



Cassia County Board of Commissioners

MEETING MINUTES

Monday, August 28, 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) 9:00 AM Call to order
- 2) Pledge of Allegiance and prayer
- 3) 9:01 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) 9:02 AM Calendar, meetings, committee reports, and correspondence were reviewed.
 - a) 8/28/2023 - Fair Board meeting at 7:00 PM - Beck
 - b) 8/30/2023 - Solid Waste meeting - Beck
 - c) 9/1/2023 - REMSB meeting - Searle
 - d) TBD - South Central Community Action Partnership meeting - Kunau
 - e) McMurray reported on an email he received from the US Forest Service detailing a snowmobile grooming report that is due.
 - f) The ambulance report for 07/2023 was reviewed.
 - g) Email received from the State regarding ITD fees – Beck.
- 5) 9:06 AM Approve payables for 8/28/2023

9:07 AM **Motion and Action:** Approve payables in the amount of \$107,834.36 as presented on 8/28/2023, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

- 6) 9:08 AM Approve minutes from 8/21 and 8/24

9:09 AM **Motion and Action:** Approve minutes from 8/21/2023 as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Motion passed unanimously.

9:09 AM **Motion and Action:** Approve minutes from 8/24/2023 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, August 28, 2023

Instrument # 2023002950

BURLEY, CASSIA, IDAHO

9-11-2023 03:30:40 PM No. of Pages: 11

Recorded for : CASSIA COUNTY COMMISSIONERS

JOSEPH LARSEN

Fee: 0.00

Ex-Officio Recorder Deputy

Index to: COMMISSIONERS MINUTES

FL

7) 9:10 AM Approval of Clerk's Office recommendations regarding junior college Certificates of Residency

9:10 AM **Motion and Action:** Approve Clerk's Office recommendations to approve 29 and deny three junior college Certificates of Residency as presented, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.

Motion passed unanimously.

8) 9:11 AM Personnel Matters - Change of Status Request

a) CCSO - Hannah Beckstead - Uncertified Dispatcher - new hire

9:12 AM **Motion and Action:** Approve Change of Status Request as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

9) 3:00 PM Executive Session

3:00 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.

4:15 PM Upon exit of Executive Session, the board took the matter under advisement.

4:15 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.

10) 9:13 AM Consider meeting schedule for week of 9/3/2023 – The Board determined to have no meeting during that week.

11) 2:37 PM Review and sign documents related to Lifemap/USAbble conversions - Whitehead

a) Auditor's Office Director Heather Whitehead presented three forms dealing with insurance for the Board to sign.

2:45 PM **Motion and Action:** Approve signing the FICA Match Agreement form as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

2:46 PM **Motion and Action:** Approve signing the Short-Term Disability W-2 Agreement form as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, August 28, 2023**

2:47 PM **Motion and Action:** Approve signing the Group Employee Benefits application for policy number 50054743 as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

12) 9:14 AM Review and approve request for funds for Quick Response Units & Malta Ambulance - Searle

9:17 AM **Motion and Action:** Approve the request for funds for the Quick Response Units and the Malta Ambulance as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

13) 9:18 AM Receive transmittal letter from P&Z on Home Occupation ordinance amendment and set hearing date

- a) McMurray presented a letter of recommendation from the Planning & Zoning Commission on a proposal to amend the zoning chart to permit Home Occupations.
- b) A public hearing for the amendment must be scheduled.

9:21 AM **Motion and Action:** Approve setting the hearing date for 09/18/2023 at 10:30 AM, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Motion passed unanimously.

14) 9:22 AM Gateway Discussion update

- a) Nothing new had come forward regarding this project according to McMurray.
- b) The Board requested that he invite commissioners from Power County, Twin Falls County and Oneida County for a working lunch to discuss working together on the matter.

15) 9:26 AM Consider contribution to Southern Idaho Tourism periodical

- a) Beck received a message regarding a request for funding for the periodical.
- b) The Board discussed the amount they desired to approve.

9:27 AM **Motion and Action:** Approve contribution to the Southern Idaho Tourism periodical in the amount of \$800.00, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member.
Motion passed unanimously.

