



# Cassia County Board of Commissioners REGULAR MEETING MINUTES

Monday, April 24, 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) 9:01 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, 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) 4/25/2023 Joint IT and 911 Committee meeting at 11:00 AM Searle
  - b) 4/26/2023 Fair Board meeting Beck
  - c) 4/27/2023 Meeting with the Hospital Administrator Searle
  - d) 4/28/2023 Solid Waste meeting Beck
  - e) 5/18/2023 Joint meeting in Mindoka for FY2024 joint budgets at 12:30 PM
  - f) 5/22/2023 Joint meeting in Cassia at 2:30 to finalize the FY2024 joint budgets
- 5) 9:08 AM Approve payables for 4/24/2023

9:08 AM **Motion and Action:** Approve payables as presented on 4/24/2023, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

- 6) 9:09 AM Approve minutes from 3/27/2023 and 4/17/2023

9:09 AM **Motion and Action:** Approve minutes from 3/27/2023 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member  
Motion passed unanimously.

9:10 AM **Motion and Action:** Approve minutes from 4/17/2023 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

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**Instrument # 2023001181**

BURLEY, CASSIA, IDAHO

5-1-2023 11:06:34 AM No. of Pages: 11

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

EV

7) 9:11 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:11 AM **Motion and Action:** Approve Clerk's Office recommendations to approve one junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.  
Motion passed unanimously.

8) 9:12 AM Personnel Matters - Change of Status Requests

- a) Assessor - Becky Mallory - Administrative Assistant 2 - voluntary resignation
- b) Assessor - Linda Mabry - PT Assessor Clerk - termination
- c) Assessor - Laura Gittens - Appraiser Trainee - new hire
- d) Treasurer - Krista McMurray - PT Deputy Treasurer - termination
- e) Treasurer - Halee Whitehead - PT Deputy Treasurer - termination
- f) Clerk's Office - Halee Whitehead - PT Deputy Clerk - termination
- g) Elections - Dawn Briggs - PT Early Vote Elections Worker - new hire
- h) Elections - Zujey Beltran - PT Early Vote Elections Worker - new hire
- i) Weed & Pest - Melissa McMurray - Seasonal Weed Sprayer - new hire
- j) MCCJC - Michael Higley - PT Detention Officer - termination
- k) MCCJC - Richard Sammons - PT Detention Officer - termination
- l) MCCJC - Laine Smith - PT Detention Officer - termination

9:16 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) 10:39 AM Executive Sessions

10:40 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) (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.

11:04 AM Upon exit of Executive Session, the board took the matter under advisement.

12:14 PM Executive Session

12:14 PM **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.

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1:07 PM Upon exit of Executive Session, the board took the matter under advisement.

10) 9:21 AM Approval of expenditure of 911 funds to purchase three new computers for CCSO Dispatch

9:22 AM **Motion and Action:** Approve expending up to \$13,000.00 for three new computers for CCSO Dispatch as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

11) 9:23 AM Receive transmittal letter from P&Z on Kyle Bowers Zoning Amendment application and set hearing date

- a) An application and petition was submitted requesting that an area totaling 76 acres be changed from residential ag to industrial commercial zoning to allow for the building of an RV Storage facility.
- b) Planning & Zoning is recommending approval of the petition contingent on the hearing which is proposed for 6/5/2023 at 10:30 AM

9:28 AM **Motion and Action:** Approve setting a hearing date of 6/5/2023 at 10:30 AM for a zoning amendment as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

12) 9:29 AM Receive transmittal letter from Planning & Zoning (P&Z) on Black Pine View Estates, LLC Zoning Amendment application and set hearing date

- a) The application for a zone amendment for Black Pine View Estates was for a change from prime agriculture to multiple use ground.
- b) The P&Z recommended denial of the petition.
- c) A proposed hearing date was recommended for 10:30 AM Monday, 6/5/2023.

9:31 AM **Motion and Action:** Approve setting a hearing for Monday, 6/5/2023 at 10:30 AM for a zoning amendment for Black Pine View Estates as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

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

13) 9:33 AM 2022 Indigent Defense Annual Review Report - Auditor's Office

- a) Deputy Auditor Wallace reviewed the report with the Board.
- b) For FY2022 all of the Cassia and Minidoka Public Defending Office attorneys had workloads within their limits. The PDC encourages the county to continue working to fill the vacant staffing positions within the Public Defender's Office. This has been one of the biggest challenges facing the office.

