



Cassia County Board of Commissioners REGULAR MEETING MINUTES

Monday, June 26, 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, Cally Velasquez - Deputy Clerk (Not voting).

- 4) 9:04 AM Calendar, meetings, committee reports, and correspondence
 - a) Beck reported on the Solid Waste meeting he attended. A five-year plan was discussed as well as plans to move forward with a Rural Development loan to fulfill certain projects and purchase new equipment. This will likely increase fees paid by a number of districts in FY2026.
 - b) Mr. McMurray reported that Mid Snake Water Resource Commission's request for funding for FY2024 from Cassia County would remain the same as last year at \$2,552.00.

9:05 AM Mr. McMurray entered the meeting.

- 5) 9:14 AM Approve payables for 6/26/2023

9:15 AM **Motion and Action:** Approve payables in the amount of \$142, 987.90 as presented on 6/26/2023, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Motion passed unanimously.

- 6) 9:17 AM Approve minutes from 6/20/2023

9:18 AM **Motion and Action:** Approve minutes from 6/20/2023 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

- 7) 9:18 AM Review and approval of Alcohol license requests for which there is a transcribable verbatim record of the proceedings.
 - a) Ace Hardware - Bottled/canned beer OFF premises
 - b) Maverik #512 - Bottled/canned beer OFF premises, Retail wine
 - c) River's Edge Golf Club - Bottled/canned beer OFF & ON premises, Retail wine, Wine by the glass
 - d) Skyline Bar - Bottled/canned beer OFF and ON premises, Wine by the glass
 - e) Stinker Store #61 - Bottled/canned beer OFF premises, Retail wine

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, June 26, 2023

Instrument # 2023002079

BURLEY, CASSIA, IDAHO

7-10-2023 01:32:05 PM No. of Pages: 11

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

A handwritten signature in blue ink, appearing to be "EL", is written over the recording information.

- f) Stinker Store #79 - Bottled/canned beer OFF premises, Retail wine
- g) Wick's Steak Place - Declo Liquor License, Draft Beer, Bottled/canned beer OFF and ON premises, Retail Wine, Wine by the glass

9:18 AM **Motion and Action:** Approve entering an alcohol and beer licensing hearing, **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.

9:22 AM **Motion and Action:** Approve closing the alcohol license hearing, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

9:23 AM **Motion and Action:** Approve the seven presented alcohol and beer license applications, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

8) 9:28 AM Personnel Matters: Including but not limited to - Change of Status Requests

- a) Treasurer - Patricia Smith - Deputy Treasurer - Evaluation
- b) MPO - Amber Prewitt - Director - Evaluation
- c) MPO - Angel Barboza - Senior Probation Officer - Evaluation
- d) MPO - TeAnna Hull - Senior Probation Officer - Evaluation
- e) MPO - Colby Andersen - Deputy Probation Officer - Evaluation
- f) MPO - Jonathan Renz - Deputy Probation Officer - Evaluation
- g) MPO - Tyler Stofey - Deputy Probation Officer - Evaluation
- h) MPO - Michael Velasquez - Pre-Trial Officer - Evaluation
- i) MPO - Paul Gibson - Pre-Trial Officer - Evaluation
- j) MPO - Debbie Rogers - Lead Secretary – Evaluation
- k) MPO - Kelli Willett - Secretary - Evaluation
- l) MPO - Sonia Gonzalez - Secretary - Evaluation
- m) Searle requested to have an executive session prior to making a motion for approval of the Changes of Status presented.
- n) 12:12 PM A Certificate of Appreciation for Colleen James was submitted for the Board's signatures.

12:13 PM **Motion and Action:** Approve signing the Certificate of Appreciation for Colleen James, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

1:31 PM Revisited for Changes of Status. Two more changes were submitted for approval in addition to the previously recited changes.

- o) Building & Zoning - Matthew Sagers - Building Official - promotion
- p) Building & Zoning - Earnest Juarez - Building Inspector - new hire

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, June 26, 2023

1:32 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.