- c) 1:32 PM The invoice for the periodical was submitted and reflected their request for \$825.00.

1:33 PM **Motion and Action:** Approve rescinding the earlier motion to approve a payment of \$800.00, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

1:34 PM **Motion and Action:** Approve the request for \$825.00 to the Southern Idaho Tourism periodical as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, August 28, 2023**

- 16) 9:28 AM Extension Office's purchase of Equinox vehicle from Assessor
- a) The matter was delayed until Deputy Auditor Whitehead could give input on the matter later in the meeting.
 - b) 2:48 PM The matter was discussed further and it was determined that the best course of action would be for the Extension Office to write a check for the purchase. The budget would then be amended at fiscal year-end to balance those financial needs.

SCHEDULED ACTION AGENDA ITEMS

- 17) 9:29 AM Presentation of petition to form Raft River Irrigation District
- a) Matt Darrington, attorney for the petitioners, presented a petition to form the Raft River Irrigation District. The bond previously set at \$2586.00 was submitted.
 - b) The board asked questions regarding the size of pipes and source of water to be delivered to the eleven landowners making up the district. Each land owner would have their own Board of Directors and be governed by Idaho statutes.
 - c) Noxious Weed Supervisor Ottley asked about a noxious weed mitigation plan. Beck assigned Darrington to work with Ottley on his concerns.
 - d) The board asked for details on the funding that is being sought by the petitioners for the installation of pipes for the irrigation system.
 - e) The next step is for the Board to set a public hearing date for the petition.

9:38 AM Prosecutor Larsen joined the meeting.

9:51 AM **Motion and Action:** Approve scheduling a hearing for Monday, 09/25/2023, at 9:30 AM to consider the petition to form the Raft River Irrigation District, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.

Motion passed unanimously.

- 18) 9:52 AM Department Head Reports
- a) 9:52 AM Extension Office - Wittman
 - i) Wittman reported on the success of the animal projects and sales at the county fair. She reported the total income of the sales was \$1,377,250.00.
 - ii) There are two applicants for their open position and interviews will be conducted in a couple of weeks.
 - b) 9:56 AM Law Enforcement - Sheriff Warrell
 - i) Sheriff reported on the inmate population which included a total 145 inmates currently.
 - c) 9:58 AM Noxious Weed & Pest - Ottley
 - i) Ottley shared photos of noxious weed in Nevada and California he took while on vacation there.
 - ii) He reported there was about two weeks left with seasonal help. He expressed disappointment that a long-time helper was serving their last year and had plans to move on.
 - d) 10:08 AM Coroner - Rinehart
 - i) Rinehart reported on the recent activity of his department. There was one recent highway fatality.
 - ii) He said that he was about 14 deaths below last year at this same time.

**CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, August 28, 2023**

- e) 10:13 AM Assessor - Adams
 - i) Adams reported on his attendance at the Assessor's Conference recently. He said there was a lot of discussion about legislation currently in the works as well as future legislative proposals.
 - ii) He was aware of two appeals to the State Board of Equalization that are scheduled to be held in September.
- f) 10:17 AM Building & Zoning - McMurray
 - i) McMurray reported on the activities of his department for the month of July.
 - ii) He also reported on the recent Planning & Zoning Commission meetings. He said they are working extensively on solar power systems to understand and form regulations for the Board to consider.
- g) 10:19 AM Treasurer - Greener
 - i) Greener reviewed the Treasurer's Statement of Cash report for June. She also reported on the interest earnings of county accounts for that month.
 - ii) Greener also reported on her attendance at the IAC Treasurer's Conference held three weeks ago in McCall. They discussed recent legislative changes and strategies for implementation of such.
- h) 10:31 AM IT Department - Burgess
 - i) Burgess reported on the activities of his department over the last month.
 - ii) Additionally, he reported on recurring issues with new dispatch computers and that he may have to warranty those machines out.
- i) 10:35 AM Clerk - Larsen
 - i) Clerk Larsen reported on recent activities of his department.
 - ii) He requested one of the commissioners be assigned to help with a recent concern with testing and upgrade of the election equipment from E.S.&S. Searle was assigned to assist.
 - iii) The IACRC Conference was held three weeks ago in Salmon.
 - iv) Considerable discussion and attention was given regarding upcoming elections with the Secretary of State's office and also with recent legislative changes with the State Tax Commission.
- j) 10:46 AM Prosecutor - M. Larsen
 - i) Prosecutor Larsen reported on the progress of his office in obtaining a practice instructor license from the Bar in efforts to bring in a third-year law student for an internship.