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- c) The Auditor's Office has received the FY2024 PDC application and will be presented to the Board in the next few weeks. Information is needed to fill out the application that includes if there will be contracts for the remaining attorneys on the PDC's list that we don't currently have.
  - d) The past two years the application has stated that the Board is aware and working towards getting contracts. This could hinder the County's eligibility for funding this year if that has not been met.
  - e) The County is currently out of compliance until there are contracts with all conflict attorneys in the area.
- 14) 9:52 AM Revenue and Expense update for departments - Auditor's Office
- a) Deputy Auditor Evans made the department heads aware that budget work papers are available in the Google Shared Folder. She encouraged them to work on entering their anticipated revenues and expenditures for FY2024.
  - b) The Auditor's Office is paying close attention to the overall expenditures as we enter the second half of the fiscal year and will reach out to any departments if there are any concerns with either expenditures or revenues.
- 15) 9:48 AM Department Head reports
- a) 9:48 AM Coroner - Craig Rinehart
    - i) Rinehart gave the Board a letter he received from the Ada County Coroner advising them of forthcoming rate increases. Even though the Ada County Coroner will be eliminating the \$150.00 Morgue Fee and \$50.00 handling fee, autopsies are increasing by \$500.00 to \$2,300.00, limited autopsies to \$1,668.00 and inspections to \$1,323.00. The total increase is about 15% overall.
    - ii) The new facility in Pocatello should be ready and set within the next three to five weeks. Instead of a contract, the facility is going to charge a flat rate based on the number of autopsies performed over the last three years for the County.
  - b) 9:56 AM Extension Office - Joel Packham
    - i) Mr. Packham shared their upcoming calendar of events with the Board for review.
    - ii) It was asked and pointed out that all fair projects need to be enrolled by May 8<sup>th</sup>.
  - c) 9:59 AM Assessor - Mart Adams
    - i) His office just finished a preliminary ratio study as they get ready for their assessment drive. They are out of State compliance in three categories. Before assessments can be sent out, adjustments will have to be made and another ratio study will be completed to bring the County back into compliance.
    - ii) There was an urban renewal update project that was also just completed by the Assessor's Office. There were 787 parcels affected by the tax code changes having to do with Urban Renewal Number Eight that had to be correctly identified and entered into the Assessor's database.
  - d) 10:10 AM Weed & Pest Control - Michael Ottley
    - i) Currently his office is going through their equipment and getting everything ready for the upcoming spraying season.
  - e) 10:11 AM Treasurer - Laura Greener
    - i) The Treasurer provided a Statement of Treasurer's Cash report for March, the Joint Quarterly report, and an Interest on Investments report.
    - ii) Interest was earned at about 4.8% for the month of March totaling \$44,764.60.

- iii) They are down to five parcels with five owners for third year delinquencies that Greener has ordered litigation guarantees on. On two of the parcels the owners are deceased and no family members can be found to contact. Additionally, they have three public administrator cases.
- f) 10:19 AM IT Dept - David Burgess
  - i) Burgess reported 99 new help tickets for March with only three carrying over into April. There are 63 tickets thus far for April with 13 tickets open. Five were created this morning.
  - ii) They have not heard back on their request for a .gov domain registration.
- g) 10:22 AM Building & Zoning - Kerry McMurray
  - i) McMurray reported one ag-siting permit, one manufactured home permit, and 16 building permits. Of those permits, there were 11 residential, four commercial, and one school. The total valuation was almost \$1.7 million dollars.
- h) 10:23 AM Sheriff - George Warrell
  - i) Warrell reported they had not had any reports of flooding thus far.
- i) 10:25 AM Road and Bridge - Ryan Ward was unable to be reached.
- j) 10:25 AM Clerk - Joe Larsen
  - i) Early voting for the 5/16/2023 Consolidated election begins 5/1/2023. A memo was received from the Secretary of State's Office which was posted the Elections Page of the County website having to do with legislative changes eliminating the March presidential election. It details what may have to be done regarding the
  - ii) FY2024 budgeting has begun ahead of the 3/1/2023 required date for distributing budget paper. All entries are available to the Board, Department Heads, and Elected Officials in the CAI Budget module.
  - iii) The Enterprise Jury Module from Tyler Technologies recently went live. He reported they are working on integrating data manually from the previous outdated system. Cassia County was the first county in the 5<sup>th</sup> Judicial District to go live to assist with our aged system. It should cut out a lot of work of clerks with the automation.
  - iv) Larsen reported on exploration of moving Election Mifi and other phone services from Verizon Wireless to AT&T. He also said they were able to obtain a refund on erroneous charges of over \$5,000.00 after a year of difficulty.
  - v) A report of processes needed as a result of the elimination of medical indigency and public defense by legislative action was reviewed. An update to our medical indigency policy is forthcoming.
  - vi) The annual and final application to the Public Defense Commission for funding assistance is due soon. Larsen advised the Board that we have reported for the past couple of years that we are working on contracts for 2<sup>nd</sup> level and above conflict public defenders. He asked that the Board report if that is going to take place as required by statute so it can be appropriately reported.
- k) 10:38 AM MCCJC - Sheriff Warrell
  - i) The jail census numbers were reported as follows: 154 total inmates; 50 from Cassia County, 39 from Minidoka County, two from ICE, 42 from IDOC, 19 US Marshal holds and two courtesy holds.
- 16) 11:06 AM South Central Public Health District (SCPHD) FY2024 budget proposal
  - a) Linda Montgomery, the Board Chair, began the presentation. The Board's budget hearing will be held 5/17/2023 at 1:00 PM. The Commissioners were invited to an awards ceremony that will be held prior to



the budget hearing at 11:00 AM. The budget hearing will be followed by their Board meeting which the Commissioners are also invited to attend.