9) 11:30 AM Executive Sessions

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, Idaho Code § 74-206 (1) (d) to consider records that are exempt from public disclosure,

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 3).

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

11:55 AM Upon exit of Executive Session, the board took the matter under advisement.

11:55 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.

10) 12:08 PM Approve Resolution No. 2023-009 denying petition to amend zoning district

12:09 PM **Motion and Action:** Approve resolution no. 2023-009 denying the petition to amend the zoning district, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

11) 12:10 PM Sign Notice of Hearing for Grush Zoning Amendment Application

12:11 PM **Motion and Action:** Approve signing the Notice of Hearing for July 24, 2023 at 11:00 AM for the zoning amendment application, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

12) 1:38 PM Finalize departmental vehicle considerations - this was part of FY2024 budget matters discussion conducted after reconvening from lunch recess.

- a) Beck summarized the current desired action plan. The Assessor's Office obtained a bid from Young Automotive for a 2023 Acadia in the amount of \$33,179.00 and offered a trade in value of \$20,000.00 for the Equinox the Assessor would be trading in.
- b) The Extension Office has \$8,000.00 that can be paid to Revaluation for the Equinox. The Extension Office also has a van whose trade-in value was \$7,000.00 that they want to exchange for the Equinox. The department that ends up with the van will pay the Revaluation fund that trade-in value. The remaining \$5,000.00 of the \$20,000.00 trade-in value for the Equinox will be covered by the County since the MOU with that department stipulates that the County must provide the vehicles.
- c) The Building and Zoning Department obtained a quote from Kim Hansen Chevrolet for a pickup at \$48,000.00 which would include a bedliner and a tonneau cover. The 2018 pickup they currently have, with an estimated value of \$25,000.00 according to Kelly Blue Book, would go to the Building & Grounds

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, June 26, 2023

department to replace the 1998 pickup they are currently using. They anticipated a conservative revenue of \$1,500.00 for the sale of their old vehicle.

- d) Clerk Larsen reminded the Board that the purpose of the budget is to plan for expenses and live within those parameters accordingly. He pointed out that if there are extra funds in other line items that are continually being reallocated to different budget lines for things, then those extra funds are probably not being budgeted for correctly and it defeats the purpose of budgeting line items. He acknowledged those rare times when something unforeseen arises, requiring such a shift of funds from one line to another, but that it is to be avoided as a common practice.
- e) It was decided to include the \$7,000.00 for the van in the Misdemeanor Probation's FY2024 budget and bring it up again to Minidoka County for review since their department is a joint venture.
- f) The Extension Office's budget and the Assessor's budget for FY2024 will be adjusted to account for the vehicle purchase in FY2023. Buildings & Grounds and Building & Zoning departments will wait until FY2024 to make any vehicle purchases.

13) 3:18 PM Discuss and plan for Gateway West meeting scheduled for 7/10/2023

- a) The Board expressed concerns about the advancing of these plans across areas of Cassia County in opposition to a route established years ago.
- b) Beck directed the Board members to get any questions to deputy clerk Velasquez to disseminate to the rest of the Board in preparation for the scheduled meeting.
- c) It was also requested that the Auditor's Office place a buffer of funds in the General Operations line in the Current Expense Fund in the event that legal fees may be incurred in the future.

SCHEDULED ACTION AGENDA ITEMS

14) 9:31 AM Tax Deed Hearing on RP16S28E286900 and RP0ID170007013

9:33 AM **Motion and Action:** Enter into a tax deed hearing, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member

Motion passed unanimously.