10:48 AM Beck requested a five-minute recess.

10:52 AM Reconvene

19) 10:52 AM **Hearing** on Big Sky Dairy application for CUP/CAFO permits for calf and heifer feedlot CAFO

10:53 AM **Motion and Action:** Enter hearing for Big Sky Dairy application, **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.

- a) Beck read an introduction for the hearing that included procedures, conduct guidelines and details of the application being heard. He also listed the exhibit information that was provided for consideration.
- b) Valene Carhorn from AgProfessionals, representing Big Sky Dairy, went through a power point presentation for their application. She was presenting the first half and then gave the floor to Matt Thompson, her teammate for the rest of the presentation.
- c) A recent letter from Southwest Irrigation District that was received on 08/18/2023 was given to Mr. Thompson for his review since he was not aware of the latest communique.

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, August 28, 2023

- d) 11:40 AM David Shirley, the attorney for the Oakley Highway District offered testimony with regards to working out an agreement with Big Sky Dairy for the paving of one mile of road, as requested by the board.
- e) 11:57 AM Beck asked McMurray for direction on how to proceed with a continuance as time was expiring for the hearing.
- f) A continuance of the hearing was requested for 9/18/2023 at 1:30 PM.

12:07 PM **Motion and Action:** Approve continuation of hearing for CAFO expansion to be held 9/18/2023 at 1:30 PM, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

20) 12:08 PM Reports of USFS and BLM

- a) 12:08 PM Chad Camp, Range Program Manager for USFS reported on the completion of the recent fencing project and the lessons learned from that project.
- b) 12:19 PM Stacy Tyler, Forest Field Specialist for USFS reported on the Black Mountain fire discovered last week and under watch currently. It has burned about one acre so far.

21) 12:23 PM Recess for lunch

1:32 PM Reconvene

22) 1:34 PM Meeting with erstad Architects on building design updates

- a) Josh Moser from erstad reviewed their fourth run design and what had changed from the last iteration.
- b) 1:59 PM IT Department head Burgess discussed his department's needs in the building design.
- c) 2:08 PM Clerk Larsen discussed integration of his different areas of responsibility and placement in the new facility to accommodate that in the design.
- d) The next meeting was scheduled for 9/11/2023 at 9:30 AM.

23) 2:17 PM Review and approve FY2024 Indigent Defense Financial Award Agreement

- a) Deputy Clerk Wallace presented the FY2024 Indigent Defense Financial Award Agreement.
- b) The Board and the Clerk all need to sign and approve the agreement.

2:21 PM **Motion and Action:** Approve signing of the Indigent Defense Financial Assistance agreement as presented, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

24) 2:22 PM Review and approve Tax Year 2023 L-2 form

- a) Deputy Auditor Whitehead presented the Tax Year 2023 L-2 form.
- b) There was discussion regarding the Fair Board budget, reserves and the effects on the levy.

2:36 PM **Motion and Action:** Approve the Tax Year 2023 L-2 form and the Chairman is authorized to sign such, **Moved by** Kent R. Searle - Member, **Seconded by** Bob Kunau - Member.
Motion passed unanimously.

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, August 28, 2023

UNFINISHED BUSINESS ACTION AGENDA ITEMS

25) 2:56 PM Proposed County Building discussion

- a) Kunau expressed concern for designing steps up to the building and his preference for steps to be eliminated.

26) 2:57 PM Consider appointing new member to Industrial Development Corporation Board

- a) Beck presented five names of individuals for the board to consider.
- b) He will work with McMurray on the selection of an individual.

27) 4:15 PM Adjourn

4:15 PM **Motion and Action:** Adjourn, **Moved by** Bob Kunau - Member, **Seconded by** Kent R. Searle - Member. Motion passed unanimously.