- b) Environmental Health Specialist, Scott Arnell, spoke briefly on two main issues that are affecting the district. They were the numerous new jobs being created in the area and the need for housing in the area. He has seen an increase of developers asking that they can design subdivisions with less than the one acre lots provided in policy that was put in place in the 1970s.
- c) There is a variance policy in place that allows for lots less than an acre as long as certain criteria are met which include the need for a centralized water system and good sewage systems to be put in place. He considers these plats on a case-by-case basis.
- d) District Director Melody Boyer reviewed the budget proposal. There is a slight decrease in the amount they are asking for this year. For FY2023 Cassia County has contributed \$272,213.00. For FY2024 they are asking for \$269,799.14.

11:31 AM **Motion and Action:** Approve designating Bob Kunau as the authorized representative for the South Central Public Health District as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Leonard M. Beck - Chair.

Motion passed.

17) 11:36 AM Approve and sign Personal Property Lease Agreements for Udy and Hutchison - Ottley

11:46 AM **Motion and Action:** Approve the leasing of animals from Austin Udy for the Weed and Pest Department as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

11:47 AM **Motion and Action:** Approve the leasing of animals from Terry Hutchison for the Weed and Pest Department as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

18) 11:36 AM Approve and sign Notice to Comply with Order - Ottley

11:36 AM **Motion and Action:** Approve signing the Notice to Comply with the Order for Extermination as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member  
Motion passed unanimously.

19) 11:34 AM Approve and sign Order to Exterminate - Ottley

11:35 AM **Motion and Action:** Approve signing the Order to Exterminate creating an area for the extermination of noxious weeds as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

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20) 11:59 AM Discussion of COPS grant - Thompson

- a) The Sheriff's Office received notice they were approved for partial funding for two additional patrol deputies with a COPS. There is still no word on a timeline for receipts of that funding. They asked for approval to proceed with the hiring process for one of those deputies as they have one potential candidate they want to make an offer for employment who recently graduated second in his class at CSI.
- b) Clerk Larsen reported there may be sufficient funds for the matching amounts in the FY2023 budget to cover our share. Additionally, he said the County has unscheduled revenues that have been received that could be allocated for that purpose with a budget amendment in the event there is a deficiency.

12:04 PM **Motion and Action:** Approve the Sheriff's Office hiring of an additional County patrol deputy using funds from the COPS grant, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.  
Motion passed unanimously.

21) 11:49 AM Report from USFS

- a) Kevin Draper from the USFS reported on fencing wire being used for repairs resulting from a recent wildfire. It was discovered that the wire was not certified when the bid was accepted but that has since been rectified.
- b) There hasn't been any sign of flooding in our area. He expects to see some up north in the Wood River area. If there were any problems with flooding, he believed it would be Trapper Creek or Goose Creek.

**UNFINISHED BUSINESS ACTION AGENDA ITEMS**

22) 2:17 PM Deliberate on decision regarding proposed zoning and subdivision ordinance amendments

- a) It was determined to give this a time on next week's agenda to address the proposed amendments individually. It has been scheduled for 9:30 AM.

23) 1:07 PM FY2024 Budget related discussion

- a) 1:09 PM Auditor's Office Director Heather Evans provided the following documents for discussion:
  - i) Commissioner's individual prioritization of extraordinary funding requests by departments for FY2024. It was noted that spreadsheet information received from Chair Beck and Commissioner Searle was entered by the Auditor's Office. Commissioner Kunau provided his priority list during the meeting to be added to that spreadsheet. Evans reported that she would provide the Board with a hard copy the updated report within 24 hours.
  - ii) A copy of FY2024 department request entries thus far. To date, only the Extension Office had made entries.
  - iii) A copy of FY2024 rate of pay increase scenarios along with a financial impact analysis. Those included:
    - (1) Pay increase scenarios of a 3% and a 4 ½% rate of pay increase plus a \$1,500.00 bonus with each as requested by Chair Beck.
    - (2) A scenario of a 7% rate of pay increase plus a \$1,500.00 bonus as discussed with by Commissioner Searle with the Auditors.