- a) Treasurer Greener attested to full compliance to the provisions in Idaho Code 63-1008. Submitted to the Board for hearing were two applications for tax deed conveying the properties listed to Cassia County, Idaho, absolute title, free of all encumbrances except a lien of taxes. An Affidavit of Compliance was recorded, also as required by law.
- b) The total taxes owed, including interest, for parcel RP0ID170007013 is \$396.93. The original owner of the property is deceased. The party that had been paying taxes on the parcel passed away in 2016 and the spouse has declined paying any more taxes.
- c) The total taxes owed, including interest, for parcel RP16S28E286900 is \$407.23. The original owners of the property are deceased. The party that had been paying taxes on the parcel since 2014 has not been able to be reached since 2019.
- d) The tax deed auction for these two parcels has been set for July 17, 2023, at 10:00 AM during the regular Board of Commissioners meeting.

9:45 AM **Motion and Action:** Exit the tax deed hearing, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, June 26, 2023

Motion passed unanimously.

9:46 AM **Motion and Action:** Approve signing the taking of the tax deed as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

9:51 AM **Motion and Action:** Set a tax deed sale for 10:00 AM on July 17, 2023, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

15) 9:52 AM Department Head Reports

- a) 9:52 AM Adult Misdemeanor Probation - Amber Prewitt
 - i) Prewitt reported 1,018 active cases and 423 pretrial cases.
- b) 9:55 AM Treasurer - Laura Greener
 - i) Greener reviewed the Treasurer's Cash Balance reports ending May 31, 2023.
- c) 10:02 AM Assessor - Mart Adams
 - i) Adams reported that no appeals had been filed yet regarding recent property assessments. Today is the last day that appeals can be received.
 - ii) A reception for a retiring DMV clerk will be held in the Commissioners Chambers Friday afternoon at 3:00 PM.
- d) 10:04 AM Sheriff - George Warrell
 - i) Sheriff reported on the jail population. He cited 143 inmates, 46 are from Cassia County, 35 from Minidoka County, 1 ICE hold, 42 for IDOC, 18 US Marshal's and 1 Courtesy hold.

10:05 AM Prosecutor Larsen entered the meeting.

- e) 10:05 AM Weed and Pest Control - Michael Ottley
 - i) Ottley shared a short video demonstrating his department's work using mules in a hard-to-reach area of Cottrell Mountain.
- f) 10:12 AM Building & Zoning - Kerry Mc Murray
 - i) McMurray reported for the month of May, one accessory dwelling unit, one ag siting permit, 23 building permits, 19 of which were residential and four were commercial, and three temporary placement permits.
- g) 10:14 AM Prosecutor's Office - McCord Larsen
 - i) Prosecutor Larsen reported seeing an increase of infraction citations located around the construction of the new port of entry on the freeway.
- h) 10:16 AM Public Defender - Tim Schneider
 - i) Prosecutor Larsen also reported for Mr. Schneider's office. He relayed that Mr. Schneider is working to get a juvenile contract worked out with Mr. Atkins. There were a few changes to the contract that they needed to get back to Mr. McMurray so that it can be placed on the agenda for the next meeting of the Board.
- i) 10:17 AM I.T. Department - David Burgess
 - i) Burgess reported there were 98 help desk tickets in the last 30 days, with 12 currently open.
 - ii) Ten of those currently open were received over the weekend.
- j) 10:19 AM Coroner - Craig Rinehart

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, June 26, 2023

- i) Rinehart reported that he had not heard any new developments in regards to the autopsy facility in Pocatello. He said that he expected to see more cases this year than last year. He had no other news to report.

10:19 Prosecutor Larsen left the meeting.

k) 10:21 AM Clerk - Joe Larsen

- i) Clerk Larsen reported that he is working on the medical indigency process in preparation for closing that out.
- ii) Larsen reported on an RFP with the Supreme Court being awarded to Point and Pay for credit card processing in the courts. He noted that Access Idaho, as used by the rest of the county, is owned by Tyler Technologies. Apparently, they did not submit a quote, even though Odyssey's court management system is a Tyler Technologies product.
- iii) A new security protocol will require a separate terminal independent of County operations to conduct business with the State and will include separate emails to communicate with deputy clerks. The program is entitled Pivot to the Cloud and has met much resistance with many elected clerks and county I.T. personnel.
- iv) Larsen is the chairman of the Idaho Association of County Recorders and Clerks Recording, Records Management, and Technology Committee. They are currently updating the Idaho Recorders Manual. He has been working with Deputy Recorder Elsa Velasquez in that endeavor as well as getting input to Harris Idaho as they re-program recording software for Idaho Counties as Harris Idaho.
- v) There are some legal matters that the elections office will need guidance from the Prosecuting Attorney on with regards to creating an irrigation district, getting Board approval, and conducting an election.