APPROVED:



Leonard M. Beck, Chair

DEPUTY CLERK OF THE BOARD:



Cally Velasquez

CASSIA COUNTY COMMISSION
REGULAR SESSION
Monday, August 28, 2023

SUMMARY CLAIMS APPROVAL REPORT INCLUDING BUDGET BALANCES

BOTH UNPAID CLAIMS & DEMANDS GENERAL GOVERNMENT FUNDS

90% OF FISCAL YEAR ELAPSED

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

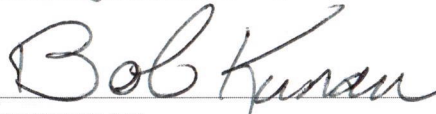
Fund	Budget	Actual	Demand/Claims Amt	Budget Remaining	% Budget Remaining
0001 GENERAL FUND (CURRENT EXPENSE)	5,237,898.00	4,063,600.00	13,046.51	1,174,298.00	22%
0002 ROAD & BRIDGE	579,720.00	455,539.24	4,079.19	124,180.76	21%
0006 DISTRICT COURT	374,120.00	263,307.22	1,233.48	110,812.78	30%
0008 JUSTICE FUND	12,291,405.00	10,238,444.00	8,649.67	2,052,961.00	17%
0012 M-C MISDEMEANOR PROBATION	1,098,450.00	918,725.92	1,915.50	179,724.08	16%
0013 911 COMMUNICATIONS	871,000.00	133,510.09	25,000.00	737,489.91	85%
0016 SOCIAL SERVICES-ASSISTANCE	747,118.00	274,024.94	2,402.00	473,093.06	63%
0020 REVALUATION	452,825.00	352,180.72	1,480.00	100,644.28	22%
0025 WATERWAYS	50,000.00	4,916.01	636.40	45,083.99	90%
0029 PHYSICAL FACILITIES	274,300.00	787,252.22	12,065.00	-512,952.22	-187% *
0048 EMPLOYEE BENEFITS FUND	3,621,490.00	2,919,884.72	36,231.61	701,605.28	19%
0053 NARCOTICS SEIZED ASSETS FUND	40,000.00	55,173.86	1,095.00	-15,173.86	-38% *
		Total Amount Paid	107,834.36		

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 8-28-2023


COMMISSIONER


COMMISSIONER


COMMISSIONER

attest: Cally Velasquez deputy clerk

* WARNING: This fund is over budget

Cassia County Commissioner Meeting

Attendance Log

Date: 8/28/2023

	NAME (Please Print)	TOWN	REPRESENTING
1.	Ryan Moss	Raft River	Moss Farms
2.	J. Thompson		CCSO
3.	Susan Keck	Almo	Elections -
4.	Michael Ottley	Elba	CCNWC
5.	George Warrell	Oakley	Sheriff
6.	Walt Adams	Burley	Assessor
7.	Ernie Wittman	Burley	Extension
8.	Craig Ruchart	Burley	Coroner
9.	Laura Gruener	Burley	Treasurer
10.	David Burgess	"	IT
11.	Valene Canhorn	TWF	Big Sky Dairy
12.	David Shirley	Burley	JHD
13.	Matt Thompson	TWF	Big Sky Dairy
14.	Brandon Berrett	Twin Falls	Big Sky Dairy
15.	David Herda	Twin Falls	Millenham Cattle
16.	Justin Praegitzer	Oakley	Skyline Dairy
17.	Logan Bosma	Oakley	Skyline Dairy
18.	Adam Taylor	Oakley	Skyline Dairy
19.	Clancy Rodgers	Oakley	Skyline Dairy
20.	Chad Camp	Burley	USFS
21.	Stacy Tyler	Burley	USFS
22.	Patricia Whitehead	Burley	Auditors
23.	Michelle Wallace	Rupert	Auditors
24.	Susan Keck	Almo	Elections

Cassia County Commissioner Meeting

Attendance Log

Date: 8/28/2023

NAME (Please Print)	TOWN	REPRESENTING
1. Kelsey Jones	Burley	Elections
2. JOE LARSEN	BURLEY	CLERK
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		