- (3) Two cost of living scenarios being considered for recommendation by the budget officer which included a 10% cost of living increase plus a \$1,500.00 bonus and a flat 12% cost of living increase.
- iv) Social Security Administration's (SSA) historical cost of living adjustments (COLA) for the past quarter century clearly indicating higher upward adjustments during inflationary times. The impetus of providing that information was to emphasize SSA's COLA for the previous two years equaled 14.6%.
- b) Clerk Larsen reported that costs for Tyler Technology's EJM implementation will have no cost for FY2024 to Cassia County.
- c) Budget totals are being updated on a regular basis as departments enter their budget information.
- d) Evans provided documentation requested by Commissioner Kunau regarding employee turnover. It was noted that Cassia County has experienced a 21.6% turnover rate in the past 12 months which equated to one in five employees leaving employment. Of that amount, 43% were law enforcement and jail personnel.
- e) The financial impact related to the two scenarios provided by the Auditor's Office was predicated on significant unscheduled revenues and increasing historical carryover reserve balances.
- f) Clerk Larsen expressed dismay that we are no further along with our wage study conducted by Ameriben than we were one year ago.

1:33 PM Chair Beck left the meeting.

1:33 PM **Motion and Action:** Appoint Bob Kunau as acting chair, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed.

- g) Clerk Larsen expressed concerns about decisions for rate of pay increase being unduly influenced by outside entities.
  - h) He stated that recent reports show Idaho ranks third worst amongst states in wages and salaries keeping up with the cost of buying a home and that the Magic Valley is the worst in Idaho. Food prices have also exceeded the rate of inflation over the last year in our area. The Feds currently predict little to no relief over the next year with inflation trends.
  - i) Evans reminded the Board that there are only three Mondays left to make a decision before the special meeting with Minidoka County. Their intention was expressed to finish all of the joint budgets that day.
- 24) 1:08 PM Discussion regarding proposed building
- a) It was requested that next week a working lunch be scheduled to discuss the matter in depth. It has been put on the agenda for 12:00 PM.


25) 2:23 PM Adjourn

2:23 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member. Motion passed.

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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**

**55% OF FISCAL YEAR ELAPSED**

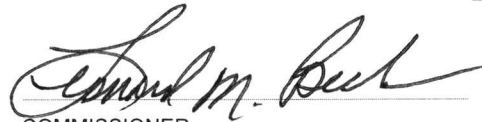
\* UNAPPROVED DEMANDS APPEAR IN ACTUALS AND ALSO AS AN INVOICE .

Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,237,898.00	2,631,051.78	20,193.62	2,606,846.22	50%
0002 ROAD & BRIDGE	579,720.00	326,358.22	193.99	253,361.78	44%
0006 DISTRICT COURT	374,120.00	172,031.96	1,696.50	202,088.04	54%
0008 JUSTICE FUND	12,291,405.00	6,231,535.99	12,638.07	6,059,869.01	49%
0012 M-C MISDEMEANOR PROBATION	1,098,450.00	553,695.08	15,323.75	544,754.92	50%
0013 911 COMMUNICATIONS	871,000.00	87,541.34	10,093.00	783,458.66	90%
0016 SOCIAL SERVICES-ASSISTANCE	747,118.00	132,052.65	8,866.75	615,065.35	82%
0048 EMPLOYEE BENEFITS FUND	3,621,490.00	1,658,198.36	2,529.47	1,963,291.64	54%
0053 NARCOTICS SEIZED ASSETS FUND	40,000.00	16,943.64	45.50	23,056.36	58%
		<b>Total Amount Paid</b>	<b>71,580.65</b>		

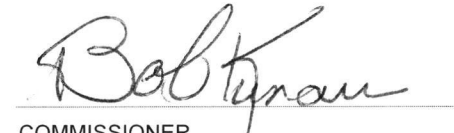
STATE OF IDAHO  
CASSIA COUNTY

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 \_\_\_\_\_

  
COMMISSIONER

  
COMMISSIONER

  
COMMISSIONER

\* WARNING: This fund is over budget

# Cassia County Commissioner Meeting

## Attendance Log

Date: 4/24/2023

NAME (Please Print)	TOWN	REPRESENTING
1. J. Thompson		CCSO
2. George Darrell	Oakley	Sheriff
3. Michelle Wallace	Rupert	Auditors
4. Karen Shur	Burley	Assessor's Office
5. Wlat Adams	Burley	Assessor's Office
6. Gary Ripchant	Burley	CONOR
7. Joel Packham	Declo	Unif Extension
8. Laura Greener	Burley	Treasurer
9. Heather Whithead-Evans	Darby	Auditors
10. Michael Ottley	Elba	CLNWC
11. Linda Montgomery	Eden	SCPHD #5
12. David Burgess		IT
13. Melody Bowry	SCPHD	→
14. Scott Anell	SCPHD	
15. JOE LARSEN	Burley	CLERK
16.		
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