l) 10:30 AM Road and Bridge - Ryan Ward

- i) Beck reported on his communications with Ward during the meeting. Ward is looking to make another order of mag chloride for the roads in the Elba-Almo area.

16) 10:34 AM Report of Auditor's Office regarding inventory control best practices - Cally Velasquez

- a) Deputy Clerk Velasquez gave a summary of the Vehicle and Titled Asset Inventory Audit conducted over the past 18 months. The audit demonstrated the need for standardized practices on inventory control and brought the electronic inventory control system up to current.
- b) A careful examination of the County's ICRMP policy was recommended to ensure accurate and complete coverage of County assets.

17) 10:47 AM FY2022 Audit Report - John Russell, Zwygart John & Associates CPA's PLLC

- a) Mr. Russell briefly reviewed the 108-page outside audit report conducted for FY2022.
- b) Overall, the County received more in revenues than expenditures for that fiscal year, which is positive.

18) 11:20 AM Review and sign Federal Drug Testing Contract with Misdemeanor Probation - Prewitt

- a) This item was requested to be revisited at the next BoCC meeting due to time constraints. Mr. McMurray and the Board expressed hesitation in entering a contract in which the County would assume all liability for providing a service to the Federal Government should something happen.

19) 11:26 AM Review and approve furnace purchase for Historical Museum building

11:28 AM **Motion and Action:** Approve the furnace purchase for the Museum, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member
Motion passed unanimously.

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, June 26, 2023

20) 11:55 AM Report of USFS - Kevin Draper

- a) Draper reported on a successful prescribed burn that just happened. They will continue to monitor the area until it is completely out.
- b) The road up to Howell Mountain and Pomerelle Mountain still has snow drifts. They won't open those recreation sites until a two-wheel drive vehicle can reasonably navigate the terrain.
- c) Beck informed Draper that a permittee complimented the fencing being done on some USFS lands.

21) 12:15 PM Recess for lunch

1:31 PM Reconvene

22) 1:36 PM Discuss FY2024 Budget Matters

- a) 3:12 PM Discuss Cassia County election submission for preservation of SRS Title 1 funding for FY2024
 - i) Clerk Larsen will reach out to Kelly Brassfield and find out what the County needs to do in order to access that funding since it has never been dealt with before.
- b) 2:14 PM Discuss and set time and date for meeting with Minidoka County to complete tentative FY2024 Joint Powers agreement budgets
 - i) Clerk Larsen discussed a nominal increase in budget expectations with the joint departments shared with Minidoka County to cover expenses since Minidoka has not provided updated budget numbers for their portions yet. Once the budget numbers are published, they cannot be raised but they can be decreased at the budget hearing.
 - ii) 3:14 PM Beck said he would call Commissioner Schenk to see when they can meet again.
- c) 2:50 PM Discuss and decide FY2024 tentative published amount for the Sheriff-City of Burley budget
 - i) The Sheriff reported presenting to the city a budget of \$2,251,566.00 and didn't receive any negative reaction from the City Council on that number. The budget officer's recommendation will be adjusted to match the Sheriff's request.
- d) 2:19 PM Discuss and finalize remaining FY2024 Commissioner approved tentative budget items.
 - i) The remaining departmental budgets that the budget officer had not yet received clarification on were reviewed. These included the departments who had vehicle requests, joint budgets with Minidoka County, departments that use the Justice Fund, Law Enforcement, and others.
 - ii) Beck will contact Road & Bridge Supervisor, Ryan Ward and discuss whether to increase the projected mag chloride line for FY2024 or not since he is currently over budget this year and still looking to purchase more.
 - iii) Larsen expressed concern that we are very close to the statutory levy limit for the Justice Fund. He noted that expenses are increasing at a higher rate than our ability to receive levied funds.
 - iv) An additional revenue report will be added to the quarterly reports submitted to the Board from the Auditor's Office so that they can see the tracking of revenues throughout the year and have a better sense for what the Board will need to consider for budgeting for FY2025.
 - v) The Fair Board budget was reviewed briefly since there were dramatic changes in some line-item requests from FY2023. Beck will speak with the Fair Board secretary, Carla Beck, about projected revenues and what can realistically be expected. Larsen said those projections were considerably lower than recent County Fair revenue trends and has largely not been affected adversely by stressed economic times and inflation.
 - vi) Larsen said the outside auditor expressed concerns with regards to current fair board budget practices that will need to be addressed. He will be provided a letter of recommendation to the Board on the budgetary process for the County Fair.

