10.

11:44 AM **Motion and Action:** Approve the purchase of taser cartridges in the amount of \$1,373.10, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

11:45 AM Recess for lunch until 1:15 PM

1:16 PM Reconvene

22) 1:33 PM Budget Workshops

- a) 1:34 PM Coroner
 - i) Coroner Rinehart reviewed his answers to the FY2024 Budget Questionnaire
 - ii) He would like to budget for a new vehicle to replace the suburban.
 - iii) He would like an office located in Cassia County.
 - iv) Ada County is looking to double their contract to all outside Coroner's Offices. The cost will go from \$1,800.00 per autopsy to \$3,600.00. The new contract should come out as early as July of this year and would need to be signed and returned to Ada County prior to October 1, 2023.
 - v) The facility in Pocatello should be up and running within a few months. The hope is to be able to use that facility instead of Ada County.
- b) 1:57 PM IT Dept.
 - i) Several Counties are migrating their email from Google to Microsoft because of government level licensing. He will look at cost differences if there would be such a change.
 - ii) It would be ideal to move the server room from the Courthouse basement to the new planned office building if there is space available.
 - iii) If there are any unspent monies in his budget, he would like it to roll it over to the next year to make the purchase.
 - iv) Sales Taxes have exceeded year to date. Revenues were tracking year to date expectations. The auditor's office is hopeful to meet expectations.

23) 2:32 PM County Fair grandstands discussion (via Zoom)

- a) Todd Powers reviewed the progress on the grand stand bleachers purchased for the fairgrounds.
- b) A geotechnical study of the grounds was needed to be completed before the bleachers could be set up. Now that that has been completed, the company can begin working on the designs for the bleachers.
- c) The biggest question was how to arrange the bleachers to maximize the seating capacity using the space and materials available, while still providing for handicap accessibility. They wanted to also be able to use the space under the bleachers for bathrooms and offices.

24) 3:34 PM The Board met with Minidoka County Commissioners in Rupert regarding joint budgets and to discuss the Lava Ridge resolution.

- a) Beck expressed concern that some employees would not benefit from a 5% increase, that it would widen the gap. But he also didn't want to increase the cost of living too high and bind future commissioners to levels unable to be reasonably sustained.
- b) Searle wondered if there was some index that could be used as a guide like what the Social Security Administration uses.
- c) Minidoka Commissioners decided that if they were going to give a bonus, it would be easier to do it in a one-time payment instead of breaking it up as they had done this year. Beck said he didn't have a preference either way. Kunau pointed out that giving a bonus rather than a high percentage increase could keep the base lower.
- d) Minidoka Commissioners said they were entertaining a 2%-3% increase with a bonus similar to what was done this year. Cassia County Commissioners indicated they might do something similar as well.
- e) It was agreed to meet again to discuss the joint budgets further.

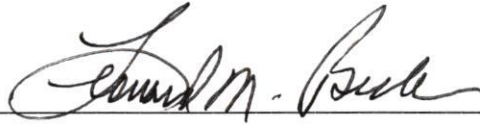
25) 4:06 PM The Lava Ridge Resolution was reviewed briefly.

- a) There were items of statement that Commissioner Beck didn't feel comfortable signing to. He indicated he would sign the resolution if some word choices were changed in a few places. He felt a couple of statements were misleading in a few places and inaccurate in a couple of other places.
- b) Commissioner Searle expressed his opposition to the Lava Ridge project. He was concerned with the size of the project and feared such a large endeavor risked becoming too costly to finish. He was willing to sign the resolution.
- c) Kunau observed that he hadn't heard of any environmental opposition to such a large project which was concerning. He felt it was a done-deal and such a resolution may not prevent the project from continuing.
- d) Schenk said he would work on the resolution word changes and bring it back to them. The resolution would need to be signed by 4/6/2023. His hope is that the media will cover the opposition posed by several counties and other groups and stop the project from going forward. There was also an indication that a law suit may be filed against the project should it continue to develop.

26) 4:44 PM Adjourn

4:44 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 blue ink, reading "Cally Velasquez", written over a horizontal line.

Cally Velasquez

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

44% 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	2,181,934.70	16,351.62	3,055,963.30	58%
0002 ROAD & BRIDGE	579,720.00	210,317.84	3,777.25	369,402.16	64%
0006 DISTRICT COURT	374,120.00	143,435.73	1,061.08	230,684.27	62%
0008 JUSTICE FUND	12,291,405.00	5,077,849.72	82,092.32	7,213,555.28	59%
0012 M-C MISDEMEANOR PROBATION	1,098,450.00	446,835.30	17,151.16	651,614.70	59%
0013 911 COMMUNICATIONS	871,000.00	56,828.81	16,683.92	814,171.19	93%
0015 CONSOLIDATED ELECTIONS	217,865.00	16,929.98	2,668.97	200,935.02	92%
0016 SOCIAL SERVICES-ASSISTANCE	747,118.00	88,094.11	1,687.50	659,023.89	88%
0027 NOXIOUS WEED & PEST	426,030.00	104,863.87	407.07	321,166.13	75%
0028 SNOWMOBILE	86,450.00	22,143.90	2,193.67	64,306.10	74%
		Total Amount Paid	144,074.56		

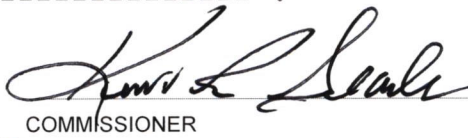
STATE OF IDAHO
CASSIA COUNTY

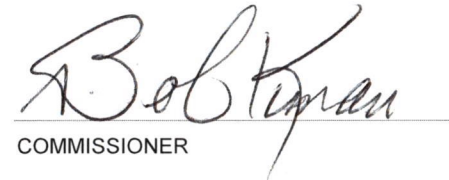
WE, THE CASSIA COUNTY COMMISSIONERS, BEING DULY SWORN DO HEREBY CERTIFY AND DECLARE THAT
WE HAVE REVIEWED THE DEMANDS ENUMERATED AND REFERRED TO IN THE FOREGOING REGISTER, AND THAT THE SAME ARE
TO THE BEST OF OUR KNOWLEDGE ACCURATE AND ARE JUST CLAIMS AGAINST THE COUNTY, AND THAT THERE ARE FUNDS
AVAILABLE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

APPROVED FOR DISTRIBUTION AS OF

3-13-2023


COMMISSIONER


COMMISSIONER


COMMISSIONER

*** WARNING: This fund is over budget**

Cassia County Commissioner Meeting

Attendance Log

Date: 3-13-2023

NAME (Please Print)	TOWN	REPRESENTING
1. George Warrell	Oakley	Sheriff
2. Maria Brown	Burley	Community
3. David Burgess	-	IT
4. J. Thompson		CEO
5. Laura Green	Burley	Treasurer
6. Richard Kaman	Declo	West Cassia Soil
7. Rachelle Osterhout	Declo	West Cassia Swap
8. Michael J. Daulton	Elba	CCNWC
9. Susan Keck	Almo	Elections
10. JOE LARSEN	Burley	CLERK
11. Cassia Rinehart	Cassia	Coroner
12. Heather Whitehead-Evans	Auditors	→
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