23) 3:21 PM Adjourn

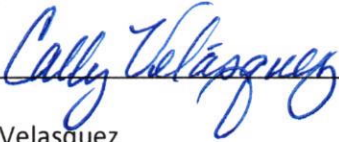
3:21 PM **Motion and Action:** Adjourn, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

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

Cassia County Commissioner Meeting

Attendance Log

Date: 6-26-2023

NAME (Please Print)	TOWN	REPRESENTING
1. George Warrell	Oakley	Sheriff
2. J. Thompson		CCSO
3. Laura Greiner	Burley	Treasurer
4. Walt Hams	Burley	Assessor
5. Amber Prewitt	Burley	Probation
6. Michael Otley	Elba	CCNWC
7. David Burgess		IT
8. Craig Reinhart	Burley	Coroner
9. John Russell	Nampa	External Independent Auditor
10. Joe Larsen	Burley	CLERK
11. Heather Whitehead-Francis	Burley	Auditor
12. Kevin Draper	"	FS
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

73% OF FISCAL YEAR ELAPSED

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

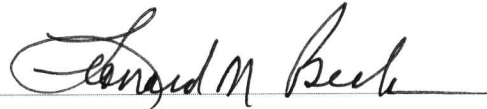
Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,237,898.00	3,445,858.50	8,792.64	1,792,039.50	34%
0002 ROAD & BRIDGE	579,720.00	422,908.25	1,200.00	156,811.75	27%
0006 DISTRICT COURT	374,120.00	220,704.70	169.00	153,415.30	41%
0008 JUSTICE FUND	12,291,405.00	8,102,934.16	60,155.95	4,188,470.84	34%
0012 M-C MISDEMEANOR PROBATION	1,098,450.00	738,457.49	1,857.09	359,992.51	33%
0015 CONSOLIDATED ELECTIONS	217,865.00	56,289.42	1,018.70	161,575.58	74%
0016 SOCIAL SERVICES-ASSISTANCE	747,118.00	226,270.12	4,054.11	520,847.88	70%
0027 NOXIOUS WEED & PEST	426,030.00	201,981.19	40.00	224,048.81	53%
0029 PHYSICAL FACILITIES	274,300.00	751,140.35	11,695.00	-476,840.35	-174% *
0048 EMPLOYEE BENEFITS FUND	3,621,490.00	2,403,304.57	50,302.41	1,218,185.43	34%
0053 NARCOTICS SEIZED ASSETS FUND	40,000.00	35,346.17	3,703.00	4,653.83	12%
		Total Amount Paid	142,987.90		

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

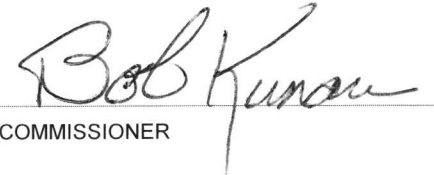
6-26-2023



COMMISSIONER



COMMISSIONER



COMMISSIONER

* WARNING: This fund is over budget